



CODE OF CONDUCT

Wagar Adult Education Center code of conduct serves to outline principles, standards, and expectations for behavior and decision-making for our Wagar community. Adoption of code of conduct is to maintain a safe and inclusive learning and teaching environment that promotes responsibility, respect, civility and competency. It is also to set up clear standards of behavior for all members of the school community where all members of the school community feel safe and accepted. This code applies to all members of the school community; students, administrators, staff, parents and guardians, community partners, visitors, volunteers, etc. while on all school properties, community groups, school buses, at school-authorized events and off site at school sponsored activities, or in any other circumstances that could have a negative impact on the school climate.

CENTER REGULATIONS

ATTENDANCE:

Attendance is **compulsory** in all classes. As stipulated by the Ministry of Education, students who are absent for five (5) consecutive days will be deleted from the class. Any student who wishes to resume their studies must pay a reinstatement fee. Reinstatement is applicable only if space remains in the class and/or student is able to complete the course according to Ministry's regulations.

Students who accumulate excess non-consecutive absences and/or develop a pattern of absences will be flagged and referred to administration. This may lead to signing of an attendance contract in which a breach of contract could result in disciplinary actions.

It is the responsibility of students to notify their teachers in the case of daily absences or administration in the case of prolonged absence.

LATENESS:

Students are expected to be on time for all classes. It is the responsibility of the teacher to refer students who are repeatedly late to the administration. This may lead to signing of a lateness contract and subsequent breach of contract could result in disciplinary actions.

CLASSROOM BEHAVIOR:

All students must behave respectfully and appropriately during all classes. Any abusive and/or disruptive behavior towards the teacher/learning environment will not be tolerated. Repeat offences will be handled by the administration according to the school code of conduct and students may face disciplinary actions.

TEACHER/STUDENT RELATIONS:

Any issues (e.g., behavior issues, assessments etc.) that arise in the classroom need to be resolved with the teacher first. If the situation has not been resolved in a timely manner, only then will the matter be brought to the administration's attention. Problems that do not involve the teacher may be brought directly to the administration.



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SMOKING:

This regulation is governed by the Provincial, Municipal and School Board regulations in which smoking (electronic vapes, cigarettes or any form of drug) is prohibited on school grounds which include the parking lot and front entrance. Students are permitted to smoke **nine meters** away from school grounds.

VANDALISM:

Anyone who litters, damages or destroys the Centre's property will be required to absorb all costs for the damages they have made, and may be subject to disciplinary actions. Vandalism of property is a serious criminal offense and may be reported to the police.

GAMBLING:

Gambling of any sort is prohibited in the Centre or community schools.

EMERGENCY EVACUATION PROTOCOLS:

All students are to respect and respond quickly and calmly to all emergency response protocols such as fire alarms, bomb alert, lockdown etc...All evacuations drills are to be treated as a real emergency. The entire school community will engage in drills at the beginning of the school year for potential emergencies. **TAMPERING WITH THE FIRE ALARM IS A CRIMINAL OFFENSE.**

LOCKERS:

Registered students wishing to use a locker at the Centre must come to the Main Office to register one. It is the responsibility of the student to place a lock on the locker once it has been registered. Every student is responsible for the contents found in their locker. All locks must be removed by the last Friday of June of the current year. The Centre reserves the right to cut the lock if the deadline date is not respected, and should the Center suspect any illegal substance and/or weapon that poses a danger to others. The Centre is not responsible for lost or stolen articles.

CAFETERIA:

Eating and drinking is restricted to the cafeteria at all times except for water bottles and/or thermos, which are permitted in the classrooms. For certain functions, this restriction may be waived by the Administration. Vending machines and microwaves are provided for the convenience of students. Students are always to keep the microwave clean during and after use. After lunch, students are to clear the cafeteria tables, placing their garbage in the garbage cans. Students are to refrain from inappropriate behavior in the cafeteria such as picking on and/or taking food from other students, throwing food, running or shouting etc. Any breach of cafeteria rules may result disciplinary actions.

VENDING MACHINES:

Vending machines are available for students' use only during their class breaks and/or lunch breaks. Vending machines are not to be used during class time. Students are not to tamper with these



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machines. Any loss of money or malfunction of the machines must be reported directly to the company, whose information is posted on the vending machines.

BOOKS:

All CCBE students are required to purchase all **mandatory** course material which is included in the registration fee. All books are available at the Main Office and payment can be made in cash, visa, or debit. **There will be no refund or exchange on book purchases.**

WANDERING/LOITERING WITHIN THE CENTRE:

Students are not permitted to wander or loiter within the Centre before, during or after class hours without permission from their teachers. Students will be permitted out of class should they, need to use the restroom, have a scheduled office appointment or, emergencies. Constant entering and exiting of the classroom will not be tolerated.

VISITORS TO THE CENTRE:

All students and staff are to avoid inviting friends or family to visit them on school grounds without permission from Administration. Any visitor to the Centre must report to the office to identify themselves to ensure safety and security of all students and staff.

PARKING:

Parking is free of charge and therefore is a privilege. Students may park in the schoolyard in an orderly fashion leaving ample room between vehicles and, must not block other cars for exiting the premises. Avoid parking in the main entrance of the school that blocks the exit. Cars will be tolled at the students' expense.

EMERGENCY SCHOOL CLOSURES:

In the event that classes must be cancelled due to snowstorms or other extreme weather, regularly check on Emsb.qc.ca and Wagaraec.ca to confirm school closure. Also, listen to the radio for any announcement of cancellation for schools and centers within the English Montreal School Board. Stations such as **95.9 FM, 800 AM, 97.7 FM.**

EXAM REGULATIONS

EXAMINATION PROTOCOL:

The teacher must issue exams to student when they are ready to write the exams. Any student who is more than 30 minutes late into the start of the exams forfeits the exam and must seek permission from administration to retake the exams. All cell phones rings are to be turned off and left at the front of the class with the teacher. Students are to avoid taking pictures in any form of all exam materials including extra blank sheets and memory aid. After the exams, students are forbidden to share any exams questions or materials of any form. Any breach in examination protocol will lead to severe disciplinary measures.



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RE-WRITING OF SUMMATIVE EXAMS:

Students are entitled to re-write a final exam if, they have failed the exam but have completed all the re-coup work as recommended by the teacher.

A student who has passed an exam may request permission to re- write the final exam in order to obtain a higher mark (which may be necessary for admissions in higher studies). The student must request permission, in writing, from the Administration before he/she is allowed to re-write the exam and only if it meets the MEESR Sanction procedures. This request must be accompanied by the teacher's written recommendation.

REVISION:

Students are entitled to have their final exam re-graded if there is a reason to doubt the grades. Their request to this effect must be submitted in writing to the Administration no later than 30 days after having received their result(s).

No student is entitled to see, peruse or review a written exam as per MEESR Sanction procedures (cf Guide 6.3 a3).

CHEATING/PLAGIARISM:

Cheating and plagiarism is considered a very serious academic offence. Any student guilty of cheating or plagiarism or who permits his/her work to be copied will receive an automatic zero (0) for the exam and/or assignment(s). Furthermore, the student may not be entitled to have a re-write in that particular objective and/exam and further disciplinary action.

EVALUATION OF LEARNING:

Each course code assigned by the MEESR is given a certain number of hours in which the course is to be taught. These hours correspond to the number of credits assigned to the course. Final evaluation of the student is included within these hours.

TUTORIALS:

It is the responsibility of students to request for help should they encounter academic difficulties. Therefore, all students are encouraged and expected to actively engage and participate in their own learning. Students, at the recommendation of the teacher, can request aid of a tutor. Tutors are available at the Centre at no extra cost.

STUDENT SUPPORT

ACADEMIC ADVISOR:

Our academic advisor is available for academic, vocational and career counseling services. Drop-in to their office to make an appointment.



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SPECIAL NEEDS CONSULTANT:

The Special Needs Consultant play a crucial role in enhancing the educational experience of students with special needs. This involves working closely with administration, teachers, parents, and students to develop and implement tailored educational strategies. The consultant also provides expertise in special education, advocate for best practices, and all relevant educational standards.

SPECIAL NEEDS FACILITATOR

The Special Needs Facilitator is responsible for supporting the educational, social, and emotional development of students with special needs. This role involves working closely with students, teachers, parents, and other support staff to implement individualized educational strategies. The facilitator will help create an inclusive classroom environment and provide hands-on assistance to ensure that students with special needs can fully participate in school activities and achieve their learning goals.

SPECIAL NEEDS JOB COACH

The Job Coach will work closely with students with special needs to support their successful transition into employment. This role involves providing individualized coaching, training, and support to help students develop the skills necessary for various job placements. The Job Coach will collaborate with educators, employers, and families to ensure that each student can thrive in their work environment and achieve their vocational goals.

FACILITATORS

The Special Needs Facilitator plays a crucial role in working with the teachers to provide daily support and educational development of students with special needs. Their roles involve working directly with students, assisting in classroom activities, and implementing personalized learning strategies. Facilitators will collaborate closely with teachers, parents, and other support staff to create a nurturing environment that promotes student success, autonomy and social integration.

TUTORS

As a Tutor, you will provide individualized and small group instruction to students, helping them to improve their understanding of subjects and build strong study habits. This role involves creating and delivering customized lesson plans that cater to each student's unique learning needs. You will work closely with students, parents, and educational staff to ensure effective learning outcomes and foster a positive educational experience.

INFORMATIONS AND COMMUNICATIONS TECHNOLOGY (ICT)

AGREEMENT FORM:

All students are required to have read, understood and sign the Policy on the Appropriate Use of Information and Communication Technology (ICT) as found on the school website. Students are required to abide by it and understand that any violation of any provision may result in the loss of access privilege and school or center sanctions.



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EMSB EMAILS ACCOUNTS:

New students will receive an EMSB email and temporary password at the beginning of the semester from their teacher. The accounts must first be activated using an EMSB device. It takes at least 48 hours after registration for an EMSB email and temporary password to be generated. Your EMSB email is your primary source of communication with teachers, advisors and other staff at Wagar. Please ensure you check it regularly, and should you realize you are not receiving emails please inform your teacher.

EMSB EMAIL PASSWORDS:

EMSB email account passwords expire every 90 days from your last password activation/ change. Students are advised to change their passwords before the 90 day timeline to avoid abrupt interruption of services by visiting the school's website on wagaraec.ca and clicking on password reset.

ICT SUPPORT:

Any student having ICT issues such as password reset issues can get support by contacting helpdesk at ITHELP@EMSB.QC.CA. In your email to helpdesk, identify yourself by indicating your fiche number, email address and full first and last name. You may contact the Vice Principal if your situation is unresolved.

ELECTRONIC DEVICES:

All electronic devices such as, iPods and cellular telephones, are to be turned off during class time. Cell phones may only be used in class at the discretion of the teacher. The use of these devices is prohibited during examination sessions. Failure to comply with these rules will result in confiscation of the device(s). Repeated offences will lead to disciplinary actions

STANDARDS OF BEHAVIOUR

Respect for Self and Others

- **Kindness and Courtesy:** Treat everyone with kindness, respect, and empathy. Use polite language, listen actively, and appreciate the diverse abilities and backgrounds of our community members.
- **Personal Space:** Respect the personal space and boundaries of others. Always ask for permission before touching or moving someone else's belongings.

Inclusivity and Acceptance

- **Celebrate Diversity:** Embrace and celebrate the differences in our school community, including various abilities, cultures, and backgrounds. Value each individual's unique contributions.
- **Supportive Environment:** Help create a welcoming atmosphere by including others in activities and conversations, and by being mindful of their needs and comfort levels.

Safe and Positive Interaction

- **Non-Violence:** Resolve conflicts peacefully and without physical or verbal aggression. Use respectful communication and seek help from staff or administration when needed to mediate conflicts.



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- **Bullying Prevention:** Actively stand against all forms of bullying. Report any bullying behavior to a staff or administration and support peers who may be experiencing bullying.

Responsibility and Integrity

- **Accountability:** Take responsibility for your actions and their impact on others. Be honest and accept the consequences of your behavior.
- **Fairness:** Treat others fairly and do not take advantage of any privileges or resources. Share and collaborate in a way that promotes fairness and equality

Positive Learning Environment

- **Engagement and Participation:** Participate actively in school activities and lessons. Show enthusiasm for learning and support others in their educational journey.
- **Cooperation and Teamwork:** Work collaboratively with classmates, respecting their ideas and contributions. Encourage a spirit of cooperation and mutual support.

Respect for School Property and Environment

- **Care for Property:** Treat school property and the personal belongings of others with care. Avoid causing damage and report any damage you see to school staff.
- **Clean and Safe Spaces:** Help maintain a clean, safe, and orderly environment. Dispose of trash properly and take care of shared spaces.

Dress Code

Our dress code is designed to promote a safe and inclusive atmosphere, minimize distractions, and prepare students for future professional environments. These are general guidelines that outline acceptable standards of dress and appearance for students.

General Guidelines:

- **Neat and Tidy:** All students are expected to come to school in clean, well-maintained clothing that is appropriate for a school setting.
- **Safety:** Clothing and accessories must not pose a risk to the safety of the wearer or others.
- **Modesty:** Students should wear clothing that covers undergarments and ensures a respectful level of modesty.
- **Appropriate Fit:** Clothing should fit appropriately, not excessively tight or loose, to allow for movement without distraction or discomfort.

Community Responsibilities

- **Students:** Adhere to this Code of Conduct, strive to be a positive role model, and seek help from staff if unsure how to handle a situation.



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- **Staff:** Model respectful and inclusive behavior, enforce this Code of Conduct consistently, and provide support and guidance to students.
- **Partners:** Support your child in understanding and following this Code of Conduct and collaborate with the school to foster a positive and safe learning environment.

ZERO TOLERANCE POLICY:

In order to provide a safe environment for all students and staff, Wagar Adult Education Center has a zero tolerance policy. The following behaviors will **not** be tolerated in our Centre:

- The use of alcohol
- Dealing or consuming any form of drug, vape and/or but not limited to e-cigarettes.
- Smoking on school grounds
- Violence
- Possession of weapons
- Physical/Verbal abuse or intimidation
- Sexual harassment or assault
- Gambling
- Bullying
- Vandalism

Any person suspected of/or engaging in any of the above-mentioned infractions will face immediate disciplinary actions which could lead to suspension or expulsion.

ILLNESS PROTOCOL

When a student is sick, they should stay at home for the following reason: **preventing the spread of illness, consideration for others, concentration and learning, medical attention and respect for school policies:**

Some illnesses may require medical attention, medications, or quarantine. **Wagar has no health professionals to monitor students as we are an Adult Education Center.** Staying home allows the student to receive the proper attention and visit a health facility to receive the necessary medical care. If students show up sick, and they are unable to go home on their own, parents/guardians/caregivers need to pick them up as soon as possible. **If they are not picked up within a reasonable time, and they continue to show medical distress, we will call emergency services (911) and all expenses will be incurred on the parents/guardians/caregivers.**



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IMPLEMENTATION OF THE SCHOOL'S CODE OF CONDUCT

The schools focus on the prevention and early intervention as the key to maintaining a positive school environment in which students can learn. The school supports the use of positive practices and progressive discipline (when necessary) as a whole school approach to foster the building of healthy relationships and encourage appropriate behaviors, as well as the application of consequences for inappropriate behavior.

COMMITMENT TO POSITIVE OUTCOME

At Wagar Adult Education Center, we are dedicated to the well-being and development of every student. We believe that by following this Code of Conduct, we can create a community where all members feel valued, respected and empowered to succeed.

Approved by Wagar Governing Board on June 20th, 2024