

Wagar Adult Education Centre

Code of Conduct 2025-2026

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We expect all students to uphold the guiding principles outlined in this Code of Conduct. Every student has the right to learn in a positive and supportive environment. All members of the Wagar community are expected to consistently demonstrate respect and consideration for the rights of others.

Attendance

At Wagar, students are expected to attend their classes. Please be aware that teachers actively monitor student attendance and engagement.

Absences

Academic success is strongly tied to regular and punctual attendance. However, we understand that unavoidable situations may arise.

- CCBE: If you are absent for 5 consecutive days or more, you must meet with administration to be reinstated.
- SVI Students: Follow reporting as stipulated by their teacher.
- Notify your teachers and the administration whenever possible.

Repeated absences can negatively impact your performance and may jeopardize your success.

Respect, Safety, and Community Standards

At Wagar Adult Education Centre, we are committed to providing a respectful, secure, and inclusive environment for all learners, staff, and community members. Discrimination, harassment, bullying, violence, and the use of illegal substances are prohibited. All individuals on school premises are expected to promote a safe and welcoming atmosphere through positive and respectful conduct.

Responsibilities

Students are encouraged to address classroom issues (e.g., behavioural concerns, assessments, etc.) with their teacher first. If the matter remains unresolved or does not directly involve the teacher, concerns may be brought to the attention of the administration.

Disruptive Behaviour & Insubordination

Failure to follow staff instructions will not be tolerated. Any behaviour that impedes or disrupts the learning process may result in administrative intervention, including suspension or removal from the centre.

Anti-Bullying / Anti-Violence Plan

Wagar Adult Education has zero-tolerance for vandalism, violence, racism, illegal substances, bullying, harassment, hateful and prejudicial language/symbols. It is expected that all members of the school community – students, staff, and caregiver(s)/guardian(s) – behave in a manner that promotes such an environment.

Please refer to the school website for a complete description of the school's "Anti-Bullying/Anti-Violence Plan."

Bullying and Intimidation

In accordance with Bill 56, Wagar Adult Education does not tolerate bullying, cyber-bullying, or intimidation (physical, emotional, social, or verbal abuse) directed towards students or staff members. It is the responsibility of all students to maintain – by their actions, behaviour, and words – a safe and positive physical and digital presence based on mutual respect. Bullying, harassment, intimidation or threatening the security or well-being of any one of our students or staff members, in any way, on or off school grounds, will result in administrative action, suspension and the student(s) involved may be asked to leave the centre.

Unauthorized Recordings

The recording (photo, video, or audio) of any person on school property or during school-related activities is prohibited unless authorized by the administration.

Cellphones and Electronic Devices

Electronic devices (e.g., cellphones, AirPods, tablets) must not disrupt the learning environment. We recommend that all devices be set to silent mode during class time. Cellphones may only be used in class for educational purposes and only with the teacher's permission.

The use of electronic devices is strictly prohibited during examinations. Failure to comply with these guidelines will result in administrative intervention.

Violence

Any form of physical or verbal aggression—whether serious or in jest—is not tolerated, especially if it includes hateful or prejudicial language/symbols. Such behavior will result in administrative action and the student(s) involved may be asked to leave the center.

Weapons

Possession, display, or threats involving weapons or items that may be perceived as weapons (e.g., knives, scissors, replicas) are strictly prohibited. Such items will be confiscated, and the learner will be subject to administrative action, and/or police involvement, and may be asked to leave the centre.

Vandalism

Individuals who damage school property, personal belongings, or community assets will be required to pay for the damages. They may also be subject to administrative action, and/or police involvement, and may be asked to leave the centre.

Smoking

In accordance with EMSB regulations, the Québec Tobacco Control Act, and Côte-Saint-Luc municipal bylaws, smoking and vaping (including the use of e-cigarettes, vape pens, and cannabis products) are strictly prohibited on all school premises. This includes:

- Inside the school building
- The parking lot
- All entrances and exits
- Anywhere within 9 meters of doors, windows that open, or air intakes
- Outdoor areas such as schoolyards and adjacent walkways

In addition, under Côte-Saint-Luc by-law 2374, smoking and vaping are prohibited in all municipal parks, green spaces, community gardens, and recreational facilities, regardless of distance.

Violations of these laws and policies may result in disciplinary or administrative consequences and are also subject to fines for students under applicable municipal or provincial regulations. We appreciate your cooperation in maintaining a healthy, smoke-free environment for all students, staff, and visitors.

Substance Use & Abuse

The use, possession, sale, or distribution of alcohol, drugs, tobacco products (including vaping devices), or related paraphernalia is forbidden at school or school-related events. Violations may lead to a search of belongings, appropriate administrative action, and/or police involvement, and the involved student(s) may be asked to leave the center.

Personal Transactions

Unauthorized sales, trades, or business transactions on school property are not permitted. Learners may **not** use Wagar facilities or resources to conduct external business.

Books

All CCBE students are required to purchase mandatory books and course materials, which are included in the registration fee. Please note that there are no refunds or exchanges on book purchases.

Accessing the Building

Students may enter through Doors F, G, or the main entrance. When doors are locked, students must use the main entrance.

Fire Alarm & Lockdown

Fire drill(s)/alarms and lockdowns are to be always treated as a real emergency. Students must stay silent and follow the instructions of their teacher and the Administration. Tampering with the fire alarm is a criminal offence.

Locker Searches

For safety and security purposes, school administration may conduct searches of lockers, which remain the property of the school. A search may take place when there are reasonable grounds to believe that a school rule or law has been violated. Any prohibited or unlawful items found may result in administrative measures and/or police involvement and the student may be asked to leave the centre.

Personal Hygiene:

Students are required to present themselves in a professional manner with regard to attire and personal hygiene. This includes maintaining personal cleanliness of body and garments, and good oral hygiene. The use of deodorant/antiperspirant to minimize body odours is encouraged and the use of scented products is discouraged.

Littering

Learners are expected to dispose of waste properly. Wagar supports environmental responsibility through recycling and safe waste disposal initiatives.

Food and Beverages

Food and beverages are not permitted in classrooms, washrooms, or the auditorium. Caffeinated energy drinks are discouraged due to health concerns.

******Exceptions can be made for seasonal and celebratory parties.******

Wandering/Loitering withing the Centre:

Students are not permitted to wander or loiter within the Centre before, during or after class hours. Students will be permitted out of class should they need to use the restroom, have a scheduled office appointment or emergency.

Social Participation (SP) students are expected to remain in the cafeteria during their lunch break.

Cafeteria

Eating and drinking is always restricted to the cafeteria except for reusable water bottles, which are permitted in the classrooms. Microwaves are available in the cafeteria for students' use. Students are always to keep the microwave clean during and after use. Students are expected to clean up after themselves at the end of lunch.

*****Exceptions can be made for seasonal and celebratory parties.*****

EMSB Ban on Single-Use Plastic Bottles - Effective: 2025–2026 School Year

As part of our ongoing commitment to environmental sustainability, the use, sale, and distribution of single-use plastic water bottles will be fully banned on school premises beginning with the 2025–2026 school year.

Key Guidelines:

- Plastic water bottles will no longer be sold or distributed through the school.

We encourage all students and staff to bring reusable water bottles and make use of the school's water fountains.

Vending Machines

Vending machines may only be used during student breaks or at lunchtime. Any loss of money or malfunction of the machines must be reported directly to the company, whose information is posted on the vending machines.

Visitors to the Centre

To ensure the safety and security of all students and staff, all visitors to the Centre must adhere to the following guidelines:

- **Permission Required:** Students must not invite friends to the school or onto school grounds.
 - **Check-In Procedure:** Upon arrival, visitors are required to report to the office, identify themselves, and obtain a visitor pass.
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- **Authorization:** Learners are not permitted to admit visitors without authorization.
- **Applicability:** These rules apply during regular school hours, breaks, and extracurricular events.

Parking

Students are permitted to park in the Wagar school lot free of charge, but must do so in an orderly manner, leaving sufficient space between vehicles and ensuring no other cars are blocked from exiting.

Do not park in front of or block the school's main entrance, or in front of doors F and G, as this obstructs access for Transport Adapté taxis and violates safety regulations.

Vehicles parked improperly may be towed at the owner's expense.

Emergency School Closures

If classes must be cancelled due to snowstorms or other extreme weather, regularly check on emsb.qc.ca, wagar.emsb.qc.ca, or Wagar's Facebook/Instagram 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.

Social Media:

Be sure to follow Wagar on the following social media platforms to stay informed about all Wagar events and activities:

- On Instagram at @wagaradultedcentre
- On our Facebook page: Wagar Adult Education Centre

Examination Protocol

- **Scheduling:** Exams will be conducted in accordance with the course guidelines.
- **Punctuality:** Students arriving more than 30 minutes after the exam has started will forfeit their opportunity to take the exam and must obtain administrative approval to reschedule.
- **Electronic Devices:** All cell phones and smartwatches are not permitted and may not be used during an exam session. Students must put them on silent mode or turn them off and place them in the bag at the front of the class.

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- **Academic Integrity:** Any student suspected of compromising the integrity of the exam will be referred to the administration for further review.
- **Exam Review:** After the exam, students are not permitted to view their exam papers again. However, teachers may provide feedback on areas for improvement.
- **Dictionaries:** Only center-provided dictionaries may be used during exams.
- **Disciplinary Action:** Any breach of these examination protocols will result in disciplinary measures.

Revision

Students are entitled to have their final exam re-graded if there is a reason to doubt the grades. Their request for 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 MEQ Sanction procedures (Guide 6.3 a3).

Cheating and Plagiarism

Cheating and plagiarism is considered a very serious academic offence. Any student guilty of cheating or plagiarism or who permits their 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 objective and/or exam and may face further disciplinary action.

Evaluation of Learning

Each course code assigned by the MEQ 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.

Academic Advisor

Our academic advisor, Ms. Amanda Comeau (acameau@emsb.qc.ca), is available for academic, vocational and career counseling services. Drop in to their office in Room #312 to make an appointment.

EMSB Email Accounts and Passwords

New students will receive an EMSB email and temporary password from their teacher within 48 hours of registration. Accounts must be activated using an EMSB device. Your EMSB email is the main channel for communication with teachers, advisors, and staff. Check

it regularly. If you're not receiving emails, inform your teacher. Passwords expire every 90 days. To avoid service interruptions, reset your password in advance via the school website.

Please note students are responsible for maintaining the privacy of their EMSB accounts. Do not share your password and keep it in a secure location.

Mental Health and Wellness Support (Côte Saint-Luc & Montreal Area)

Wagar Adult Education Centre values student well-being. If you are facing emotional or psychological challenges, support is available. You may call 811 to receive a consultation from nurses regarding resources for your specific needs. This is a free service available to all in Canada.

Ms. Jennifer Campbell (jcampbell1@emsb.c.ca) is the SP/SVI Education Consultant and can provide appropriate resources when consulted.

Alternatively, you may speak with a teacher, advisor, or administration if you need help connecting to services.

Digital Citizenship

Digital citizenship means using technology safely, ethically, and respectfully. Respect others online, protect personal information, and avoid harmful content.

Use of Artificial Intelligence (AI) Tools

AI tools can support learning when used **responsibly and ethically**.

Acceptable Use

- With teacher permission: brainstorming, language help, study support.
- Cite AI content if it contributes to your work.

Unacceptable Use

- Submitting AI-generated work as your own.
- Using AI to cheat on assignments or exams.
- Trusting AI for facts without verifying.

Key Reminders

Ask your teacher before using AI for any assignment.

- Use AI to support — not replace — your own thinking.
- Misuse may be considered **plagiarism**.

When in doubt, speak with your teacher or advisor.