

CENTRE FRÈRE-MOFFET
(pavillons Centrest et Horizon)
CENTRE L'ENVOL

Institutional structure, policies and rules

Adult General formation and
Vocational training





Institutional structure, policies and rules of the L'Envol Adult Education Centre

Welcome to L'Envol Adult Education Centre! Throughout your studies, the staff will assist you with your educational goals and our actions will be based on the following principles:

- respect and confidentiality
- professionalism
- mutual aid
- self-esteem
- and the desire to create a dynamic learning environment

As well, the staff will aim to cultivate the following values:

- respect
- commitment
- responsibility
- autonomy
- cooperation

Thank you for choosing the L'Envol Adult Education Centre as the place where you can carry out your educational goals. Please be assured that our team will make every effort to support and assist you as you reach your objectives.

We wish you a very good year with us!

Marie Luce Bergeron
Directrice



Institutional structure that supports your success

SHARED RESPONSIBILITIES

Students, teachers and staff share different responsibilities in order to promote successful learning.

STUDENT RESPONSIBILITIES

- a) Is the first individual responsible for the choice, realization and success of their academic program;
- b) Provides the means necessary to the success of their academic program;
- c) Uses the resources at their disposal to meet the specific needs of their individual program;
- d) Participates in the learning activities provided, and attends every meeting related to their program;
- e) Dedicates themselves to study and the time required for the completion of their educational goals. In vocational training, each training module has a prescribed number of hours. In the general education (high school), fifty (50) hours per unit is expected ;
- f) Gives to the teacher, at the appointed dates, the work required as part of the evaluation process ;
- g) Informs the teacher and the secretary as soon as possible if unable to do an exam on the appointed date;
- h) Informs the teacher as soon as possible of an absence.

Registering in an Adult Education or Vocational Training program is a personal choice, therefore, at any time, when an adult does not respect their responsibilities; Staff may decide to end their enrollment.

- a) When registering for the first time, students are welcomed and provided with support and information regarding their personal situation. The student is encouraged to choose their schedule and agrees to respect the educational and career plan they have chosen themselves.

- b) Students will continue to be supported and within 3 weeks of their arrival, our Student Success Advocate will meet with them. If the student is unable to respect their initially pre-determined educational plan, modifications will be put into place taking into consideration the following: the situation of the learner, consultation with teachers and other personnel (required schedule change, or special personal situation to be taken into consideration). The Student Success Advocate will continue to support the student making a future appointment within 2-3 weeks.
- c) If, by the next meeting with the Student Success Advocate, the situation remains unchanged (for example, the student is absent or has poor attendance, his personal situation has not changed despite the suggested modifications, etc.), the student will be asked to leave the Centre for a minimum of 3 weeks. It is the Adult Learner who must (after this period of 3 weeks) request an appointment with the School Information and Vocational Counselor should they want to return to the Centre. She then would review the educational and career plan with the student. The student must have reflected on his commitment and discuss possible actions they have put into place to help improve their situation.
- d) If the student returns to class, the Student Success Advocate will meet with them in 3 weeks, to offer support and encouragement. If the situation remains unchanged (schedule, family situation detrimental to learning, etc.), an appointment will be scheduled with all parties concerned to discuss and determine a future educational plan and if restrictions will be required.

SCHOOL STAFF RESPONSIBILITIES

- a) Contribute to the overall development of each student;
- b) Provide suggestions to learners with special needs, and arrange for them to meet one of the centre's professionals;
- c) Follow up and work with student to ensure success;
- d) Inform the student of anything jeopardizing the success of their program (absence, effort, motivation, etc.);
- e) Ensure a safe and respectful learning environment.

TEACHERS RESPONSIBILITIES

- a) Prepare and offer courses considering the training and educational needs of students ;
- b) Establish rules for the management of class ;
- c) Monitor daily attendance, late arrivals and early departures ;
- d) Aim to cultivate the student's motivation ;
- e) Inform the student of the educational methods and assessment criteria at the beginning of each course code or competence, and allow testing when the student has acquired the knowledge and skills ;
- f) If an adult abandons a competency during the year, the teacher informs the student that he/she will obtain a failure for this unsuccessful skill and that he/she will have to register the following year to complete the Vocational Training Program (not applicable to general formation);
- g) Give the student his or her assessment results within 15 working days (with the exception of some assessments in French or English). In order to preserve the confidentiality of the test, it will not be returned to the student. However, the teacher may communicate the necessary information to explain the result of the evaluation.

MANAGEMENT, RESOURCE PROFESSIONALS AND SUPPORT STAFF RESPONSIBILITIES

- a) Establish an organization that supports the advancement or success of the student.
- b) Support teachers in their educational interventions; and students in the achievement of their academic program;
- c) Provide training and educational services that reflect community needs, and the realities of adult education.

REVISION OF GRADES AND EXAMINATION REWRITES

REVISION OF GRADES

- Students may ask for the revision of a grade provided in that they submit to the centre management a written request to this effect. Students must submit their request within 30 days of receiving the grade which is to be contested. A fee of \$ 10 applies, payable on submission of the application.
- Adult learners who do not agree with the revised grade may complete the form “Request for grade review” available on the Centre’s website, within 10 days of receiving his/her result. The completed form must be submitted to the administration. A \$ 10 fee applies.

EXAMINATION REWRITES

- Students from the adult sector who failed an examination may ask the teacher for a retake. The teacher ensures that the student has demonstrated the appropriate level of preparedness or that they have retaken the training before authorizing an examination retake.

A two-week period is required for an examination retake and it must be authorized by the teacher. After two examination retakes, a six months period is required before being permitted to write the exam again.

In vocational training, after the first rewrite, the student must wait until the end of their training program to rewrite their exam. No fee applies.

- If students are not satisfied with their initial exam mark, they may request the permission to write a second exam in order to increase their grade. A fee of 10\$ applies.
- The higher result will be retained.

DIPLOMAS AND CERTIFICATES

- Adults in training who have obtained their secondary school diploma, vocational training diploma, vocational training certificate (AEP), their certificate of semi-skilled trade (MSP) or their prerequisites for vocational training are invited to participate in the graduation ceremony. To participate in this ceremony, adults in training must have passed all DEP (Diploma of Professional Studies) modules by the end of June of the current year. Exceptional cases can be handled individually.



Various services and regulations

CLIMATE OF COMMUNICATION

- Violence, threats or implied threats of violence, and intimidation (verbal or physical acts intended to frighten or coerce) impede the goal of providing a safe environment, will not be tolerated and automatically lead to a temporary or permanent suspension of courses.

MESSAGES AND PHONE CALLS

- Students may use the office telephone if authorized by personnel.
- Except in an emergency, messages will be delivered during the break.

COPIES AND PRINTING

- It is possible to copy or print documents for personal use. The fee is \$ 0.10 per black and white copy and \$ 0.25 per color copy.

BULLETIN BOARD

- A bulletin board is available for the students. All postings of information must be approved by the office. Unauthorized advertisements will be removed from the board.

LOCKER

- Lockers are provided as a convenience. Students must inform the office of the number of their locker. Students must bring their own lock and **remove it at the end of the academic year**. A record of lockers assigned to students will be kept. Any students changing their assigned locker must notify the office. The school is not responsible for lost or stolen items.

DINING ROOM AND CAFETERIA

- A dining room equipped with microwave ovens is available for breaks and lunch.

DRESS CODE

- Appropriate dress for the educational setting is required.

CLASSROOMS

- Classrooms are locked at lunch time, unless an activity is scheduled with the teacher.

HYGIENE

- Students are asked to take care of their personal hygiene.

CLEANLINESS

- For the well-being of all, we invite all users to maintain and leave their place in the classroom and in the dining room clean.

SMOKING

- The Tobacco Act prohibits smoking in any public building as well as on the outdoor grounds and parking lots of the establishment and that, at all times. This includes smoking inside a vehicle if it is parked on school property. The person who contravenes this regulation is liable to a fine that can be awarded by the "tobacco police". In the event that the centre receives such a fine as a result of non-compliance with the rules by one of the employees / students or other collaborators, the centre may decide to charge the bill to the offender.
- In addition, the use of the electronic cigarette is also prohibited in all places where smoking is prohibited.

EMERGENCY EVACUATION

- An emergency evacuation plan is posted in every room of the centre.
- In case of an emergency evacuation, students and staff must leave the building and go to the appointed place (Canada Post parking). Students must stay with the teacher who was with them at the time of evacuation.
- The adult learner cannot leave the appointed place without reporting to his/her teacher. This will avoid unnecessary rescue activities that may endanger the firefighter's life.
- Students shall not return to the centre, or leave the premises before they are permitted to do so.

PARKING

- For safety reason, students are asked to drive slowly in the parking lot.

USE OF DIGITAL TABLET, I POD AND CELL PHONE

- The use of these devices is not allowed in class unless authorized by the teacher.
- Texting and calling between classes is permitted.

CHANGE OF NAME, ADDRESS OR PHONE NUMBER

- Students must inform the office if they change their name, address or phone number.

NOTICE OF DEPARTURE

- All students must inform the teacher and the secretary of the reason for their departure from studies.

ABSENCE OF FIVE DAYS OR MORE

- In general education (high school), students absent from the centre for more than 5 consecutive days must go to the office to sign a declaration of attendance before they can return to class.

BOOKS

- Based on a student's personal profile, teachers will advise the student of the appropriate books required in order to complete their academic objectives. **No credit is allowed.**

HEALTHY LIFESTYLE HABITS

- Our centres encourage the development of a healthy lifestyle from the point of view of diet and physical activity for all students attending our centres.
- Concerning eating and drinking in the classrooms and exam room, the rules to be followed are left to the discretion of teachers and the exam supervisor.

TEMPORARY OR DEFINITIVE SUSPENSION

- From the moment a student is temporarily or permanently suspended, whether by teachers, administration or any other counselor/advisor, that student is no longer permitted to be within the building or on the school property. This policy is to be applied up until the point that the student is readmitted to the classroom or another training course.

Policies and rules of the CSLT

Adult Education

DRUG AND ALCOHOL USE

- The use, possession and trafficking of drugs and alcohol is prohibited. The policy of the CSLT applies : [Usage des psychotropes](#)

COMPUTER USE

- The use of computers must respect the values and policy of the CSLT : [Utilisation des technologies de l'information](#)

BAD WEATHER POLICY

- In case of inclement weather, the policy of the CSLT applies. Listen to radio broadcasts or consult the website of the CSLT: [Transport scolaire en cas d'intempéries](#)

STUDENT OMBUDSMAN

- If you feel prejudiced in your educational rights, please contact the centre's administration. If you do not get a satisfactory answer, you can contact the Student Ombudsman, according the procedure laid down in regulation: [Procédure d'examen et de traitement des plaintes formulées par les élèves ou leur parent](#)

Evaluation procedure – Adult General Education

Students must make exam request **one week prior** to testing date.

Students are expected to arrive **on time** for their exam.

Students **must inform** the secretary **and** their teacher if they can't write their exam on the requested date.

Reference material (dictionaries, etc.) and paper are provided by the centre.



Cell phones, watches, digital tablets, iPods, MP3s **are not allowed** in the examination room and will be considered as a form of plagiarism.

Handbags, backpacks, pencil cases, caps, sweaters with pockets or hood, coats or other similar items are to be left at the front of the exam room.



Plagiarism will result in an immediate failure and students will be required to meet with the administration.



As soon as the exams are given, it is strictly forbidden to discuss or ask a question to another student, otherwise the plagiarism rule will apply.

In leaving the examination room, students must leave all the material that was given to them, including paper.

In order to preserve the confidentiality of the test, students will **not have access** to the evaluation copy.

Students must remain in the examination room until the exam is completed, or until the end of the allotted time.



