



Mission Statement

We will provide quality training, leading to the transformation of students' knowledge and skills into careers.

Philosophy

As a learning community we value respect, well-being, and learning. Respect includes honesty, integrity, and creating the conditions for a safe environment. Well-being includes family and friends, love, compassion, humour, and laughter. Learning includes a thirst for knowledge.

Need financial assistance?

Don't put it off: Do it now!!

What's the difference between a loan and a bursary?

- Loan: money that you are required to pay back once you leave or graduate from the program
- Bursary (aka grant): money that does not need to be paid back
- Students qualify for a loan first; based on financial need, students may also qualify for a bursary

What is an On-Line Assessment?

- Provides an estimate of the loan and/or bursary that you could receive
- The actual amount of financial aid received will be determined by Aide financière aux études (AFE)
- Available at www.afe.gouv.qc.ca → "Your On-Line Services" → "Assessment Simulator"
- **It is important to complete an online assessment before applying to determine if you are eligible for a loan**
- Completing an online assessment does not commit you to a loan.

How do I apply?

- Available at www.afe.gouv.qc.ca → "On-Line Access to your File" → "Student"
- **You will need your Social Insurance Number (SIN) and your Permanent Code**
- There are a number of documents required for an application: these will vary based on your residency in Quebec and Canada, your marital status, if you have children, your employment, and your previous education
- Paper applications are also available if you do not have a Permanent Code yet.

My program is 2 years – do I have to apply again?

- An application is only valid for that academic year; if you require financial assistance for the second year of your program, you will need to submit a second application

When will I receive my money?

- **It normally takes 4-6 weeks for an application to be processed once the required documents are received (this can be 6-8 weeks during the high volume period in September-October)**
- Completing the application early will increase the likelihood that funds will be available in September

Contact Information

- www.afe.gouv.qc.ca, call 1-877-643-3750, or speak to Liora Richler at 819-684-1770.



Transforming Knowledge and Skills into Careers

Counselling Services

Stressed out? Not sure what to do after school? Struggling Financially? Looking for job?

Liora Richler is the Guidance Counsellor for the Western Quebec Career Centre. She has a Master's degree in Counselling and is a member of the Order of Quebec Counsellors. Liora provides confidential career, personal and employment counselling. She also serves as an extra support for Emploi Quebec students assisting with various problems and communicating with Emploi Quebec agents.

Liora is also the main contact for Loans and Bursaries. She can help you determine your eligibility for loans and bursaries, fill out an application, answer questions and assist if there are any problems.

Liora also offers SARCA Counselling services to members of the public.

You can reach Liora by dropping by her office (beside the staff room), by emailing her at lrichler@wqsb.qc.ca or by calling 819-684-1770. Liora works occasionally at other adult centres so it is best to call or make an appointment in advance.



Transforming Knowledge and Skills into Careers

General Information

The Western Quebec Career Centre is located at 100 Frank Robinson, Gatineau, QC J9H 4A6. You can reach us at: 819-684-1770 or by fax: 819-684-5350.

Office Hours: Office hours are from 8:00 a.m. to 4:30 p.m. Students have access to the Centre between the hours of 8:00 a.m. to 4:30 p.m. Teachers open their classrooms upon arrival. Classrooms are locked during break and lunch. Please see your teacher if you would like to use a classroom before or after hours.

Cancelled Classes: If school is cancelled due to inclement weather or for other reasons, announcements can be heard over local radio stations. WQCC is part of the Western Quebec School Board, so you can also go to the School Board's Web Site at wqsb.qc.ca for school closure information.

Change of Address and/or Telephone Number: It is crucial that students inform the office if there is any change of address/phone number.

Emergency Form: It is essential that the office has your emergency information on file. All requested information should be entered on our emergency form and updated as required. In case of an accident or emergency, all necessary information can then be provided to the appropriate authorities.

Governing Board: The Governing Board is responsible for the implementation of the Strategic Plan, the adoption of the School budget, and ensuring that our Centre meets the needs of our community. The Governing Board consists of the following: two students, four staff members, and two community representatives. The chair is chosen from the community representatives. The Governing Board meets five times throughout the school year.

Requesting Letters: If a letter is needed to prove attendance, marks, etc., please submit a request to the office at least three days before the letter is required.

Lockers: There are lockers available; two students must share a locker at a cost of \$5 each.

P.D. Days: Please refer to the school calendar. P.D. days are set aside for teacher development. The Centre is closed to students on these days.



Parking: Due to limited parking, all students are required to have a parking pass. Parking passes are handed out on a “distance basis.” Students who live the furthest away get preference. Please watch your speed when entering or exiting the lot. The cost of the parking pass is \$5.

Our parking facilities are as follows:

South Parking Lot: 23 staff, 50 student, 2 visitor, 2 handicap.

North Parking Lot: Lord Aylmer Elementary School Parking, WQCC student.

Photocopying and faxing: There is a fax machine and photocopier in the Office. If a student wishes to use these machines, there may be a \$0.50 charge per page for personal faxes and a \$0.25 per page for photocopying.

Student Transcripts: The Ministry of Education mails transcripts and diplomas directly to students. Please ensure your address is up to date at the office.

Student Identification Cards: WQCC provides every student with an I.D. card to be carried at all times by the student while on school property. A staff member has the authority to ask any student for proof of identification at any time.

Student Council: Student council is a vital element of the Centre. It is an advisory council for students to discuss issues related to student life. The Council is comprised of two staff members and a representative and alternate from each class. The council and staff members organize fundraising activities to benefit the WQCC community.

Student Material Fee: All students are required to pay a \$15 material fee at the beginning of the school year, which covers the cost of photocopying materials used in individual modules, the student I.D. card, and the cost of the student agenda. No books/materials will be given to any student who has not paid this fee in full. All fees are to be paid at the office by money order, cash, interact, certified cheque, MasterCard or Visa. A receipt will be issued upon payment.

Cell Phones: All cell phones must be on vibrating mode before entering the classroom. Answering cell phone calls must be made outside the classroom. The use of a cell phone within the Centre is a privilege, so please be respectful.

Payphones: There is a payphone located in the common area. Please keep your calls to a minimum, as this is the only phone available to students.

Messages: Any emergency phone call coming through the office will be forwarded to the student immediately.

Withdrawal: Students who decide to withdraw from their program for any reason must inform the Administration.



Recognition Awards

At the Western Quebec Career Centre we recognize and value the perseverance and achievements of our students. The following are some of the highlight awards with which we honour our students. Some of these awards come with bursaries and all are included in references at the request of students.

Director General's Award: *In Recognition of students who have distinguished themselves through excellence of scholarship and effort.*

Citizenship Award: *In recognition of a graduating student who has supported and contributed to our community through outstanding leadership, responsibility, character and voluntary endeavors.*

Valedictorian Awards (One per program): *An individual who maintains a high level of achievement with exemplary behaviour.*

Attendance Awards: *In recognition of attendance over 90%.*

Adult Learner Awards: *In recognition of perseverance and achievement.*

Chapeau les Filles: *In recognition of the achievements of female students in non-traditional trades.*



Attendance Policy

At the Western Quebec Career Centre, it is highly recommended that you arrive fully prepared and in advance of the start of class. Our teachers must keep an accurate attendance record of all students for the class, lab, workshop and work placement portions of their courses.

All absences will be unjustified unless prior arrangements are agreed upon by the student and teacher in advance of a class or a doctor's note is provided upon return. "Telling the teacher" you are going to be absent does not constitute an excuse for being absent. The teacher must be given advance notice and will inform you if your reason for absence is justified or unjustified. Requests for justified absences for time already missed will not be granted with the exception of circumstances such as a documented illness, or emergency. The teacher reserves the right to refuse claims of illness unless sufficient proof such as a letter from the student's doctor is provided.

Attendance Protocol

- (a)** WQCC will post the attendance policy and procedures, which will be accessible to all students at the beginning of the school year or at the time of registration.
- (b)** Attendance will be taken and recorded by teachers on a period-by-period basis each day.
- (c)** In the case of long-term illness, the student's absences must be supported by a doctor's note.

Absences:

- (a)** Three (3) periods of unjustified absences in a module: the student will be notified by the teacher that there is a concern. The teacher will address the issue with the student and agree on strategies for improvement.
- (b)** More than 3 periods of unjustified absences in a module: the student will be referred by their teacher to meet with administration and will be placed on an attendance contract, signed by the student, teacher and administration.
- (c)** If another unjustified absence occurs in a class, the student will be suspended or withdrawn from the course.
- (d)** Where exceptional circumstances warrant, such as a documented chronic illness, the school administration may grant an extension to students who have accumulated more than the number of unjustified absences allowed under this policy.
- (e)** Where a student misses a test or examination due to an unjustified absence, they must make an application in writing to the principal, to take the missed exam. The student will not be allowed to attend class until they make an appointment with the principal to review the application. Where a final examination is missed due to illness, a doctor's note is required.

Lates:

A "late" is defined as arriving after the scheduled beginning of the period. An unjustified late will be recorded as an absence for that period. Additionally, early unjustified departures will be considered as an unjustified absence. Students are expected to be punctual for all of their classes. A student who arrives to class late not only loses valuable instruction time, but also disrupts the learning of others. Students who arrive late for an unjustified reason will not be admitted to the class for that period.

Work Placement:

All of the above also applies to students while on work placement. Additionally, unjustified absences or lates while on work placement may result in a failing mark for the work placement.



WQCC Evaluation and Exam Policy

Exams:

1. Students are expected to be present on the exam date set by the teacher. If absent from a final examination for health reasons, students are required to provide a medical certificate.
2. Exam results are expressed as a pass or fail. Copies of the exams or related material will not be shown or given to students after an exam has been administered.
3. A pre-evaluation will be given prior to all final evaluations. If a student fails a pre-evaluation, further review may be required before the student can take the final exam.
4. When projects/assignments are being used for certification, they must be handed in on the due date provided by the instructor.
5. Students cannot be given their exam back for review but they are entitled to written feedback before they attempt a re-write.

Note: A pre-evaluation can come in many forms, such as a pre-test, class discussion, practice exercises, etc.

Rewrite Policy:

Those who are unsuccessful in the final evaluation must take a rewrite. Every effort will be made to complete the rewrite within 15 consecutive school days following the date of the original evaluation. The teacher and student are responsible for agreeing on a date to take the re-write exam. The 15 days will be used to review and complete assignments. There will be one rewrite allowed.

The exam and rewrite sequence is as follows:

1. Pre-evaluation
2. Exam
3. Review
4. Rewrite

If a student fails an exam rewrite, they may be removed from the program at the discretion of the Principal.



Transforming Knowledge and Skills into Careers

Work Placement Policy

Attendance: A student's future success and professionalism in the work place is reflected in his/her attendance in a program. Therefore, frequent absenteeism and tardiness during regular class hours are factors taken into consideration when determining a student's readiness/suitability for the work placement module.

Module Completion: Students must successfully pass all modules in their program prior to participating in the last work placement module. Students will be given the opportunity to complete all modules.

Professional Behaviour: Students are expected to demonstrate an attitude that shows a maturity level both in and out of the classroom. Behaviours that are unprofessional will not be tolerated and may postpone a work placement until the student is able to demonstrate professional behavior consistent with, and appropriate to, the profession and the workplace.

Interpersonal Relationships: Students must demonstrate appropriate and professional interpersonal relationships with instructors and fellow students. Inappropriate behavior may jeopardize a student's ability to participate in the work placement module. The student must also recognize and demonstrate appropriate behavior within his/her respective work place.



WESTERN QUÉBEC SCHOOL BOARD POLICY

Cheating and Plagiarism

Preamble: The majority of our students work hard to present their own ideas. Those who choose to be academically dishonest cheat not only themselves and their teachers, but also other students who show integrity in their efforts.

The integrity of the Western Quebec School Board and its schools and centers depends on the honesty of all those involved in the learning process. Academic dishonesty in any form is a serious offence in any institution of learning and will result in serious penalties.

Definition of Plagiarism: Plagiarism is the use and representation of other people's words and ideas, in whole or in part, as one's own work. This definition applies to words or ideas taken without proper acknowledgement from any published source, such as a collection of literary essays; from any site on the internet; from essays or other work written by other people; from any class notes taken by a student or a teacher other than the student's own.

Definition of Cheating: Cheating, like plagiarism, is an unacceptable act. Cheating is an act that is intended to deceive, defraud, trick, or violate rules dishonestly.

The Western Quebec School Board recognizes that cheating may occur in many forms, including the following:

1. Copying word for word, in whole or in part, from any outside source without proper acknowledgement.
2. Paraphrasing ideas from any outside source without proper acknowledgement.
3. Submitting, in whole or in part, a paper written by another person.
4. Submitting, in whole or in part, an assignment written for another course.
5. Allowing, in whole or in part, one's essay, assignment or test answers to be copied by another person.

No student shall submit the words, ideas, images or data of another person as his own in any academic writing, essay, thesis, project, assignment, presentation or poster in a course or program of study.



WESTERN QUÉBEC SCHOOL BOARD POLICY

Cheating and Plagiarism - continued

Penalty for Plagiarism: The Western Quebec School Board will assume that any use of outside sources without proper acknowledgement is with the intent to deceive. The schools will also assume that individuals who allow their work to be plagiarized do so with the intent to deceive. All students found to have plagiarized will be subject to disciplinary measures:

Any essay or assignment, that shows any evidence of plagiarism in any of its recognized forms, will receive a '0' grade, with the option of being redone at the discretion of the principal.

At the discretion of the school, the student or students involved in the plagiarism may be subjected to further disciplinary procedures.

Each school or Centre will develop, in conjunction with the Governing Board, disciplinary procedures not the mechanisms for dealing with cases.

Cheating: No student shall, in the course of an examination or other similar activity, obtain or attempt to obtain information from another student or other unauthorized source; give or attempt to give information to another student; or use, attempt to use, or possess for the purposes of use any unauthorized material.

No student shall represent or attempt to represent himself as another or have or attempt to have himself or herself represented by another in the taking of an examination, preparation of a paper or other similar activity.

Disciplinary Procedures: The Western Quebec School Board will adhere to the Ministry of Education policy for cheating on uniform exams:

“Whenever the invigilator believes that cheating has occurred, he must immediately confiscate the student’s question booklet, answer sheet and any incriminating material(s), and expel the student from the examination room.

The invigilator must then make a written report outlining the reason(s) for the student’s expulsion, sign the report, and remit it to the principal together with all the materials confiscated.”

The principal will then render a decision regarding any disciplinary measure, if necessary, regarding the mark or grade the offending student will receive.



WESTERN QUÉBEC SCHOOL BOARD POLICY

Drugs and Alcohol

1. The school administration will confiscate any alcohol and/or illegal drugs.
2. The student's parents will be informed.
3. Where appropriate, the police will be notified, the student will be identified to them and the police will be given the confiscated goods.
4. Anyone in possession of, or under the influence of alcohol and/or illegal drugs on school property or during school-organized activities shall be suspended immediately or a period of ten (10) school days. At the discretion of the school Principal the suspension period may be reduced to no less than five (5) school days.
5. The school administration will recommend that parents enroll the student in a rehabilitation program and will make available, to the parents and the student, a drug information package.
6. Students repeating the offence shall be liable to expulsion from school after a hearing by the Discipline committee of the School Board.
7. Traffickers of alcohol and/or illegal drugs will be suspended immediately for a minimum of ten (10) school days and will be liable to expulsion from school. In the case as well the police will be informed and the rehabilitation information and program will be made available to the parents and the student.

(Excerpts from Western Quebec School Board Policy Statements, approval dates: April 25, 2006, Res. No. C-05/06-189 and December 8, 1996. Res. No. C-95-/96-25)