

# Pontiac Continuing Education Centre

## Rights and Responsibilities

### Code of Ethics and Conduct

2024-2025

Rights	Responsibilities
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Every person has the <b>right</b> to be treated with <b>respect</b>; therefore, every person has the <b>responsibility</b> to treat others with <b>respect, including communication on social media.</b></li> </ul>
<b>Classroom Conduct</b>	<ul style="list-style-type: none"> <li>• Students have the right to have teachers who take responsibility to be prepared and engaged in their subjects.</li> <li>• Students have the responsibility to be on time and prepared for classes, engaged in their schoolwork, and are expected to <u>work to their potential</u> in each class.</li> <li>• This includes <u>not using cell phones</u> to text or make calls during class time, unless there is an emergency. (see <b>Cell Phone Use</b>)</li> <li>• Students have the right <b>to</b> work uninterrupted and undisturbed by other students in class. <u>Students who continue to disrupt the class or who refuse to work may be asked to leave.</u></li> <li>• Students are expected to be in their <u>assigned classes</u> during class time – there is no wandering from class to class or in the hall.</li> <li>• Students who do not want to attend class will be asked to leave the premises (<i>parents will be notified if a student is under 18</i>).</li> </ul>
<b>Punctuality</b>	<ul style="list-style-type: none"> <li>• Students will be required to sign in if they are late to class and may be asked to leave and return for the next class if they are more than 10 minutes late with no reasonable excuse.</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Students who are absent from the centre <u>for an extended time and/or frequently absent</u> without contacting us to justify their absences risk being removed from the list of active students and may have to meet with administration to be reactivated in the centre.</li> <li>• <b>Students are asked to contact the centre if they are going to be absent: 819-647-5605.</b> (Absences are justified if you have a medical note, court appearance, bus cancellation or permission from the Centre Director)</li> </ul>
<b>Smoking/Vaping</b>	<ul style="list-style-type: none"> <li>• <b>There is no smoking or vaping on school property (provincial law)</b></li> <li>• Students must smoke <u>off</u> school property and place their cigarettes in the appropriate receptacle, <u>not on the ground.</u></li> </ul>
<b>Bus Transportation</b>	<ul style="list-style-type: none"> <li>• Any PCEC student using WQSB <b>bus transportation</b> must respect the rules and regulations for behaviour on the bus including</li> </ul>

	observing the seating plan. If a bus report is received for inappropriate behaviour, the PCEC student risks losing their <u>bus privileges</u> .
<b>Colognes, Scents</b>	<ul style="list-style-type: none"> <li>To be sensitive to students and staff with allergies or sensitivities to scent/cologne/perfume, people are asked to only <b>apply scent in private</b>, not in public spaces such as the hallways or classrooms/lunchroom. <b>(APPROVED BY PCEC GOVERNING BOARD DECEMBER 19, 2023)</b></li> </ul>
<b>Cell Phone Use</b>	<ul style="list-style-type: none"> <li>As adults, our PCEC students are welcome to have their <b>cell phones</b> in the classroom with them. However, they should not be using them during class time unless instructed to do so by their teacher. If cell phone use becomes an issue during the class, the teacher will ask the student to put his/her cell phone in the holder to avoid further distraction/disruption of the learning.</li> <li>Students who need to take a personal call or message are welcome to ask the teacher to leave the classroom to do so. <b>(APPROVED BY PCEC GOVERNING BOARD DECEMBER 19, 2023)</b></li> </ul>
<b>Substance Use</b>	<p>High standards of professionalism are expected from all students. All students should arrive at the Centre fully prepared, and in the right frame of mind to learn.</p> <ol style="list-style-type: none"> <li>Any students registered in Adult Education who are found trafficking, under the influence of, or in possession of alcohol, <b>cannabis</b>, and/or illegal drugs will be asked to leave the premises with the possibility of suspension.</li> <li>The school administration will confiscate <b>the substances</b> and the police will be notified. The student will be identified to them, and the police will be given the confiscated goods.</li> <li>If a student wishes to return to the Centre after a suspension for the above offences, they will be required to submit a written request for a meeting with the Centre Director.</li> <li>Students will be encouraged to meet with a Substance Use Counsellor upon their return.</li> </ol> <p style="text-align: center;"><b>Please refer to “Adult and Vocational Sector Substance Use Policy” document</b></p>

**Note: The severity and repetitive nature of the prohibited act(s) will be considered for any disciplinary action. The administration reserves the right to suspend students from school for violation of any of the above responsibilities of a student.**

**STUDENT NAME:** \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian’s Signature  
(If Student is under 18)

\_\_\_\_\_  
Administration Signature

***Please ensure that students are given a copy of the signed document for their reference with another copy placed in their file in the office.***