



Since 1974, WIC has been guiding young people on their journey to become confident, caring, and engaged individuals. Rooted in our strategic vision *Voyager Together 2025–2030*, our mission highlights balanced excellence, experiential learning, and educational innovation.

Under one roof, our two schools—French and English—offer a unique experience where every student learns, flourishes, and develops their bilingual identity. Here, teachers and staff members are more than specialists: they are mentors, leaders, and community builders.

Every member of the team plays a vital role in creating a dynamic, inclusive learning environment grounded in strong values. Together, we share a common commitment: to foster student success, cultivate a culture of belonging and growth, and embody integrity in everything we do.

OUR VISION

To be the leader in bilingual, experiential learning—where belonging inspires purpose, learning propels growth, and every Voyageur embraces their own journey with curiosity, courage, and integrity.

OUR MISSION

We cultivate a dynamic, bilingual community where every member thrives through meaningful connections and real-world learning—developing confidence, exploring boldly, and growing with purpose as Voyageurs.

OUR VALUES

Belonging

Fostering meaningful connection and a sense of community.

Growth

Embracing curiosity, personal excellence, and lifelong learning.

Integrity

Leading with respect, honesty, and ethical principles.

Student Code of Conduct – Curiosity. Courage. Connection.

At West Island College, every student has the right to learn in a safe, respectful, inclusive, and caring environment. In return, every student has the responsibility to act with civility, integrity, and commitment.

In line with the requirements of the Ministry of Education, the Code of Conduct supports students throughout their journey—Junior, Middle, and Senior. It is rooted in our core values of belonging, growth, and integrity, and aims to:

- prevent violence, bullying, and discrimination;
- promote respect, civility, and cooperation;
- ensure regular attendance, punctuality, and academic engagement;
- protect the health, safety, and well-being of all;
- foster a positive learning environment where everyone can succeed and thrive.

Junior School (Secondary I–II)

Students lay the foundation for curiosity and mutual respect. They learn to:

- respect the authority of staff and the rules of the school;
- address staff members courteously, using respectful forms of address (Madame, Monsieur, using formal “vous”);
- act politely and respectfully toward peers and teachers;
- Be consistent and punctual in attendance;
- take care of school property and facilities;
- use digital tools and social media responsibly.

Middle School (Secondary III–IV)

Students strengthen their identity and independence. They are expected to:

- demonstrate resilience and responsibility in their learning;
- contribute positively to community life through cooperation and mutual support;
- use technology and social media with discernment, respecting privacy and image rights (consent required for photos, videos, or recordings);
- represent the College with dignity during extracurricular activities and educational outings;
- respect the dress code and wear the uniform with pride.

Senior School (Secondary V)

Students fully embrace their role as role models and leaders. They commit to:

- embodying the College's values both on and off campus;
- demonstrating maturity and integrity in all relationships;
- conducting themselves thoughtfully, respectfully, and courteously when wearing the uniform or representing the school;
- taking positive initiatives and acting as mentors for younger students;
- striving for personal excellence by giving their best in academics and extracurricular commitments.

Any breach of the Code of Conduct will be subject to educational follow-up and, if necessary, fair and proportionate disciplinary measures, applied in a spirit of justice, equity, and accountability.

As Voyageurs, students at every level embody curiosity, courage, and connection, and contribute to building an inclusive, challenging, and inspiring community—proud of its identity and oriented toward the future.

Our Values – Belonging. Growth. Integrity.

BELONGING

A Voyageur draws strength from community. Belonging is cultivated when everyone feels welcomed, heard, and respected. It is rooted in kindness, empathy, and cooperation.

Junior School (Secondary I–II)

- I address staff members with courtesy (Madame, Monsieur, using formal “vous”).
- I show kindness and empathy in my words and actions.
- I collaborate with and encourage my peers in my classes, teams, and clubs.



Middle School (Secondary III–IV)

- I respect the privacy of others (consent required for photos, videos, or voice recordings).
- I use social media with respect and discernment.
- I contribute to creating a climate of cooperation and solidarity.

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Middle School (Secondary III–IV)

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- I use social media with respect and discernment.
- I contribute to creating a climate of cooperation and solidarity.

Senior School (Secondary V)

- I welcome and defend diversity (religious, social, sexual, cultural, physical).
- I represent WIC with dignity during off-campus activities.
- I actively commit to strengthening the spirit of community at school and beyond.

GROWTH

Growth is the courage to learn, to persevere, and to develop one's unique potential. A Voyageur understands that sustained effort leads to success.

Junior School (Secondary I–II)

- I persevere through difficulties and seek help from the right resources.
- I try new things and take risks in order to learn.
- I develop my curiosity and creativity.

Middle School (Secondary III–IV)

- I take on greater responsibility in my learning and commitments.
- I persevere in academics, sports, and extracurricular activities.
- I collaborate to find solutions and spark collective creativity.

Senior School (Secondary V)

- I strive for personal excellence by giving my best.
- I embrace challenges as opportunities for growth and inspire younger students by my example.
- I prepare for my future with courage and confidence.

INTEGRITY

Integrity means acting with honesty, respect, and responsibility. A Voyageur demonstrates fairness, equity, and compassion in every action.

Junior School (Secondary I–II)

- I learn from my mistakes and accept the consequences of my choices.
- I follow my teachers' guidelines, including the use of technology and AI.
- I respect the language of instruction.

Middle School (Secondary III–IV)

- I respect the rule prohibiting the use of cell phones or headphones on campus unless authorized.
- I take care of equipment, materials, and shared spaces.
- I express myself calmly and respectfully, listening to others without judgment.

Senior School (Secondary V)

- I act with maturity and reliability, both in and out of school.
- I uphold academic integrity in all my work.
- I defend the values of respect, fairness, and kindness in every interaction.

Together, as Voyageurs, we embody belonging, growth, and integrity at every stage of our journey. These values guide our curiosity, strengthen our courage, and deepen our connection—preparing us to become responsible citizens, engaged leaders, and proud of the path we forge.

Levels of Intervention – The Voyageur Journey

At West Island College, every student is on a learning path. We believe that behavioural missteps are opportunities for learning, accountability, and growth. Disciplinary measures are progressive, fair, and educational, in alignment with Ministry of Education regulations and our core values: Belonging, Growth, and Integrity.

Level 1 – Reminders and Learning

Junior: guided interventions | Middle: increasing autonomy | Senior: role model expectations

Minor behaviours that disrupt oneself, classroom order, or the learning environment.

Examples:

- Tardiness, occasional unexcused absence, forgotten materials, locker left unlocked
- Excessive talking, squabbling, or running in hallways

- Not following basic instructions, complaining, or arguing
- Inappropriate language, rudeness, failure to use respectful forms of address (Madame, Monsieur and 'vous')
- Not following the dress code
- Wearing a backpack in class
- Minor inappropriate use of a cell phone or other electronic device
- Failure to use the language of instruction in class

Possible consequences:

- Reminder or warning, guided reflection
- Restorative action (apology, immediate correction)
- Completion or resubmission of work, or time made up
- Loss of a minor privilege
- Incident recorded in COBA if necessary

Level 2 – Responsibility and Repair

Junior / Middle: increasing responsibility | Senior: role model expectations

Significant or repeated behaviours that violate school values and seriously disrupt community life.

Examples:

- Repeated disrespect toward a member of the community
- Insults, hateful remarks, humiliation, bullying, or cyberbullying
- Cheating, plagiarism, or unauthorized use of artificial intelligence
- Chronic absenteeism or refusal to cooperate
- Lying, provocation, or repeated disruptive behaviour
- Violating privacy or image rights (filming, photographing, or sharing without consent)
- Unauthorized commerce (selling goods, ordering food without permission, etc.)
- Accessing restricted areas (gym, locker rooms without supervision, etc.)
- Graffiti, minor vandalism, or damage to borrowed equipment
- Use or possession of tobacco, vaping devices, or related products

Possible consequences:

- Restorative action (letter of apology, replacement or reimbursement, service to the victim, cleaning)
- Restriction of privileges, temporary loss of activities
- Community service or reflective presentation
- Reimbursement for damaged property
- Detention
- Official record in the disciplinary file

Level 3 – Integrity and Major Consequences

All students: zero tolerance for behaviours that threaten the safety or integrity of the community

Severe or illegal behaviours that endanger safety or violate the integrity of others.

Examples:

- Fighting or physical violence
- Sexual harassment, sexual violence, sextortion
- Possession, use, or distribution of drugs, alcohol, tobacco, or related products
- Possession of a weapon (bladed or otherwise) or dangerous material
- Theft, serious fraud, major academic dishonesty
- Sharing images or information that harms others
- Illegal online behaviours: hacking, unauthorized VPN use, digital privacy violations, irresponsible digital citizenship
- Gambling or participation in games of chance

Possible consequences:

- Any measures from Levels 1 and 2
- Internal or external suspension
- Case reviewed by school administration
- Expulsion (depending on severity and following review)

As Voyageurs, students are called to learn from mistakes, repair their actions, and grow in responsibility. Each intervention is intended not only to correct behaviour but, above all, to strengthen belonging to the community, personal growth, and integrity in daily conduct.

Follow-Ups and Consequences – Belonging, Growth, Integrity

Any behaviour that, while not explicitly listed above, clearly contravenes the spirit and values of the College may result in an intervention by the administration. Every follow-up aims to foster accountability, repair harm, and support learning.

COBA Records

- Any significant or repeated behavioural issue is recorded in COBA.
- Accumulation of 3 negative COBA entries automatically results in a detention.

Detentions

- A detention consists of approximately two hours of supervised work (reading, writing, reflection, or schoolwork), usually held after school on Wednesday or during a professional development day.
- It is assigned at the discretion of the Level Director or the Head of School.

Progression of Consequences

- **Junior (Sec. I–II):** detention is a guided opportunity for reflection and repair.
- **Middle (Sec. III–IV):** expectations of autonomy are higher; detention serves as a reminder of the importance of perseverance, respect, and responsibility.
- **Senior (Sec. V):** as role models, students are held to a high standard of integrity; repeated detentions show a failure to uphold this leadership role.

Report Cards and Recognition

- More than 2 detentions in a term result in a “B” (Needs Improvement) in the citizenship section of the report card.
- Two “B” ratings in the same school year exclude the student from the Honour Roll.
- An accumulation of detentions may lead to suspension or disciplinary probation.

Suspensions

- A suspension may be served in school (supervised) or out of school (when administration deems it preferable to remove the student temporarily from the school environment).
- This measure is reserved for serious cases, in order to protect the community and give the student time to reflect and demonstrate renewed commitment.

Cell Phones and Mobile Devices

Belonging • Growth • Integrity

General Rule

The use of cell phones, headphones, smartwatches, and other personal multimedia devices is prohibited on campus from arrival until departure, including during breaks, passing periods, and lunch.

The only exceptions apply to:

- authorized educational use with teacher permission;
- health-related needs;
- recognized accommodations for students with disabilities or learning needs.

If a student remains at school after hours for an extracurricular activity, the rule continues to apply.

Exceptions Related to Transportation and Safety

Students may bring their phone for safety reasons, but it must be turned off and stored in their locker from arrival until departure:

- students commuting by bike, public transit, or personal vehicle (Sec. V);
- students with games or practices off-campus;
- students taking part in club outings (e.g. skiing, snowboarding) after school hours.

Definition of Campus

Campus includes: the paved entrance on Tecumseh, the sports field up to the fences, the parking lot, and the entire building.

Outings and Trips

- During school-day outings (e.g. PE, theatre), the prohibition applies unless an exception is approved by administration.
- For trips longer than one day (e.g. Quebec City, Toronto), specific guidelines are provided by administration.

Responsibilities and Safety

- Any staff member may request that a student hand over a device if rules are broken. Students must comply immediately and without argument.
- The College assumes no responsibility for loss, theft, or damage of devices. Parents are encouraged to ensure their child does not bring unnecessary valuables.
- All lockers must be properly locked.

Parent Communication

- Parents are encouraged to contact their child by email outside of class time. In case of emergency, they must call the College directly.
- Students who need to contact their parents may:
 - send an email or iMessage after or between classes;
 - wait until the end of the day to make a call;
 - in case of emergency, use the phone at Reception.

Legal Definition

A *personal multimedia device* refers to any device used for communication or Internet access (smartphone, tablet, smartwatch, etc.).

Procedures and Consequences

Any breach of the rules results in a progressive, educational, and fair intervention, in keeping with the spirit of the College and the values of the Voyageurs.

Infraction	Consequence	Educational Dimension
1st time (Junior: guided reminder; Middle/Senior: formal warning)	Device confiscated for the day; COBA entry; retrieval at 3:15 p.m.	Understanding the importance of presence and respect for the rules
2nd time	Device confiscated; 2-hour detention (reading, writing, reflection) the following Wednesday; parents notified by email or phone call.	Reflecting on the impact of one's actions and taking responsibility.
3rd time	Meeting with parents; signing of a student–parent–College contract; community service on a professional development day.	Repairing the bond of trust and committing to a change in behaviour.

4th time	One-day external suspension; return conditional upon a formal commitment by the student and parents.	Recognizing the seriousness of the infraction and the responsibility to protect the integrity of the community.
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Why this rule?

Multimedia devices, while useful in certain contexts, interfere with concentration and the quality of human interactions when used indiscriminately. This rule aims to protect learning time, cultivate respect, and foster a culture of presence and responsibility—essential qualities for every Voyageur.

Definitions and Consequences – Belonging • Growth • Integrity

At West Island College, we believe that every student is learning and that their choices—positive or negative—are opportunities to grow. To protect the sense of belonging within our community, foster personal and collective growth, and uphold the integrity of each individual, certain behaviors require clear and progressive interventions.

Definitions

- **Conflict:** A disagreement between two or more people (goals, needs, expectations, opinions). Conflict is part of relational life and can be resolved constructively and respectfully. ⚠ Violence is not a conflict.
- **Artificial Intelligence (AI):** Use varies depending on subjects and projects. Teachers provide specific instructions, particularly during assessments, and students must comply with honesty and integrity.
- **Bullying:** Any repeated direct or indirect behavior, including online, occurring in a context of power imbalance that harms, isolates, oppresses, or intimidates a person.
- **Plagiarism:** Unauthorized use of someone else's ideas, words, images, or work (books, websites, class notes, presentations, assignments, artworks, etc.). Includes inappropriate use of AI.

- **Sextortion:** Cybercrime involving extortion of money or sexual favors by threatening to share sexually explicit content.
- **Violence:** Any verbal, written, physical, or sexual act that harms a person's integrity, well-being, rights, or property.
- **Sexual Violence:** Any form of violence through gestures, words, or behavior of an unwanted sexual nature, including sexual assault, discriminatory remarks related to sexuality or gender, and technology-facilitated actions.

Disciplinary Consequences – A Progressive and Educational Approach

Consequences are applied with fairness, equity, and accountability. They aim first to raise awareness, repair harm, and restore trust while ensuring the safety and dignity of all.

External Suspension (3 to 5 days)

An external suspension is imposed for:

- Smoking, vaping, or possession of a vape device;
- Being under the influence (first offense) of an illegal substance.

Following a suspension:

- The student is placed on probation for the remainder of their time at the College;
- They must participate in a mandatory support program to reflect on their choices and develop responsible behavior;
- Any recurrence results in automatic expulsion;
- Depending on the severity, police authorities may be notified.

School Expulsion (De Facto)

Expulsion applies in the following cases:

- Recurrence related to the consumption or possession of illegal substances;
- Sale or distribution of prescription drugs (except for duly prescribed personal use), cannabis, or any other illegal substance.

Associated Consequences:

- Immediate notification to police authorities and the Regional Student Protector;
- Permanent removal from the school community to preserve the safety and trust of all.

Expulsion Procedure

1. **Information:** The student and their family are notified of the incident by the administration.
2. **Preventive Suspension:** The student is suspended indefinitely pending the investigation.
3. **Investigation:** The leadership team conducts a thorough analysis of the facts.
4. **Meeting with the Family:** The Director General presents the findings and decision. Written confirmation is provided in person or sent by registered mail.
5. **Final Decision:** Made by the leadership team (Director General, Level Directors, and, if necessary, a school counselor).
6. **Review:** The family may request a written review of the decision within 48 hours.

Review Committee

Mandate: Ensure procedural rigor and proper application of rules, maintaining full confidentiality.

Composition: Chair or Vice-Chair of the Board, one administrator (Chief Operating Officer), one faculty member, and two Board members (without personal connection to the family).

Decision: The committee must be unanimous to overturn an expulsion.

Timeline: The committee delivers a decision within 5 school days following the request.

Serious behaviors require clear and firm measures. However, each intervention remains a learning moment: protecting the sense of belonging in our community, promoting growth even after a mistake, and preserving the integrity that defines every Voyageur's life.

National Student Protector

Rights of Students and Parents

The National Student Protector is responsible for enforcing the complaint and reporting procedure within Quebec schools. Within this standardized national procedure, the National Student Protector is supported by Regional Student Protector across Quebec. Together, they ensure that students' and parents' rights are respected and contribute to the continuous improvement of services offered in the education system.

Filing a Complaint

If a student or parent is dissatisfied with the services they received, are receiving, should have received, or need, a complaint can be filed according to the procedure below.

Examples of issues that may lead to a complaint:

- Inappropriate behavior by a teacher, school administration, or any staff member;
- Services intended to support student success that were not provided;
- Unsafe equipment or facilities in the school;
- Situations of bullying or violence. Any complaint involving sexual violence will be treated as urgent.

STEP 1 – PERSON DIRECTLY CONCERNED OR THEIR SUPERVISOR

To file a complaint, the student or parent first addresses the person directly concerned or their immediate supervisor.



The complaint can be verbal, but it is preferable to submit it in writing.
The person receiving the complaint has 10 business days to respond.

STEP 2 – COMPLAINTS OFFICER

If the student or parent remains unsatisfied with the handling of the complaint or if the 10-business-day deadline is exceeded, the complainant may then contact the complaints officer at West Island College. The complaint can be verbal, but it is preferable to submit it in writing. The complaints officer has 15 business days to respond.

Complaints Officer at West Island College:

Mr. Eric Jabal, Head of School
West Island College
851 Tecumseh Street, Dollard-des-Ormeaux, QC H9B 2L2
514-683-4660

College Complaints Management Committee:

Mr. Eric Jabal, Head of School
Ms. Lise Lafontaine, Chief Operating Officer

STEP 3 – REGIONAL Student Protector

If the student or parent is still unsatisfied with the handling of the complaint, or if the 15-business-day deadline is exceeded, they may contact the Regional Student Protector in their area. The Regional Ombudsman assists the student or parent in drafting the complaint in writing. The student or parent may choose the preferred mode of communication:

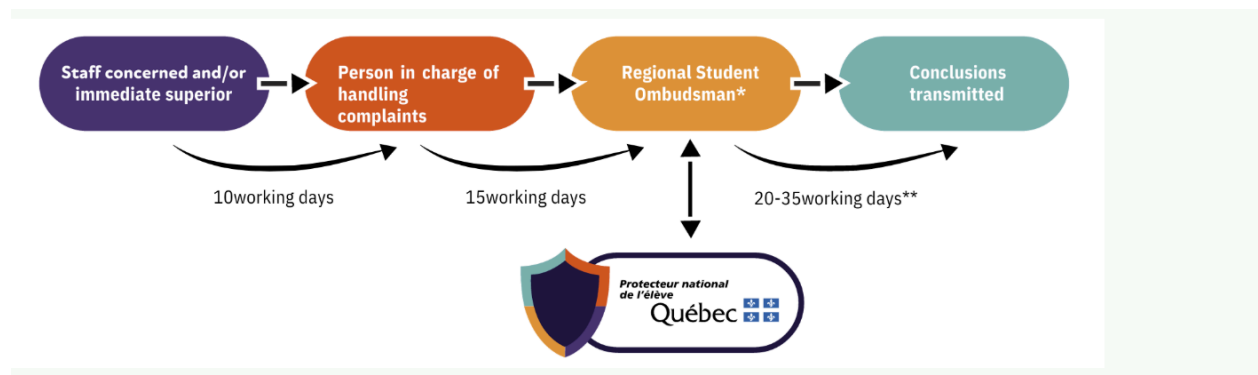
- Please refer to the PNE section of WIC website

The Regional Student Protector has 20 business days to review the complaint and issue conclusions. If the complaint is deemed valid, recommendations may be made to West Island College.

Before transmission, the conclusions are reviewed by the National Student Protector, who has up to 5 business days to decide whether to review the complaint personally. If so, they then have 10 business days to complete the review and, if necessary, replace the Regional Student Protector's conclusions or recommendations with their own.

The Regional Student Protector then informs the complainant and the school of the conclusions and any recommendations.

West Island College has 10 business days to inform the complainant and the Regional Student Protector of the actions it intends to take regarding the conclusions and recommendations, and, if applicable, provide the reasons for not acting on them.



***Note: In cases of sexual violence, a student or their parent may choose to contact the Regional Student Protector directly.**

Making a Report

A report, which can be made by anyone, is only applicable in cases of **sexual violence** committed against a student attending an educational institution.

Such a report is made **directly to the Regional Student Protector**, bypassing the first two steps of the complaint process, by:

- a teacher;
- a professional working in the school setting;
- an employee or member of the school administration;
- another student or their parent;
- etc.

The person making the report may choose their preferred method of communication:

- **Online complaint form to the Regional Student Protector:**
- **Phone or text**
- **Email**

Please refer to the PNE section of the WIC website for the contact information

Reports are handled **urgently**. The confidentiality of the reporter's identity is maintained, unless consent is given. If required by law, the Regional Student Protector may share the reporter's identity with the Director of Youth Protection. The Regional Student Protector may also initiate an investigation of sexual violence on their own initiative.

Protection Against Retaliation

The **National Student Protector Act** protects individuals from any retaliation or threats of retaliation if they:

- file a complaint or report;
- participate in the handling of a complaint or report;
- support someone filing a complaint or report.

It is also prohibited to threaten anyone with retaliatory measures to prevent them from filing a complaint or report.

Presumed retaliation for students or their parents filing a complaint or report includes:

- Deprivation of rights;
- Application of differential treatment;
- Suspension or expulsion of the student.

Presumed retaliation for school staff making a report or collaborating in the review of a complaint or report includes:

- Demotion;
- Suspension;
- Dismissal;
- Reassignment;
- Any disciplinary measure or action affecting employment or working conditions.

Retaliation complaints are handled by the **National Student Protector**.

Fines for individuals who carry out or threaten retaliation range from **\$2,000 to \$20,000**, while fines for **legal entities** can range from **\$10,000 to \$250,000**.