

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.
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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 schools. 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.

Our Values – Belonging. Growth. Integrity.

BELONGING

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

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.

INTEGRITY

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

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

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

- **Examples of infractions:** late, forgotten materials, unlocked locker; excessive talking, rowdiness in the hallways; failure to follow instructions, the dress code, or rules regarding backpacks in the classroom; inappropriate language or failure to use the language of instruction; food or gum in the classroom, beverages other than water, etc.

Consequence: warning for the 1st 9-day cycle– COBA notes for the remainder of the school year.

COBA Records

- Accumulation of 3 negative COBA entries automatically results in a detention.

Level 2– Responsibility and Repair

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

- **Examples of infractions:** Disrespect, insults, play-fighting, plagiarism, bullying/cyberbullying; cheating, or unauthorized use of AI; chronic absenteeism/tardiness; violation of image rights; graffiti, minor vandalism; [Appendix C](#) violations, etc.

*Detention may be assigned by any adult working at WIC.

- **Depending on the severity of the action, the consequences are as follows:** detention or suspension, in addition to one or more of the following:
 - Letter of apology, cleaning or reimbursement; restriction of privileges or assigned duties; reflective presentation; impact on grades (in cases of cheating, plagiarism, or unauthorized use of AI).

Detentions

- A detention consists of 75 minutes of supervised work (reading, writing, reflection, or schoolwork), usually held after school on Wednesdays or during a professional development day.

Class Expulsion:

Immediate action in case of serious misconduct preventing the class from being held.

The teacher may exclude the student from their class by following these class expulsion procedures:

- **Instructions to the student:** Clearly instruct the student to go to the reception desk.
- **Notification to the reception desk:** Notify the reception desk of the expulsion. The student will meet with the administration or support staff.
- **Parent contact:** The teacher must notify the parents on the same day.
- **Reintegration:** A meeting (with the student and/or legal guardian) will be held.

Report Cards and Recognition

- More than 2 detentions in a term (3 during 3rd term) result in a “N” (Needs Improvement) in the Citizenship section of the report card.
- Two “N” ratings in the same school year exclude the student from the Honour Roll.
- An accumulation of detentions will lead to suspension or disciplinary probation.

● Level 3 – Integrity and Major Consequences

The College follows a **zero-tolerance policy** regarding any action that compromises the protection, dignity, and climate of trust within the community.

- **Examples** of serious or illicit infractions: physical assaults or violent confrontations; actions that jeopardize safety, harassment, sextortion, sexual violence; use, possession, or trafficking of narcotics and alcohol; carrying weapons or threatening objects; aggravated theft or fraud; cybercrime or misuse of technology; betting and gambling, [see Appendix D](#), etc.
- **Consequences**: immediate suspension (internal or external); thorough investigation by the management committee to determine whether permanent removal from the school environment via expulsion is warranted (depending on the severity of the infraction).

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 **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.

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).
- Any suspension leads to disciplinary probation.

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 of a similar infraction results in automatic expulsion;
- Depending on the severity, police authorities may be notified.

Non-readmission to the College

Non-readmission may also occur when a student's circumstances and disciplinary history warrant it.

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.

It may also be imposed, even for a first offense, in situations deemed particularly serious, notably involving the sale or distribution of prescription drugs (other than for duly prescribed personal use), cannabis, or any other illegal substance—or when the circumstances and the student's disciplinary history warrant it.

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 Head of School presents the findings and decision. Written confirmation is provided in person or sent by registered mail.
5. **Final Decision:** Made by the leadership team (Head of School, Level Directors, and, if necessary, a school counsellor).
6. **Review:** The family may request a written review of the decision within 48 hours.

Review Committee

- **Mandate:** Ensure procedural rigour 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.

Any behavior that, while not explicitly mentioned above, clearly contravenes the spirit, values, or rules of the College may result in intervention by the administration. The nature of the intervention or sanction will be determined based on the severity of the action, the circumstances, and the student's disciplinary history.

Annexe A - Cell Phones and Multimedia devices

Belonging • Growth • Integrity

- **General Rule**

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

- If brought to school, a cell phone or other electronic device must remain turned off in the locker until the end of the school day.
- They are not permitted during extracurricular activities.
- The only exceptions apply to:
 - authorized educational use with teacher permission;
 - health-related needs;
 - recognized accommodations for students with disabilities or learning needs.

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 during 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, smart glasses, 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; 75 minutes 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, and probation.	Recognizing the seriousness of the infraction and the responsibility to protect the integrity of the community.

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.

Annexe B - 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.

Annexe C - Academic Integrity and Digital Engagement Policy

1. Fundamental Principles

Honesty and responsibility are the foundations of academic excellence at West Island College. For students, access to technological tools, the Internet, and artificial intelligence (AI) is a privilege intended to enrich learning and develop critical skills. This access entails the duty to act as a digital citizen with integrity, respect, and autonomy.

2. Academic integrity, cheating, and plagiarism

A. Definition of cheating

Cheating consists of using dishonest means to gain an unfair advantage during an academic assessment. This includes, but is not limited to:

- Copying another student's work, assignment, or assessment.
- Using unauthorized notes, cheat sheets, or devices during an assessment.
- Talking or looking at another student's assessment.
- Taking or publishing photos of tests, or stealing or memorizing answer keys.
- Storing test questions in calculators without deleting them.
- Consulting an unauthorized person or material outside the classroom during the exam period (e.g., during a restroom break).
- Lying to gain an academic advantage.

B. Definition of plagiarism (including AI)

Plagiarism consists of copying or paraphrasing the thoughts, ideas, expressions, or work of others without citation, regardless of the medium (AI, books, websites, lab reports, artistic creations, computer code, etc.).

- **Non-textual content:** Copying images, graphs, algorithms, or tables also constitutes plagiarism.
- **Translation:** Translating another person's work without citing the source is a violation.
- **External fraud:** Paying someone, using the services of a tutor or family member to complete one's work, or buying/selling assignments online is strictly prohibited.
- **Misuse of AI:** Presenting text generated by generative AI (such as ChatGPT) as one's own work is considered plagiarism.

C. Framework for Artificial Intelligence (AI) Use

AI should be viewed as an assistant, not a replacement. Its use is governed by an educational traffic-light system:

- **Red Light:** No AI is permitted. The activity is designed to assess knowledge.
- **Yellow Light:** The scope and nature of AI usage will be clearly specified in the assessment rubric.
- **Green Light:** AI is fully integrated into the creation process (e.g., for coding, generating images, or translating).

D. Student obligations regarding AI:

- **Prior authorization:** The use of AI is permitted only if the teacher explicitly authorizes it for the specific assignment.
- **Transparency:** If AI is used, the student must disclose this by citing the tool and explaining how it contributed to the work.
- **Critical thinking:** The student must verify generated information, as AI can make errors or fabricate facts.

E. Rules regarding teamwork and contributing to cheating

- **Group projects:** Unless the teacher explicitly authorizes collaborative work, all written assignments must be completed individually.
- **Complicity:** Lending a completed workbook, allowing another student to copy work, or sharing/selling essays, questions, or assessment answers without the teacher's permission constitutes contributing to cheating.

3. Ways to avoid plagiarism and student commitments

To ensure academic honesty, the student must:

1. Plan their time effectively to avoid last-minute work.
2. Take organized notes and fully understand the assignment criteria.
3. Rephrase ideas in their own words and correctly cite all sources.
4. Be able to present their work history (version history) upon the teacher's request.
5. Ask the teacher for help if in doubt.

4. Sanctions and consequences – any infraction of this nature is classified as Level 2.

Depending on the level and given that every case or situation is unique, consequences will be determined by the relevant level leadership following a discussion with the teacher concerned.

Failure to comply with this policy or any form of academic dishonesty will result in sanctions applied at the discretion of the administration. Possible consequences include:

- A requirement to redo the work (with a maximum possible grade of 60%) and a period of reflection.
- Academic probation.
- A grade reduction of **up to 0%** for the work or assessment in question (particularly in cases of AI-generated plagiarism).
- A negative impact on the effort grade (the student will be ineligible for the highest effort grade of 1 for the term).
- Assignment of an "**N**" in the Citizenship category of the report card (adherence to school rules).

Annexe D - Digital Citizenship, Respect, and Safety

A. Respect for Others and Cyber-Respect

- **Privacy:** Taking or sharing photos, videos, audio recordings, or messages involving classmates or staff without their express consent is prohibited.
- **Technological Misuse (Deepfakes):** Using tools or AI to alter anyone's image or voice for the purpose of ridicule, intimidation, or damaging their reputation is prohibited.
- **Communications:** Interactions on school platforms (Google Chat, Classroom, email) must remain professional and courteous. Hate speech, discrimination, intimidation, harassment, or obscenity will not be tolerated.

B. Data and Network Security

- **Personal Data:** Providing private data (full name, passwords, address, classmates' work) to AI tools or websites is prohibited.
- **Account Management:** Students are responsible for their own sessions (COBA, Google, wicmtl.ca domain). Accounts must not be shared, and students must log out after use.
- **Software and Network Rules:** Use of antivirus software is mandatory. VPNs are strictly prohibited. Bypassing the College's security filters or using networks other than the one designated for students is prohibited.

C. Sanctions and Consequences – any violation of this nature is classified as a Level 3 offense.

Annexe E - 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 the 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 behaviour 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. Michel Lafrance, Head of School
West Island College
851 Tecumseh Street, Dollard-des-Ormeaux, QC H9B 2L2
514-683-4660

College Complaints Management Committee:

Mr. Michel Lafrance, Head of School
Ms. Lise Lafontaine, Chief Operating Officer

STEP 3 – REGIONAL Student Protector

If the student or parent remains dissatisfied 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 a written complaint. The student or parent may choose the preferred mode of communication:

- Online complaint form
- Phone or text message
- Email

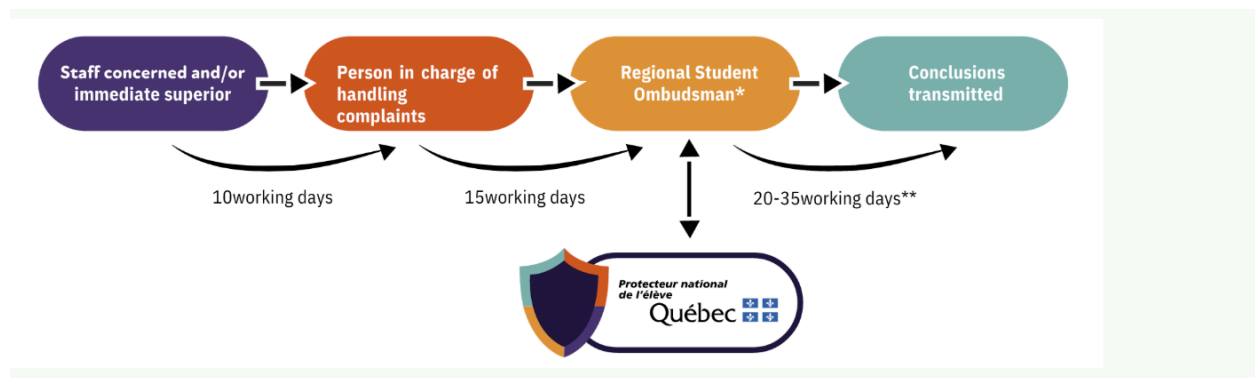
Please refer to the PNE section of WIC website

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**.