



# Eastern Québec

**CENTRE DE FORMATION**  
**LEARNING CENTRE**

## **INFORMATION BOOKLET** **2024-2025**

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COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

*Welcome to the Eastern Québec Learning Centre!*

*2024-2025 will be a great school year! We will continue to make every effort to take care of each other. School life has more of a normal feel to it and students can pursue their study projects as planned!*

*Thank you for choosing the Learning Centre to complete your learning project, whether it be in person or online.*

*The staff members here at the EQLC know that the learning project you are undertaking is important to you. We want you to know that you can count on us to support and encourage you in reaching the objectives that you have set out to attain.*

*Remember: your presence, your perseverance and your hard work will pay off in the long run!*

## **MISSION**

Promote ongoing learning by providing quality English language instructional services in a stimulating and supportive environment.

## **VISION**

Students from diverse backgrounds successfully complete their academic profile and become autonomous, productive citizens.

## **BELIEFS**

We learn from each other. Responsibility for learning can be fostered in everyone. A supportive learning environment makes a difference.

## **VALUES**

We strive for a learning environment that recognizes the importance of intangibles, such as support, mutual respect, citizenship, and participation. We aim at providing educational opportunities for all.

## **RIGHTS**

- Each student has the right to pursue a quality education in an environment conducive to learning where course objectives, exam requirements and results are clearly defined and explained.
- Each student has the right to be informed of Centre policies, regulations, and activities; and through student representation, to participate in the operation of the Centre and of the Governing Board.
- Each student has the right to a secure and safe environment free from discrimination, where his or her opinions, private life and personal property and space are respected. \*

## **RESPONSIBILITIES**

- Each student has the responsibility to be present, to be prepared, to apply the skills taught, and to work seriously toward his or her educational objectives.
- It is important that each student accept the responsibility of getting involved in the life of the Centre.
- Each student has the responsibility to respect the other students, the staff, and the environment.

*\*The Central Québec School Board has a policy against all forms of harassment to provide and maintain a working environment free from all forms of harassment.*

# **EASTERN QUÉBEC LEARNING CENTRE ADMINISTRATION**

## **Centre Director**

Frédéric Grégoire Room 128

## **Centre Secretaries**

Valérie Stucki Room 124

Anuoluwapo Daniel Room 119

## **Administrative Technician**

Sophie Minville Room 120

## **Guidance Counsellor**

Sylvie Piché, C.O. Room 115

## **SARCA Agent**

Maria Castro Room 115

## **Social Work Technician**

Amy Vallières Brennan Room 122

## **Cafeteria Services**

TBD Cafeteria

# **CENTRE SERVICES**

## **Guidance, Counselling and SARCA Services**

Services are provided in equivalences, individual educational plan, personal counselling, career orientation. Reception, referral, counselling, and support services are also available to determine students' prior learning and to recognize that learning.

## **Cafeteria Service (service will resume soon!)**

Reasonably priced hot meals are available for students and staff. Microwaves and refrigerators are available to students in the cafeteria. The refrigerators should be cleared of all food every Friday. Help us keep the cafeteria area and the picnic tables outside, clean and orderly.

## **Lockers**

Lockers must be requested at the Secretary's office, room 124. Once a student receives a locker number, it is highly recommended that its content be secured with a lock. The Centre is not responsible for lost or stolen items.

## **ID cards (Centre ID and Opus-RTC card form)**

All students will receive a Centre ID card upon request which requires having their picture taken by the Admission Secretary (office 119).

**Only full-time students are eligible for student bus cards forms (RTC) (14+ hrs/week).** Students must request their Opus-RTC form from the School Secretary (office 124).

## **Non-smoking Policy**

Smoking is not allowed in the Centre or on school property. Those who do smoke on the sidewalk are asked to keep the area clean. This policy also applies to electronic cigarettes, cigars, or any drug substance. Failure to comply with this policy can result in a fine and a suspension.

## DRUG AND ALCOHOL POLICY

The Centre has zero tolerance for drugs and alcohol. The Centre is alcohol-free and drug-free for all students and staff members.

1. Any illegal activity such as possession or distribution (dealing) of drugs or alcohol will be reported to the police immediately for an underage student.

Possession of drugs, alcohol, drug paraphernalia (accessories) is strictly forbidden on the Centre's premises (building and property) and during Centre activities off the premises.

If a student is suspected of possession of drugs or alcohol, the Centre authority or a delegated staff member can do a summary body search, a personal property search and a locker search.

Drugs, alcohol, and paraphernalia found during the search will be confiscated. Possession of drugs or alcohol will result in an automatic suspension of five (5) days.

Before being allowed to return to class, the suspended student must meet with the Centre Director or designated staff member.

**Note: Repeat offenders will be subject to expulsion.**

2. Use of alcohol or drugs in the Centre or during outings will result in an automatic suspension of up to five (5) days.

Before being allowed to return to class, the suspended student must meet with the Centre Director or designated staff member

**Note: Repeat offenders will be subject to expulsion.**

Use of drugs or alcohol will result in an automatic suspension of five (5) days.

Before being allowed to return to class, the suspended student must meet with the Centre Director or designated staff member.

**Note: Repeat offenders will be subject to expulsion.**

3. Being under the influence of drugs and/or alcohol is strictly forbidden on the Centre's premises (building and property) and during Centre activities off the premises. A student suspected of being under the influence will be suspended for the day and parents of a minor will be contacted.

Before being allowed to return to class, the suspended student must meet with the Centre Director or designated staff member.

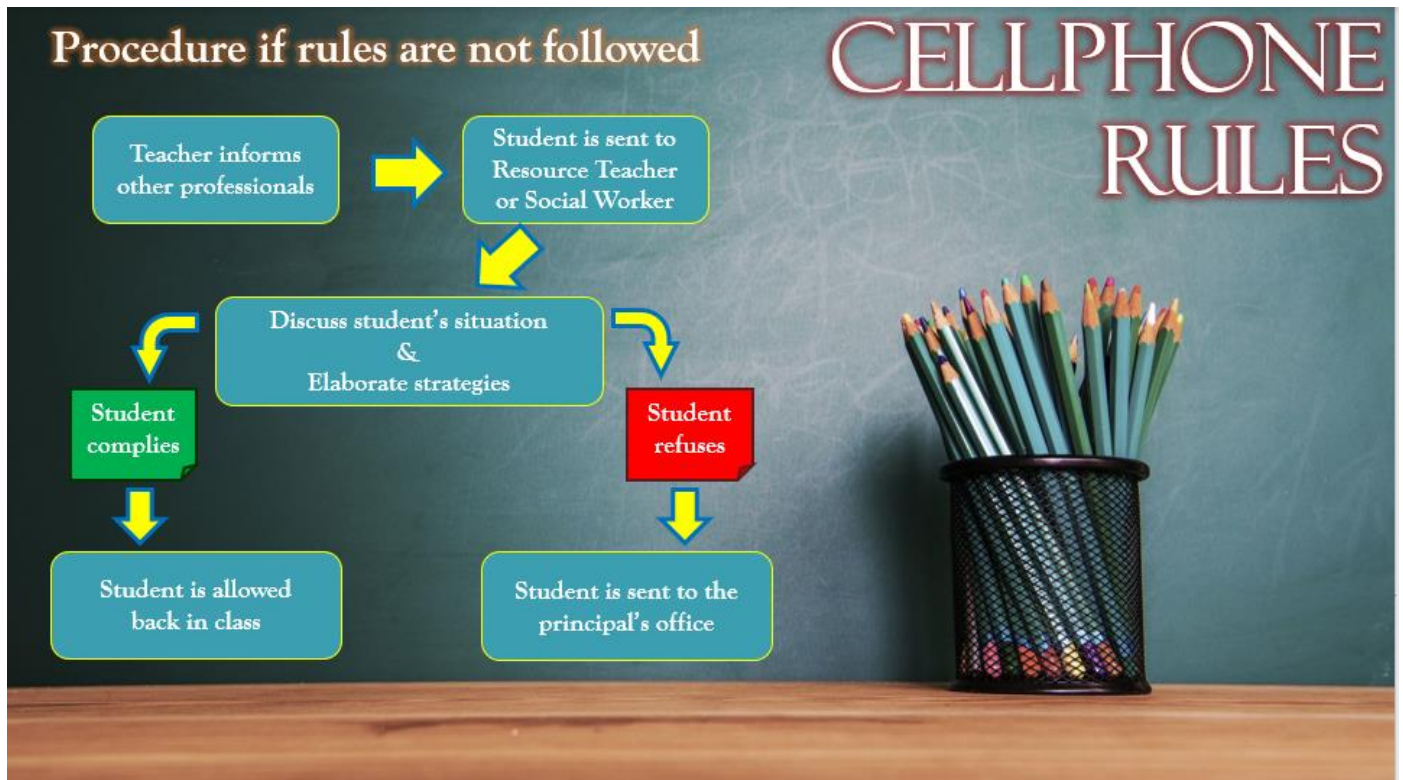
**Note: Repeat offenders will be subject to expulsion.**

## CELLPHONE POLICY

When entering a classroom, students must put their phones on silent mode or airplane mode and place it in the designated cellphone pockets on the wall. Within the classroom, students may only use their phone with the teacher's explicit approval. They may take their phone back when exiting the classroom.

Under very specific circumstances, which need to be discussed with the teacher or social worker technician, some students may be allowed to keep their cellphone with them. In those cases, the student will sit close to the teacher's desk with their cellphone placed on the desk facing downwards.

Failure to comply with rules will result in immediate expulsion from the class. If this is the first offense, the student will meet with the social worker technician to discuss cellphone management strategies. Then, the student will be sent back to class. For any further offenses, the student will be sent to meet with the Centre director or be given means to contact them in order to make an appointment. The student may reintegrate the class only after having met with the Centre director.





## **DRESS AND LANGUAGE CODE**

1. Appropriate and decent dress is required. Clothing and accessories with derogatory messages or violent symbols are not permitted. Students must wear appropriate footwear to assure safe and secure protection. Students in the Vocational Training programs will receive more detailed information about dress code requirements.
2. Appropriate, respectful language is expected at all times at the Centre. Students who do not respect the language code will be subject to a suspension. The Centre authority will determine the duration of the suspension.

## **VIOLENCE, THEFT OR VANDALISM**

1. Any violent or intimidating act towards another person will result in an automatic suspension. The Centre authority will determine the duration of the suspension.
2. Any illegal activity or theft will be referred to the authorities. A student found to be stealing or vandalizing centre property will receive an automatic suspension of three (3) days.
3. Any student who intentionally damages (vandalizes) the premises will be charged for the full cost of repairs.

## **EMERGENCY EVACUATION PROCEDURES**

Before the practice evacuation, staff members will inform the students about how to evacuate the building safely, including the evacuation path and the meeting point.

1. The evacuation should be done in a calm and orderly fashion.
2. Students should evacuate as rapidly as possible without running.
3. Students are not allowed to go to their locker.
4. Students are not allowed to smoke during the evacuation.

### **When the alarm has been activated:**

1. Students closest to the windows will close the windows. Students are to leave the building using the predetermined evacuation path. The classroom door should be closed and left unlocked.

2. Students remain quiet as they leave the building to be able to hear instructions that may be given as they evacuate the premises.
3. Once outside and proceeding to the meeting point in the parking lot, students must report to the teacher immediately and remain close to the group.
4. Students and staff will wait for instructions before re-entering the building.

## **EASTERN QUÉBEC LEARNING CENTRE AWARDS**

- EQLC Awards for proficiency in English, French, Math, Science and Humanities.
- EQLC Bursaries for pursuing studies in a Vocational Training Program.
- Québec City Women's Club bursaries for deserving students pursuing their studies.
- David Blinco Award for a student demonstrating perseverance in studies, respect and concern for others and participation in school life.
- Paulette Picard Award for a student demonstrating Humanity, Caring and Compassion.

## **LOANS AND BURSARIES**

Students in Vocational Training programs can apply for Loans and Bursaries offered by the Ministry.

For more information, make an appointment with the SARCA professional at 418-654-0537 ext. 2852, or in office 115.

## **LEARNING CENTRE ACTIVITIES**

During the school year, the staff and students help plan and realize the following activities:

- Learn it! Do it! (Student activity)
- Community Hamper Campaign Fundraiser (November)
- Québec City Reading Council event (date to be confirmed)
- Student Activity/Outing in May/June
- Student Awards ceremony in May/June

A variety of other thematic activities may also be organized during the school year.

## **VOCATIONAL TRAINING**

### **OUR OBJECTIVES:**

- Promote students' success through the completion of their diploma.
- Improve language skills of all students at the Centre. English is the language of instruction of the Vocational Training programs.
- Prepare graduates to be reliable, confident, professional, autonomous self-learners who are successful in the workplace.

## **PUNCTUALITY AND ATTENDANCE**

Students must respect the starting and ending times of each class. Academic success is closely related to regular attendance and punctuality.

- Attendance is recorded by the teacher for each 60-minute period. Late arrivals and early departures are also recorded.
- Students are asked to call the Centre or contact their teachers for any lateness or absence.
- After each absence students must fill out a "Student Absence Form" (available outside room 120) and return it to the teacher.
- If a student is absent due to illness for more than two days, a medical attestation must be attached to the Student Absence Form.
- Students must be in attendance for 90% of their classes and may be refused access to the class or the evaluation otherwise.

Students who arrive early and are waiting for their class are asked to wait in the cafeteria or outside. A student who is not scheduled for class must not linger in the Centre or on the Centre premises.

Teachers may close their door 5 minutes after their class has started. If students are late for class, they must sit in a designated area and wait for their teacher to come see them before they return to class. While waiting as a result of being late, students may not wander around the school or go to the cafeteria.

## COMPUTERS AND INTERNET

1. During class time, Internet use is restricted to course-related activities.
2. It is not permitted to:
  - Download Internet or personal files
  - Change parameters
  - Play games during class time
  - Modify desktop settings
3. Students may not open other students' files without permission.
4. Besides saving their work on the network, students should also save it on a USB key. This will avoid accidental loss of material.
5. Outside of class time, Internet can be used but students must respect the Charter of Rights (e.g., no pornographic or discriminatory sites), and the CQSB Policy on the Acceptable Use of Information Technologies.
6. No food or drinks are allowed near the computers at any time.
7. These rules must always be respected to have access to computers.
8. Students are asked to turn off computers after use.
9. All students are expected to respect classroom rules determined by the teacher.
10. Students must leave their work area clean and tidy.

Note: **All staff members** (*teachers and administration staff*) are authorized to enforce Centre and classroom rules.

## EXAMS

**It is the teacher's responsibility to determine when a student is ready to write an exam.**

1. Exams are scheduled on the last day of a competency. Students must respect the set time and date of the exam period.
2. If a student is not present at the exam, or expects to be delayed, she or he must contact the teacher or the Centre Secretary at extension 2800. The student must submit a written reason for the absence or the delay using the Student Absence Form within two working days:
  - If the reason is deemed valid, the student may write the exam at another time and date. The student will then be informed of the conditions for rescheduling the exam.

3. If it has been determined that a student has compromised an exam by communicating in any way, shape, or form, including searching the Internet, using any unauthorized device, that student will obtain the result “0” and fail the exam. Plagiarism (*copying*) is a form of cheating.
4. A student must be registered at the Learning Centre to be entitled to write an exam. The exam must be written during the current school year.
5. The Ministry will issue an up-to-date record of achievement with official results at least twice a year.

## **REWRITES**

**It is the teacher’s responsibility to determine when a student is ready to do a rewrite.**

Rewrites are scheduled on specific days as per the Centre calendar.

1. Remedial activities are required before the rewrite. Rewrites can only be taken if a student has completed the assigned remedial activities.
2. A student must be registered at the Learning Centre to be entitled to do a rewrite. The rewrite exam must be done during the current school year.
3. Points 2 and 3 of Exams section also apply to rewrites.

**Note:** A student has the right to do one rewrite exam per competency. A student who is unsuccessful in a competency may be asked to repeat the competency at a later date.

## **REVIEW OF A FINAL RESULT**

A student has the right to request a review of a final result obtained on an evaluation before doing a rewrite exam.

This request must be submitted by the student to the Centre Director within 30 days after having been informed of the result by the Centre representative (teacher, guidance counsellor or Centre Director).

# GENERAL EDUCATION

## ACADEMIC PROGRESS AND ATTENDANCE POLICY 2023-2024 (IN PERSON & VIRTUAL)

As an Adult Education Center, we believe in values such as “win-win” situations, commitment, involvement, and a sense of belonging. These values are reflected in the day-to-day activities at the Centre. Attending classes detailed in your personalized schedule is a key element towards the successful completion of your learning project.

Every student registered in our *Adult General Education programs* is expected to be present during class time (for Services-Québec students and first Nations partners required attendance is 90 %).

Attendance is calculated monthly as a reference for progress reports. Absences will be considered justified solely for health issues and appointments or for unexpected, serious reasons.

Here are the rules that apply to your academic progress and attendance. In case of unsatisfactory attendance and/or academic progress:

### **1<sup>st</sup> intervention:**

- You will meet with your teacher(s) to discuss your progress and your attendance
- Your progress and your attendance will be monitored on a weekly basis.

### **2<sup>nd</sup> intervention:** (If your 1<sup>st</sup> intervention objectives are not being met):

- You will meet with the guidance counsellor or the social worker technician.
- Objectives from the 1<sup>st</sup> intervention contract will be reviewed and discussed.
- You are now asked to leave the Learning Centre for a minimum of four (4) consecutive weeks. You will also be asked to sign a written document detailing the reasons for the interruption of your studies and the conditions for returning to the Learning Centre at a future date. If you are a minor, your parents will be informed of this 2<sup>nd</sup> intervention.
- If after this four-week interruption you would like to pursue your learning project, you will have to make an appointment with the guidance counselor. *If you are a minor, a parent could be asked to accompany you to this appointment.*
- Your request to reintegrate the Learning Centre will be reviewed by the guidance

counselor and the Centre Director. Conditions for reintegration will be made known to the student if the request is accepted.

## EXAMS

All competencies in the student's learning profile must be successfully completed to attain their academic objective.

- It is the teacher's responsibility to determine when a student is ready to write an exam.
- A student must be registered at the Learning Centre to be entitled to write an exam. The exam must be written during the current school year.
- Your exams must be scheduled by your teacher before the centre secretary's deadline.
- Students must respect the set date and time of the exam period. The exam room is open from 8:40 am to 12:45 pm and exams start at 8:45 am. Students arriving late may be refused access to the exam room. Once a student hands in an exam or leaves the exam room, the invigilator will take the copy and the exam will be considered done. No exam copy will be returned to the student.
- If it has been determined that a student has compromised an exam by communicating in any way, shape, or form, including searching the Internet or using any unauthorized device, that student will obtain the result "0" and fail the exam. Plagiarism (*copying*) is a form of cheating.
- A student using any unauthorized material will obtain the result of "0" and fail the exam.
- Exam results are given to students no later than one (1) week after the exam was given.

## REWRITES

It is the teacher's responsibility to determine when a student is ready to do a rewrite. Rewrites are usually done during scheduled exam periods.

Remedial activities may be required before the rewrite. Rewrites can be done only if a student has completed the work assigned by the teacher.

A student must be registered at the Learning Centre to be entitled to do a rewrite. The rewrite exam must be written during the current school year.

## **REVIEW OF A FINAL RESULT**

A student has the right to request a review of a result obtained on an evaluation. This request must be submitted by the student to the Centre Director within 30 days after having been informed of the result by the Centre representative (teacher, guidance counsellor or Centre Director).

A Request for Review form is available from the Centre secretary in room 124.

## **PLAGIARISM**

EQLC defines plagiarized assignments as follows:

- Copying work from any source without citing them
- Using ChatGPT or any other generative AI to produce work
- Using another student's work

All plagiarism offences are cumulated throughout all school subjects.

If teachers can reasonably suspect a student's assignment to be plagiarized, the following disciplinary actions will be taken:

On every offense, the student is expected to redo their assignment as well as to meet with the center director or the social worker technician.

On the first offense, the teacher may request that the assignment be redone by hand in class.

On the second offence, the teacher will request that the assignment be redone by hand in class. Furthermore, the student will be suspended for one day.

On the third offense, all assignments in all classes will be done by hand until further notice from teachers. Furthermore, the student will be suspended for one week.

## **TRANSCRIPT**

The Ministry will issue an up-to-date transcript with official results at least twice a year.





# **EASTERN QUÉBEC LEARNING CENTRE**

## **2024-2025 Holidays**

Labour Day - Fête du travail  
September 2<sup>nd</sup>

Thanksgiving - Action de grâce  
October 14<sup>th</sup>

Christmas/New Year - Noël / Nouvel An  
December 23<sup>rd</sup> to Jan. 3<sup>rd</sup>

Easter - Pâques  
April 18<sup>th</sup> and April 21<sup>st</sup>

Victoria Day - Journée nationale des patriotes  
May 19<sup>th</sup>

## **2024-2025 Pedagogical Days:**

August 26<sup>th</sup> and 27<sup>th</sup>

October 11<sup>th</sup>

November 8<sup>th</sup>

January 6<sup>th</sup>

February 7<sup>th</sup>

March 7<sup>th</sup>

May 16<sup>th</sup>