



LESTER B. PEARSON  
Gordon Robertson Beauty Academy

# Code of Conduct

## Positive Climate

We at Gordon Robertson Beauty Academy, foster an inclusive, positive and professional climate. As such, students and staff are expected to conduct themselves respectfully at all times. In the event of a conflict (whether with a student, staff member, teacher, or client), respectful behaviour remains the expectation. Appropriate language, volume, and tone of voice, are required at all times. No matter the context, swearing is never acceptable.

## Safe and Healthy Environment

Gordon Robertson Beauty Academy is committed to providing a safe and healthy environment for all of its students, staff and visitors. As such, any type of bullying or harassment will not be tolerated. Any threatening behaviour will not be tolerated. This includes, but is not limited to: aggressive/intimidating looks or language, or any type of physical contact whether in, or outside of, the classroom.

Electronic devices (i.e. cameras, phones, recording devices, computers) may not be used to harass, intimidate or threaten the safety, security or well-being of any member of the community. Any misuse of technology, hacking, cyberbullying or online harassment may result in severe consequences and, if deemed necessary, the police may be involved.

See details in the LBPSB Digital Citizenship program here: <http://dcp.lbpsb.qc.ca/>

Our Centre follows the Lester B. Pearson School Board's Policy on Safe and Caring Schools:

<https://tinyurl.com/LBPSB-Safe-and-Caring-Schools>

Failure to respect all of the above may result in being asked to leave the Centre for the remainder of the day, and the student may be required to email administration in order to request an appointment to meet before being able to reintegrate into the program.

## Visitors

Access to the Centre is strictly for registered students and clients with appointments. All visitors and clients must report to the reception desk on the main floor before gaining access to the Centre.

Children under 16 years, are not permitted in the Centre, either with clients or students. Students are not permitted to attend classes with their children. In such a case, teachers will dismiss the student from class immediately and request that they leave the Centre with the child.

Clients between the ages of 10 and 15 years must be accompanied by a responsible adult.

## **Dress Code**

Professionalism is an integral part of the programs at Gordon Robertson Beauty Academy. Given this, all students are required to look and act professionally at all times when in and around the building, with clients, teachers and colleagues, as well as when representing Gordon Robertson in industry (on field trips and during the practicum competency). As such, there is a mandatory uniform that is a part of this professional look.

### **All GRBA students are expected to wear:**

- Full GRBA uniform, which includes:
  - Tunic - zipped
  - Black bottoms\*\* - Pants; Tights (Must be dark black, non-transparent, athletic tights with mesh and/or stripes, are not acceptable.)
    - \*\*Black bottoms may include knee-length skirt or Bermuda shorts (knee-length).
  - Black, closed-toe shoes
  - Black socks
  - Name tag
- GRBA t-shirt (short or long-sleeved) may be worn underneath the tunic. (Sweatshirts and hoodies are not acceptable.)

### **Esthetics' students:**

- must have short nails and well-manicured hands. Nail polish and artificial nails are not acceptable.

### **Hairdressing students:**

- must have well-manicured hands with nails of a reasonably short length.

### **Students not in full uniform may be refused entry to class.**

- The office has uniforms to rent if necessary. There is a \$1 charge to borrow a uniform. This serves to cover the cost of cleaning.

## **Identification Cards**

All students are issued an ID card that should be carried at all times, and assume the cost of replacement, if necessary.

## **Student Responsibilities**

Students are required to come to school in a state conducive to learning and offering salon services, always ready to be actively involved in classroom/salon activities, and open to teachers' corrections and guidance.

## **Evaluation and Certification**

Refer to the Evaluation and Certification section in the *Student Information Booklet*.

## **Plagiarism and Cheating:**

- A student who is caught cheating on an exam may be removed from the program with the possibility of returning to re-do the competency, when it is offered again, based on space in the group.

- Students are expected to produce original work, based on their research and learning. Plagiarized work will not be accepted and may result in an automatic failure of the competency in question.

### **Attendance**

Students are expected to attend and participate in all classes and class activities, and stay for the entire class. A student's lateness and/or early departure will be documented. Teachers reserve the right to refuse entry to a student who arrives late, in which case the student will be marked as absent.

If a student misses a significant portion of class time, the following consequences may result:

- Delay of the final evaluation
- They may be required to repeat the competency at a later date

Students are expected to follow the school calendar. Extended vacation time is not permitted and, if taken, may result in the student having to withdraw from the program and return to join the next available group.

Refer to ***Attendance and Punctuality Guidelines*** (Annex A) for details.

### **Lunchroom**

A lunchroom area with tables and stools is where students should be eating. Students have access to refrigerators and microwaves. There are also vending machines with limited snacks.

### **BHS Cafeteria Services**

BHS Cafeteria services are available to GRBA students from 11:30 to 11:55. This service is not available to GRBA clients. Students should plan to purchase their lunches and return to GRBA cafeteria to eat as GRBA students are not allowed in the cafeteria after 11:55 when BHS students arrive.

Also, note that the bathroom facilities at BHS are for BHS students only. GRBA students must use washrooms in the Centre. It is a privilege to have access to the cafeteria which may be denied, if these guidelines are not respected.

### **Employment Possibilities**

Occasionally GRBA receives requests from the industry to pass along information regarding employment opportunities to our current or former students. Though Gordon Robertson Beauty Academy is pleased to be able to do so, the Centre is in no way promoting or endorsing the businesses concerned. It is the responsibility of the student to vet all potential employers.

### **Cell Phones**

Talking on the phone and texting in the classrooms and salons is unprofessional behaviour and therefore prohibited. If a phone call must be answered, students should excuse themselves from the classroom and find a quiet place in which to conduct their phone conversation.

A teacher has the right to ask for a student's phone at any time, to be returned to the student at the end of class.

In the event that a student must be contacted in case of an emergency, they may be reached by calling the Centre directly at: (514) 426-5096 ext. 1.

### **Smoking**

The Quebec Tobacco Act: clauses 2.2.2 and 2.2.3, restrict the use of tobacco, including electronic cigarettes, on premises and buildings placed at the disposal of all Vocational Training Centres and Adult Education Centres established under the Education Act. This includes the parking lots, whether in or outside of the car. Fines may be given to anyone who is not respecting this law.

Smokers are expected to go to the sidewalk on Beaconsfield Court, where there is a cigarette disposal unit provided at the south end of the pedestrian walkway. Smoking in front of the Centre on Beaurepaire Drive is to be avoided.

### **Cannabis**

There is zero tolerance for drug use and paraphernalia in the Centre or on Centre property. Immediate dismissal will follow. Administration has the right to verify the contents of lockers at any time.

On October 17, 2018, the Federal Government adopted the "Cannabis Act". This act allows the recreational use of cannabis in Canada. The Cannabis Act regulates its production, distribution and sale. In Québec, since June 12, 2018, the *Act to Constitute the Société québécoise du cannabis*, to enact the *Cannabis Regulation Act*, and to amend various highway safety-related provisions the **Cannabis Regulation Act** prohibits anyone to possess cannabis in certain places, such as: On the grounds, or in buildings, of preschools, elementary schools, secondary schools, adult education centres, and adult vocational training centres. (...) No person may have in his or her possession, use or consume any form of cannabis on school grounds.

- Excerpt from the Cannabis Regulation Act (2018, c.190), Quebec.

### **Gambling:**

Dice games and gambling of any kind are not activities appropriate for the Centre and are therefore prohibited.

### **Exchange of Services**

The programs at GRBA are "hands-on", and as such, students are often expected to practice on one another during classroom and salon activities. This exchange of services may happen in any of the competencies, theory or practical, at any time throughout each competency. The teachers plan these activities in advance and inform the students ahead of time. If there is any reason that a student is unable to be a client for a classmate, arrangements to bring in a model for that class and all other classes where an exchange of services is planned, should be made. In this way, the student will be able to participate fully in all activities.

### **Preparation for a Client-Based Industry**

All students are a part of the accepting and diverse GRBA community. Therefore, there is an expectation that every student will perform services on diverse clientele, without prejudice.

It should be noted that failure to log a minimal number of practical hours on clients, could result in the student being unable to complete the competency successfully.

### **Lockers and Work Stations:**

These spaces are on loan to students and remain the property of the school. They may be accessed by administration at any time. Students are responsible for keeping their lockers and workstations clean, tidy, and in good condition.

If a student withdraws from the program without emptying their locker within 48 hours, the contents becomes the property of the school.

### **Damage to Centre Property**

Any damage done to property owned by the Centre is the responsibility of the student. Any student who damages property that belongs to the Centre may be required to defray the cost of the necessary repairs or replacement.

### **Lost or Stolen items**

The Centre is not responsible for any lost or stolen items. It is the student's responsibility to ensure the safekeeping of personal property brought to school. No items of value should be kept in the student's locker.

### **Note:**

Although the Code of Conduct makes specific reference to certain unacceptable behaviours, all students are responsible for being aware of the LBPSB's policies found on the Board's website: [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca).

**Gordon Robertson Beauty Academy**

Group: \_\_\_\_\_

**Attendance and Punctuality Guidelines**

Date: \_\_\_\_\_

*The following guidelines have been adopted by the Gordon Robertson Beauty Academy teachers and administration with the understanding that attendance and success go hand in hand. We, at Gordon Robertson, are committed to preparing all students to meet industry standards so that they may have the greatest opportunity at being successful in their future career. Therefore, there is an emphasis on developing soft-skills that include professionalism and respect. It is in this vein that this document clearly outlines the responsibilities and expectations of all students with respect to attendance and punctuality.*

**Attendance**

As a Gordon Robertson Beauty Academy student, you are required to attend all classes, ready to participate in classroom activities and actively engage in your learning. All programs include hours for theory and practice, and in order to become proficient in the competencies, you should have completed all hours for which you are receiving your Professional Diploma.

In the event that you are in a situation where you have no choice but to miss a class (due to illness or otherwise), you are required to do the following:

- **INFORM THE CENTRE FIRST** by:
- **Calling** the Centre's Absence Line 514-426-5096 press "3" and clearly state your name and what classes you will be missing. **Or**, if you prefer, you may **email** the Centre at [gordonrobertsonmailing@lbpsb.qc.ca](mailto:gordonrobertsonmailing@lbpsb.qc.ca). Either way, administration will inform your teachers of your absence.
- The Centre should receive the information BEFORE the missed class, and each day that you are absent, just as it would be for an employer. (It is not acceptable to send the message via a classmate or friend.)
- Make arrangements to make-up all missed work. If it is a question of practical classes missed, a discussion should be had with the teacher in order to agree upon how practice time missed will be recuperated.
- You may be asked to bring a doctor's note to justify an absence due to medical reasons. This should be shown to the teacher(s) concerned and then brought to administration so that a copy can be put in your file.

Your teacher(s) will create a Remediation Plan keeping in consideration your motivation and justified reasons for multiple absences. A Remediation Plan is created exceptionally when hours missed are motivated and is not meant to replace class hours missed. The plan that is created must be a viable solution on a realistic timeline.

In the event that too many hours have been missed in a competency, regardless of the reason, justified or unjustified, in order to successfully complete the program, you may be required to re-group at a time when you are able to attend full-time. This is a decision made by your mentor, teaching team and administration. You may request this as a possible solution, however understanding that this is an administrative decision. Though continuing the program with another group will delay your completion of the program, however it is also meant to support your success.

**Punctuality**

Punctuality is a form of respect. As such, students are asked to arrive at school prior to the start time (in the morning and after lunch break) in order to be ready to engage in your learning on time.

Teachers reserve the right to refuse your access to class if you arrive late. These are classroom rules that individual teachers will make clear to students at the beginning of a competency. Administration will support these rules, with the understanding that punctuality is an important habit to instill.

**I have read, understand, and agree to the attendance and punctuality guidelines as outlined above.**

Student Name (please print) \_\_\_\_\_

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



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