



LESTER B. PEARSON  
West Island Career Centre



# WEST ISLAND CAREER CENTRE STUDENT HANDBOOK 2023 - 2024

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# **WEST ISLAND CAREER CENTRE STUDENT HANDBOOK**

West Island Career Centre (WICC) aims to prepare students for rewarding and challenging trades and occupations adhering to the following principles:

- Serve the needs of our students and the community by continually adapting to the changing needs of industry and creating partnerships accordingly.
- Adapt a collaborative, competency-based approach to ensure student success in their program of study and ongoing career and personal development.
- Prepare students to be responsible digital citizens trained in the skillful use of leading technologies.
- Ensure consistent pedagogical and evaluation practices aligned with job market entry-level requirements.
- Provide support of educators, professionals, administration, community partners, industry partners and peers to help all students integrate into the workforce and achieve professional success.

WICC, a vocational training centre offering day, evening, and weekend classes, opened its doors in 1998. Located in Pierrefonds, Quebec, WICC serves a vast geographical area that includes the cities of Montreal's West Island, as well as Ville-Saint-Laurent, Lachine, Laval, and several communities of western Monteregie.

Currently, over 650 students of diverse backgrounds and ages are enrolled at WICC. Although our training centre is large, we provide a close-knit, safe and caring learning community where students can flourish. Our educators use innovative teaching strategies to help students develop autonomy, acquire effective work methods, and develop professional skills that meet industry standards.

WICC offers vocational training programs in Business, Health, Hygiene and Sanitation, General Building Maintenance and Automobile Mechanics.

## PROGRAMS

### **Auto Mechanics and Maintenance**

Automobile Mechanics is an 1800-hour program that teaches students about the latest technologies in auto maintenance and repair. WICC offers a bumper-to-bumper program that gives students an in-depth look at how to diagnose and fix car problems. WICC also offers a CPA certification course that prepares apprentice mechanics for the Class 3 certification exam.

### **Electric Vehicle Mechanics**

The Electric Vehicle Mechanics program is a 645-hour program that teaches students about the future of auto maintenance and repair. WICC offers a state-of-the-art program teaching students to maintain and repair the electrical and electromechanical systems of electric and hybrid vehicles.

### **Licensed Practical Nurse**

Health, Assistance & Nursing is an 1800-hour program that provides students with the skills to provide nursing care and treatment to maintain or restore health. LPNs carry out a variety of essential nursing tasks and are a vital part of the health care team.

### **Health Care Attendant**

Institutional and Home Care Assistance is an 870-hour program that leads to the occupation of care attendant in the health and social services sector. Graduates help and care for clients of all ages who have physical, psychological or psychosocial illnesses or disabilities.

### **Medical Office Specialist**

Medical Office Specialist is a 1935-hour program that prepares graduates to work in health care facilities as an administrative professional. Like others who work in health care support careers, their work is crucial to the functioning of any facility that provides patient care.

### **Accounting**

Accounting is a 1350-hour program that readies graduates to enter the business world with invaluable skills related to producing and verifying financial records, payroll, bookkeeping, and all other financial transactions.

### **Administrative Professional**

Administrative Professional is a 1485-hour program that focuses on writing and formatting business correspondence, keeping records, making appointments, and carrying out similar tasks. These skills make administrative professionals indispensable to almost every type of business.

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## Professional Sales

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Professional Sales is a 900-hour program designed to develop the skills to become a successful sales person. Training focusses on the sales of products or services, offering solutions that meet customers' needs, providing advice, establishing a climate of trust and building customer loyalty by offering personalized service.

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## Starting a Business

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Starting a Business is a 330-hour program for the aspiring entrepreneur or the new business owner who wants to develop the skills to make their new venture a success. Businesses that succeed apply sound planning, management, marketing, and sales strategies to optimize their products and services and grow a loyal customer base.

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## General Building Maintenance

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The General Building Maintenance is a 900 hour program designed to help you acquire the skills to become a building caretaker, building superintendent, or to start your own business.

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## Hygiene and Sanitation

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The safety and sanitation of health care institutions is a 525 program course focused on health care facilities and their proper functioning. The Hygiene and Sanitation in Health Care Institutions program prepares you to perform cleaning and disinfection in hospitals and in medical clinics according to Quebec's rigorous guidelines.

## SCHOOL FEES

- Fees are paid by the MEES for all qualified students.
- The students assume the cost of workbooks and other consumable materials. All fees are non-refundable.
- When students need to redo a competency with another group, there is a regrouping fee of \$60.00. Students will only be regrouped when space becomes available.
- Students who drop a competency or who abandon will have to pay an abandon fee of \$200. **Note:** Students will only be regrouped when space becomes available.
- Loans and Bursaries are available upon application.

## DIPLOMA

Upon successful completion of all competencies in a program, the student will be granted a diploma by the Ministère de l'Éducation, et de l'Enseignement supérieur. The diploma will be issued when all requirements have been respected and all learning activities and summative evaluations have been successfully completed.

## EMERGENCY CLOSURES

Students may visit our Website, Facebook, and Instagram pages for any information regarding school closures. Most Montreal area English language news media also broadcast this information.

## ATTENDANCE

When students register for a program or a competency, they are registering for the entire learning package. Students are expected to arrive to class or work-study sessions on time and complete the number of hours required by the competency.

Students should contact the Centre and/or their teachers when they are going to be absent or arrive late. Absenteeism or lateness can result in failure of the competency, ineligibility to write examinations, ineligibility to a rewrite examinations or dismissal from the competency and possibly removal from the program.

## PARKING LOT

- Administrative parking is in the space closest to the building. Teachers' parking spaces are in the first row of the large parking lot. All other spaces are open to students.
- Overflow parking is available in parts of the René-Émard parking lot.
- Parking in an unauthorized area may result in the loss of parking privileges.
- Driving dangerously in the parking lot will result in the loss of parking privileges.
- Parking passes should be visible at all times. Unauthorized or unidentified cars will be towed at the owner's expense.
- The Lester B. Pearson School Board and the Centre are not responsible for damages or theft incurred while using the parking lot.

## EXAMINATIONS

All students are required to be present for summative evaluation whether this takes place formally at a time and place indicated by the teacher or less formally on an ongoing basis throughout a situational competency.

All competency marks are in a Pass or Fail form only. Teachers will inform students of their results as soon as possible.

As per the Ministère de l'Éducation, et de l'Enseignement supérieur regulations, copies of examinations and related materials will not be shown to or given to students after an examination has been administered.

Remediation is built into the student schedule to support students who need extra help or enrichment. During the remediation process, the teacher may determine that a student will need to redo a competency to be successful in the program. In this case, the student will be regrouped when space becomes available and the timeframe works with the student's schedule.

A student may request that an examination be re-evaluated or that the marking be reviewed. The request must be made in writing to the administration within 30 days after the end of the competency.

Any student who fails the examination for a competency is entitled to one rewrite of the examination providing he/she has attended 85% of the competency and has followed the remediation and has demonstrated completion of assigned work. Students wishing to exercise this right must demonstrate that they have done sufficient remedial work.

Students who abandon a competency, fail a competency, with or without a rewrite, or who are dismissed from a competency due to poor attendance will be rescheduled for that competency at the earliest possible date, considering class enrolment and class schedule. This includes stages and clinical placements in the health services programs.

Students who must redo a competency may not necessarily follow the remaining competencies with their original group, as some competencies are prerequisites for upcoming competencies.

## RULES AND REGULATIONS

(Apply to all students and guests of West Island Career Centre at all times)

### General rules and guidelines

- Taking the property of others is **theft**. This will be dealt with accordingly.
- WICC is not responsible for the security of personally owned devices or any other student belongings.
- All personal belongings must be removed from the classrooms at the end of each day.
- All materials (books, tools or other items) which the Centre puts at his/her disposal are the responsibility of the student. Damaged or lost items must be replaced at the student's expense.
- Littering, graffiti, vandalism or destruction of property **is not tolerated**. Students may also be asked to reimburse damage property.
- Students must notify the administration of any change of address or telephone number.
- A student identification card will be issued at the beginning of each program and will be required for all educational activities. In case of loss, the student must, without delay, obtain another card from the administration at his/her own expense.
- Food and beverages should not be consumed in any classroom. Students are responsible for keeping their work area clean and orderly.
- Promotion or selling of goods **is not permitted** at the Centre without administrative authorization.
- An effort should be made to consume all food and beverages in the students' cafeteria. Students are responsible for keeping the facilities, including the microwaves clean at all times.
- Students are **not permitted** to bring guests (friends, family, children) to classes.
- Visitors must report to the administrative office on the second floor.
- Any guest using the school grounds must sign in at the main office.
- When leaving the Centre or program, students must empty their locker immediately as the contents will be disposed of upon their departure.
- Any document posted on a school bulletin board or elsewhere in the building must be approved by the administration.
- In all cases the Lester B Pearson School Board's policies and bylaws are considered to be in force <https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws/> in addition to any rules and regulations found in this document.



## **Bullying, harassment and violence**

- Remarks, comments and/or innuendo regarding religion, skin color/race, sexual orientation and/or gender **will not be tolerated** and any student who publicly expresses such comments will be dealt with accordingly.
- Disrespectful, negative behavior or vulgar gestures towards staff and/or fellow students, both in school or online, **will not be tolerated**.
- Threats, aggression of any kind and all acts of physical violence **will not be tolerated**.
- Disrespectful or profane language towards staff and/or fellow students, both in school or online, is **unacceptable**.
- Any cyber misconduct such as inappropriate use of social media that is deemed threatening, an act of bullying, intimidation, harassment, or violence is **unacceptable**. Students involved will be dealt with accordingly.
- All forms of bullying, harassment or intimidation of any kind are **unacceptable**. Students involved will be dealt with accordingly. Counselling may also be required before the student re-enters school.
- Students with concerns about any form of bullying must inform the administration or a staff member in a timely manner.
- Possession or use of any object that may be deemed as a weapon is **prohibited**.
- In all cases the Lester B Pearson School Board's Policy on Safe and Caring Schools remains in force and can be found at <https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws/>

## **Academic Integrity, cheating and evaluations**

- **Plagiarism (presenting another's work as your own)** is prohibited on any assignment or assessment.
- Utilizing unauthorized electronic devices, outside resources or materials during an exam or evaluation constitutes **cheating** and can lead to an automatic failure of the evaluation, suspension or expulsion depending on the severity of the infraction.

## **Tobacco, Vaping and other controlled substances on WICC property**

- Smoking tobacco and the use of electronic cigarettes or personal vaporizers on school property is prohibited.
- Possession, distribution or suspected of being under the influence of an illegal/restricted substance is **prohibited**. Counselling and/or drug testing may also be required to remain in school.
- Students are not permitted to utilize washrooms other than those of the gender they associate with or the gender-neutral washrooms located by the reception.

## **Guidelines on appropriate use of technology**

- Students must have their camera on during on-line classes. Cameras can only be turned off when the teacher permits the students to do so.
- **No** technological devices (i.e. phones, recording devices, tablets, computers, etc.) may be used to invade or threaten personal privacy or to disrupt the safe and secure culture for learning.
- Students are allowed to use their personal device, only when the teacher allows it. Devices that are used without the teacher's consent will be confiscated.
- The Centre is **governed** by the Policy for Appropriate Use of Digital Communication and Technologies of the Lester B. Pearson School Board.

## **Uniforms and school clothing**

- Students in programs that require a uniform must wear their entire uniform and all personal safety equipment is required.
- Students are encouraged to dress **appropriately** in clean, comfortable clothing that will not distract themselves or others from the primary purpose of being in a professional Centre.
- Coats and boots etc. are to be left in the locker.
- Headwear (except for religious or medical purposes), should not be worn in the school and left in the lockers.
- Clothing and accessories with vulgar sayings, pictures and images are **unacceptable**.
- Clothing, jewelry etc. that display emblems or symbols that could be found offensive to any individual or group will **not be permitted**.
- Logos referring to drugs or alcohol or with sexually explicit messages are not appropriate for school.
- Pants are to be worn at the waist. Underwear should not be showing.

## Consequences of unacceptable behaviors

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In working with students who are unable to accept their above-mentioned responsibilities, the administration will impose consequences for their behavior based on the severity and/or repetitive nature of their behavior, as well as the circumstances of the situation. It should be noted that sanctions are applied with the understanding that the long-term goal is the rehabilitation and reintegration of the student who commits an offence, but that the safety of all students is always the primary focus.

The consequences may include, but are not limited to:

- Discussion with student(s)
- Counselling
- Removal of privileges
- Community service
- Detention(s)
- In-school suspension
- Out-of-school suspension(s)
- Regrouping
- Expulsion

## School Suspension

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While a student is on suspension, he/she is not permitted on school property for any reason without prior permission from the administration. All suspensions result in the student being banned from school and student activities for the duration of the suspension. In situations where students behave in ways that are against the law, the appropriate outside agency will be called in for assistance.

## **CODE OF CONDUCT**

In consistency with the Lester B. Pearson School Board's 'Safe School Policy', all members of the West Island Career Centre community are expected to treat one another with dignity and respect at all times.

In light of this, students should conduct themselves in a manner that will allow them to exercise their right to:

- A safe, caring, and non-threatening environment
- Courtesy and respect at all times
- Protection of their private property
- A clean school
- Hear appropriate language at all times

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**Print name**

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**Signature**

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**Email address**

**THANK YOU FOR READING AND SIGNING THE STUDENT HANDBOOK AND  
CODE OF CONDUCT**