



## **CODE OF CONDUCT**

### **College (MAN-DEC-DEE-AEC) Students**

2016-2017 School Year

## **WHY A CODE OF CONDUCT?**

### **Objectives of the School's Code of Conduct**

The Code of Conduct of the École nationale de cirque ("ENC," "School," "we" or "our") deals with many aspects of life together at the School. It has four objectives:

- (i) To empower School students, parents and staff members by defining the core set of values upon which our educational mission is based;
- (ii) To summarize the highlights of our policies and regulations;
- (iii) To provide a quick reference for the internal procedures and regulation of our School, and;
- (iv) To serve as common grounds among all parties involved in making their educational commitment to the School (see the last page of this document).

To achieve the highest level of student success, everyone involved (students, parents, teachers, school staff) must cooperate and comply with this Code of Conduct. Each member of the School's community must know its role while making a personal commitment to the School.

Our Code of Conduct reflects the School's specific vision statement: the School is a private, French-language school, non-denominational and multicultural, with an artistic mission. By choosing to enrol and receive the training and the education at this School, the student and its parents agree to comply with and live up to every aspect of this specific vision statement.

## **To whom does the Code of Conduct apply?**

This Code of Conduct applies to everyone involved in the School's educational programs for all college students, including those at the MAN and AEC level (assistant instructor, instructor and trainer). This Code serves as an educational and communication tool, complementing the School's various policies and regulations. Everyone must be aware of these regulations and policies, which can be read at and downloaded from the following link: [www.ecolenationaledecirque.ca/en/school/life-school](http://www.ecolenationaledecirque.ca/en/school/life-school)

## **Understanding the ENC Code of Conduct, regulations and policies**

The School's Code of Conduct does not replace its existing policies and regulations nor its standards and procedures (*request for training, visitor authorization application, authorization request to invite photographers and videographers, or any other authorized and applicable request, depending on the level and program*). The Code of Conduct serves rather to clarify and explain the importance of these policies and regulations.

The School has the right to modify these policies and regulations as well as standards and procedures. When changing or implementing a new rule or policy, notice of such modification will be sent by email to all concerned, requiring them to visit the ENC website in order to review and become familiar with the latest document.

## **Everyone has an obligation to be informed and aware of these policies and regulations; we all are responsible to do so.**

The Code of Conduct is a compilation of the School's general principles for educational and social life at the School. It must be interpreted in light of the School's educational mission and its values, i.e. in a broad sense.

The regulations apply to specific aspects and are intrinsic to the School's mode of operations; in other words, they must be given a narrow interpretation because they are specific.

In the case of a contradiction between any of these policies or regulations and the present Code, the applicable policy or regulation in question, being more specific, shall prevail. However, the said policy or regulation will be interpreted in light of the general principles of this Code.

The Code of Conduct, like the School's regulations, policies, standards and procedures, applies at all times, as soon as there is a link with the School: from the time the student enters onto ENC grounds, is present in class,

during breaks, between classes, in the cloak and dressing rooms, during lunch or outside the immediate vicinity of the School via the Internet.

All of this is also in effect during educational, sports and cultural activities, and outdoor classes, trips, events and outings organized by the School.

### **Staff training in preventive and disciplinary measures**

The School staff and administration make it a priority to benefit from the most up-to-date methods when it comes to the guidance of students and staff.

It is important to note that the student has a responsibility to him or herself to point out a specific need or difficulty. With the help of the student, the School is better able to adapt its response efforts to individual circumstances and needs.

Except in the case of seriously reprehensible behaviour, progressive disciplinary measures are taken, ranging from issuing a warning, to suspension from class, to expulsion from the School. In judging the seriousness of the breach of a provision of this Code and applicable regulations, the administration takes into account everything that is involved (the law, the individuals, the ENC values) as well as the student's intention and the overall context of the situation (mitigating or aggravating circumstances, as is the case).

### **Need information?**

For information on how this Code is applied, or, for that matter, any regulation or policy, you are invited to contact the Academic Administration and Student Services Coordinator, Claudia Silva - 514 982-0859, extension 243.

Further to your request for information, a minimum of 48 hours is required to receive an answer, and may take longer during off periods: weekends from 5 pm Friday to 9 am Monday, and days when the School is closed.

## WHAT ARE THE SCHOOL'S VALUES?

The School's values serve as a guiding light: they form the core of all that is undertaken at the School. They are intended to help the School best carry out its educational mission and ensure student success.

### The values

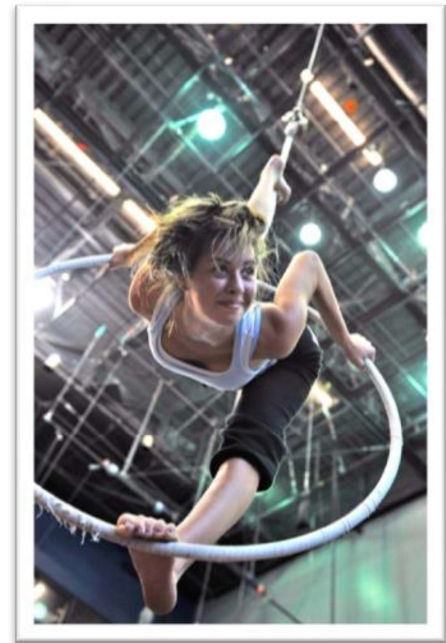
The School's values are:

**Excellence:** as demonstrated through talent, best efforts and willingness to push limits.

**Respect:** for the physical and psychological integrity of the individual as well as collective diversity.

**Student success and all-around development:** which involves the worldview, identity, ability to take action, and social and professional integration of each individual.

**Collaboration:** in order to serve a common cause as a team, and ensure training and services are consistent and effective.





## **WHAT ROLES DO STUDENTS, PARENTS AND STAFF PLAY AT THE SCHOOL?**

Regardless of the program, the role played by **each** party forms a **cornerstone** of our educational endeavours, and this is why you chose this school.

### **a) The student's role**

Students have primary responsibility for their own learning, academic progress and behaviour. They therefore have significant influence on how activities are conducted at the School. When they enrol, students agree to be responsible for the following:

- **Comply with the Code of Conduct:** Comply with the Code of Conduct and serve as a proud ambassador of the School at all times, both within and outside its walls;
- **Official language of the School:** To live in a French-speaking academic and social environment, receive instruction in French (except in English as a Second Language courses, classes given in English and the AEC classes), interact with school personnel in French as required and, in any context, make the necessary efforts to improve French-language skills, comply with the language requirements set by teachers, and promote the use of French in communications while at the School;
- **Quality communications:** Communicate openly and with sincerity with everyone associated with the ENC team;
- **Communicating needs:** Communicate needs verbally to one or more teachers, non-teaching staff (Academic Administration and Student

Services Coordinator, Technician Registrar, or other) or the Director of Studies;

- **Responsibility for actions and choices:** Take responsibility for his or her own decisions, choices, words and actions;
- **Express appropriately:** Assert and express feelings and ideas while respecting the feelings and ideas of others;
- **Punctuality:** Be on time for every class period, and training or physiotherapy session (if required for the level and program), and any other meeting with teachers and non-teaching staff, including confirmation of absences (time of departure and return) from the residence to the resident supervisors;
- **Plan and follow timelines:** Plan his or her time effectively, and respect the work schedule and School calendar;
- **Measurable demonstrations of effort:** Show sustained and continued efforts to integrate into the class routine, and get along with teachers and residence supervisors;
- **Measurable demonstrations of respect:** Show sustained and continued efforts in and a respectful attitude towards studies and all the School's educational endeavours;
- **Work hard:** Work actively during each class period, training and physiotherapy sessions, and work to meet the requirements set by individual teachers, syllabuses and courses;
- **Sustained and consistent efforts:** Demonstrate sustained and consistent efforts to meet the goals set by teachers and School;
- **Responsibility to inform and respond:** Follow on a daily basis and respond promptly to any and all communications from the School staff. For those at the MAN-DEC-DEE level, daily communications are found on the three internal communication platforms: Omnivox, Electronic Board at the front desk (reception) and the bulletin board on floor "0;"
- **Plagiarism and falsification:** Acknowledge that plagiarism and falsification of a signature or data are actions contrary to the values of the School and act accordingly;
- **Mutually support others:** Assist everyone associated with the School's team in a creative and sincere way;
- **Tolerance of and respect for others:** Work to establish a relationship of openness, honesty and respect with teachers and School staff;
- **Use of proper and appropriate language:** Use proper, appropriate and respectful language with peers, School teachers and staff, in both written and verbal expression;
- **Persevere in studies and through difficulties:** Persevere when having difficulty, or encountering obstacles or failures, and share any

problems with one or more teachers, non-teaching staff members (Academic Administration and Student Services Coordinator or other), or the Director of Studies;

- **Prioritize studies:** Studies must take priority. At the MAN-DEC-DEE level, this means a student cannot enter into any contractual engagement for participating in a performance, festival, audition, or any form of artistic work occurring outside the School's activities;
- **Maintain physical and psychological condition:** Adopt and maintain at all times an attitude of vigilance and diligence towards his or her physical and psychological condition, work to maintain and improve physical and psychological health while studying at the School, and follow recommendations of health and performance experts, including those at the ENC clinic, made available to MAN-DEC-DEE program students;
- **Be vigilant and report any bullying, violence and/or harassment:** Even when in doubt, immediately inform the Director of Studies about any situation that the student senses or perceives as an act of bullying, violence or harassment against him or herself, or that involves another person at the School;
- **Act with poise and well-thought-out decisions:** Make well-thought-out actions and decisions, avoiding excessive or drastic measures in terms of non-standard diets, lack of sleep and overtraining;
- **Respect for School property:** Keep clean and well-kept all facilities used (cafeteria, locker, classrooms, equipment, computers, library, elevators) or rented (residence room and linens, laundry facilities, computer) and any other property or goods made available by the School for use by the students.





## **b) The role of parents**

Depending on the age of the student and his or her level of independence, and depending if the parents are taking charge of the school fees, parents undertake to make their best efforts to:

- **Adherence to the Code of Conduct:** Comply with the School's Code of Conduct;
- **Support the child:** If applicable, offer the necessary support to the child so that he or she may encounter success in their School education, and respect each provision of this present Code of Conduct;
- **Cooperate with the administration:** Cooperate in the implementation of decisions targeting the child's achievements in meeting the School's standards.
- **Show honesty and respect:** Although differences of opinion may arise, work to establish a relationship of openness, honesty and respect with School teachers and staff;
- **Respect School's guidelines regarding the presence of parents:** Comply with the School's guidelines and procedures relating to hours of arrival at and departure from the School, and whether or not a parent may be present during a class, in the physiotherapy treatment room (ENC clinic), studio, or any other place on School premises, including the residence;
- **Be vigilant and report any bullying, violence and harassment:** Even when in doubt, immediately inform the Director of Studies of any situation that the parent or the child has been informed of, or senses or perceives as an act of bullying, violence or harassment against the child, another student or person at the School.

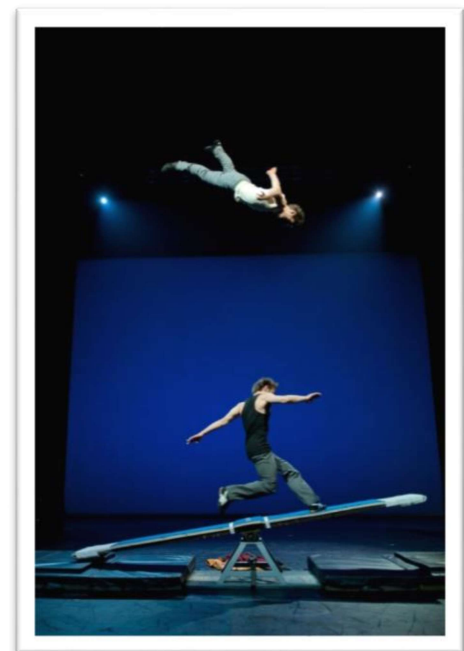
## **c) The role of the teaching staff**

The role of the teaching staff is to:

- Contribute towards instilling the student's will to learn;
- Undertake course preparation;
- Organize students' work and assignments, correcting and grading them within a reasonable time so students may take into account the teacher's comments (Note that the observation and grading of

students by teachers serves to assess the student's work and expected behaviours; they are in no way a personal judgment of the student);

- Take charge of noting absences, late or early arrivals, and complete the attendance list available on Omnivox (for regular teachers);
- Use proper language, and be appropriate and respectful to everyone;
- Remind students about the School's standards and procedures, its policies and regulations;
- Ensure the safety of every student;
- Even when in doubt, immediately inform the Director of Studies of a situation that the teacher senses or perceives as an act of bullying, violence or harassment towards him or her, a student or any other person at the School.



#### **d) The role of non-teaching staff at the School**

The non-teaching staff includes the General Manager and Director of Studies, and all administrative staff required in managing the services provided by the School.

As any educational institution, the School is bound by legal and contractual obligations. In this regard, the School's administration staff ensures it informs the students, their families, teachers and members of

the teaching and non-teaching staff of these obligations. In collaboration with the School's board of directors, the School's general management has the responsibility to ensure these rules are known, understood and followed by everyone, in the overall best interests of all, particularly the interest of the students.

Providing teaching classes and training requires planning; this is the ultimate responsibility of the Director of Studies. This planning includes specific legal provisions in particular regarding scheduling, vacation and holiday calendar, and classroom time. Other crucial factors include fundamental teaching methods, which must conform with the School's overall educational efforts, and the monitoring of the quality of the work, and issuing grades. The School must also monitor student attendance and punctuality, and ensure safety. Finally, civil liability requires the School not leave a student or group of students under 18 years of age without supervision.

The overall attitudes and behaviours of School staff are focused on helping develop students' confidence level as well as creating the School's environment, a climate conducive to attention, listening, respect and work, whether as an individual or a group.

Finally, for first aid and emergency care, and sports therapy treatments, the School maintains an onsite clinic that is open to students.

Non-teaching staff is required to address any questions or issues that arise within a reasonable amount of time, and use proper, appropriate and respectful language with every person whom they are in contact. They should also be mindful of School's standards and procedures, and its policies and regulations. As well, even if in doubt, they must inform the Director of Studies of any situation that they sense or perceive as an act of bullying or violence against themselves, a student or another person at the School.

## **BEHAVIOURS EXPECTED OF STUDENTS**

Each of the following specific considerations describes the behaviours the School expects of its students.

We urge you to consult the downloadable documents at the address below that relate to the following behaviours, and make copies of them for your personal files:

[www.ecolenationaledecirque.ca/en/school/life-school](http://www.ecolenationaledecirque.ca/en/school/life-school)

### ***During class or studio time***

The School expects every student to be able to:

- Arrive on time;
- Enter and exit the premises calmly;
- Show respect for other people through its way of speaking and acting;
- Have in his or her possession the materials required to participate in the course;
- Be attentive and do the work required;
- Adopt an appropriate behaviour, way of dressing and body posture.



### ***Parents' presence***

Parents may be invited in classrooms, studios and elsewhere in the School on special occasions, such as *Journées Portes ouvertes*, group creations and other special events. No visit to the School by parents (either in a classroom, residence, at the onsite sports therapy clinic) may be undertaken without the express prior authorization of the Director of Studies.

### ***Dress code at the School and during cultural and educational outings***

The School expects every student who attends classes and school activities (e.g. cultural and educational outings) to be dressed properly and appropriately for the place and circumstances. Each of the following is not considered acceptable dress under the School dress code:

- Wearing a camisole with spaghetti straps or a bustier;
- The shoulders and/or chest uncovered;
- The abdomen and/or navel visible;
- Going barefoot, or wearing socks or too-slippery shoes;
- Eccentric accessories, excessive jewellery or layering of same, as well as tattoos and piercings, unsafe in our School's setting;
- Wearing clothing, accessories or tattoos displaying a message or image of a violent, suggestive or sexually discriminating nature, at the sole discretion of School's management.

### ***Vehicle and bicycle parking***

The School makes bicycle racks available to students and staff members who wish to use this mode of transport. These racks should be handled with care. The loss, breakage or theft of a bicycle parked in a bicycle rack at the School is at the sole risk of the user.

No parking space is provided for students or parents.

### ***Use of premises, elevators, equipment and facilities***

Everyone must treat the premises, equipment and facilities made available to students as if it were their own property. In this way, everyone may benefit from their use. All students are responsible for the proper use and maintaining the cleanliness and condition of the furnishings and equipment.

The elevators may be used by staff only, even outside of School hours, unless the student is injured or must transport equipment or heavy materials.

The cafeteria is a common area; the School requires all students to keep the tables tidy, leaving no rubbish, food crumbs or spilled liquids, and make sure they are left clean after personal use.

### ***Food and drink in class, library and studios***

Only bottled water in an unbreakable container is allowed, and only in a manner so as to not adversely affect class operations. Snacks, chips, gum, candy or other food may be consumed in the cafeteria only.

### ***Electronic and digital devices***

When on class premises, students are required to turn off any device, including smart electronic devices, that allow Internet access or communication by any means whatsoever with a third party. None of these devices may be left on vibrate. An electronic device may be used only with a teacher's express approval and for an educational use authorized by the instructor.

### ***Internet and Wi-Fi use***

The School requires every student to use the Internet wisely, employing appropriate vocabulary and etiquette as required for digital communications (also known as "netiquette").

### ***School supplies***

The student must purchase the supplies required by the teacher (notebook, pencils, sharpener, eraser, other) and bring them to each class in order to do the coursework and participate fully.

A student who uses his or her personal computer during class (after attaining permission from the teacher) should make sure that the computer is fully charged prior to arriving in class.

### ***Posting***

Displaying or advertising at the School requires the prior authorization of the Academic Administration and Student Services Coordinator, Claudia Silva - 514 982-0859, extension 243.

### ***Lunchtime and meals***

Students must eat in the cafeteria or outdoor terrace of the School at locations provided for this purpose.

At the end of the meal, students must clean their immediate environment and ensure that the table, chairs, floor under the table and space around it are clean and safe, as if they were at home.

### ***Plagiarism and non-respect of intellectual property***

The School requires every student to behave in an ethical manner by abstaining from:

- Plagiarism from the copying of another person's work or contributing to plagiarism;
- Plagiarism by pretending to own the work or the creation of another person;
- Plagiarism by reproducing in full or in part the work, body of work, text or image made, written or designed by another person;
- Plagiarism by copying/pasting from a document obtained on the Internet, without quoting the source in an explicit manner.

### ***Objectionable acts that could lead to immediate expulsion***

The School strictly prohibits the following acts:

- The use, production, consultation, promotion or distribution of materials (written, graphic, electronic or otherwise) of a hateful, discriminatory or violent (sexist, homophobic, pornographic or racist) nature;
- Certain behaviours undertaken on the Internet such as cybersexuality, bullying, manipulation of images;
- Cybercrime (cyberbullying, harm to reputation, piracy, invasion of privacy, identity theft, and other criminal actions);
- Gambling and game-playing for money, and commercial or business activities (loans, leasing, selling);
- The possession or use of weapons or simulated versions, or of unsafe objects (possession, transport, use or exhibition);
- The possession, use, purchase, giving or sale of alcohol;
- Theft or possession of stolen property;

- Humiliating others, physical or verbal abuse, threatening, bullying or harassment;
- Drugs and other illegal substances (consumption, possession, purchase, giving or sale of) and any involvement as a consumer, dealer, intermediary or accomplice in a drug-related case;

To this end, the School administration has all powers of investigation deemed necessary, including the right to interrogate, conduct searches and/or seizures, and call upon external specialized agencies such as the police.

### ***Tobacco and electronic cigarettes***

Tobacco, tobacco products and electronic cigarettes, as well as any other product that can be inhaled (their consumption, possession, purchase, giving or sale) are not allowed on School premises. Although the School discourages the use of such products at all times, it indicates an area outside the school where smokers who have attained the age of majority may consume this type of substance.

### ***Class attendance and absence***

There is a class attendance policy (available in French only) for students. We urge you to refer to the document that applies to your level at: [www.ecolenationaledecirque.ca/en/school/life-school](http://www.ecolenationaledecirque.ca/en/school/life-school) under the tab "Life at School". This document contains detailed information on the procedure to be followed in your situation and the appropriate form to be completed. These procedures are strictly applied.

The above policy is in force throughout the school year, including rehearsals, evaluations and year-end shows.

### ***Participation in a festival or other training or professional activity***

During the school year, students program may not on their own initiative participate in a festival, internship, audition or professional activity; in the event of non-compliance with this rule, the student may be expelled.

### ***Health services***

The health services department provides first aid services to all students, and sports therapy treatments for students at the ENC clinic. No medications are administered to students.

In the case of a serious accident, the responsible parent will be notified by the Academic Administration and Student Services Coordinator. In the



case of an emergency where the parent is absent, the student will be taken to hospital and accompanied by the person responsible for health services until the parents are able to arrive, which should be with minimum delay. Transportation costs (taxi or ambulance, as needed) will be borne by the parents as well as the supervisory time beyond the first three hours that the minor is accompanied. Further charges could be incurred.

### ***Insurance***

The School enrolls all students in an accident insurance plan from the first day of classes. For further information or to make a claim, please contact the plan administrator:

Fédération des établissements d'enseignement privés – FEEP Service des assurances (Insurance Service), Claire Ménard: (514) 381-8891 ext. 296 or email: [menard@feep.qc.ca](mailto:menard@feep.qc.ca)

## QUICK REFERENCE

### Regulations and Policies:

[www.ecolenationaledecirque.ca/en/school/life-school](http://www.ecolenationaledecirque.ca/en/school/life-school)

<b><i>School Opening hours</i></b>	The premises are open from 8:30 am to 9:30 pm Monday to Friday, and from 8 am to 5:30 pm on Saturdays and Sundays, as per the school calendar available on our Omnivox home page.
<b><i>Lost objects</i></b>	The student must report the incidence to the person at the reception desk.
<b><i>Change of address (including email and mobile phone)</i></b>	The student must immediately inform the registrar by email at: <a href="mailto:jarose@enc.qc.ca">jarose@enc.qc.ca</a>
<b><i>Natural disaster or emergency situation</i></b>	A message will be issued via Omnivox around 8 am.
<b><i>Leaving School during a day of school</i></b>	Student must go to reception and complete a declaration of absence, stating the reason and time of departure, and give it to the person on duty.
<b><i>Use of studios or classrooms</i></b>	To use the premises outside of school hours, the high school student must be supervised by a teacher from whom he or she has requested written permission. However, the opening hours of some areas, such as the library and cafeteria, make them available during lunch hours and after class hours for students to work on group or personal projects.
<b><i>Student injured or falling ill before the school day begins</i></b>	The student must inform the reception <b>before 8:30 am by telephoning</b> 514 982-0959, extension 221, or dialing 0.
<b><i>Social workers</i></b>	If the student wants to meet with a social worker to discuss any difficulties or a personal problem, they should contact the Director of Studies or the Academic Administration and Student Services Coordinator.