**Amended Classroom Professional Working Environment (code of conduct)**

**Materials and Class Organization**

All students must have their material when they are in class or come to class.

Students must, upon arrival, take out their books, their material and plan or organize their work for the course periods. The exercise books must be presented to the teacher/instructor throughout the course. Students should advise the teacher of difficulties they experience during the learning process.

**Evaluations**

Progress Tests and Exams will only be given if the teacher feels the student is ready. The student may be asked to complete supplementary exercises or to review their material if the teacher judges it necessary. When this has been successfully completed, the student may obtain his or her exam.

**Professional Courtesy (Personal Discipline to Develop)**

When a student knows that he or she is leaving school for more than a day, he or she must inform the instructor or the director.

When a student is sick or unable to attend school, he or she must call the Center and advise them of his or her absence.

Silence is an obligation during work periods. For this reason, it is also important that students arrive on time and in the case of tardiness or lateness, they make every effort to enter quietly so as not to disturb their fellow students.

**Professional Working Environment**

In order to respect a learning atmosphere, students are encouraged to be civic-minded and maintain professional working habits (ie: avoid personal use of cellular phones, IPods, I Phones, tablet’s or computers). This includes all forms of Social Media (Facebook, Twitter, etc) Email, telephone calls, etc.

**Technology Time [9:15 to 9:20]**

To help in the development of professional work habits, a special **‘Technology Time’** is being introduced during which you may use your devices for personal business.

At all other times, we request that you respect our guidelines and only use devices for your studies as requested by your course book or the teacher.

**Professional Working Environment Music Playlist**

**S**tudents may listen to music with their devices and their earphones provided the device is placed facedown on the table and the music or volume cannot be heard. We recommend creating a **‘professional working playlist’**. This will help to reduce the distractions of choosing and skipping songs constantly. The music should be **‘background music’**, but not the focus of your attention.

**Cell Phones**

Cellular telephones must be on vibration mode or turned off. Students may not answer them in class as this will disturb others.

**Individual Work**

While we support co-operation, student books are designed to be completed individually. See your teacher if you have questions or difficulties. (Teamwork is not permitted in class unless authorized by the teacher and must not disturb the other members of the class.)

Students are not authorized to work on subjects other than the subject being taught in the class.

**Be Polite, Be Alert and be Respectful**

Verbal exchanges in class must be made politely whether with the teacher or another student.

Students who do not work or who sleep will be given three warnings. Following this, they will be invited to leave the class.

A student who makes fun of or demotivates others with a negative attitude and/or comments will be asked to change his behavior or to leave the classroom if he has no intention of doing so.

An attitude of co-operation is important.

**Breaks**

One break is scheduled each morning and each afternoon. Please respect the times posted.

**Daily Wrap-Up**

Before leaving the class, students must collect and arrange or properly dispose of coffee cups, cans and bottles as well as paper or other objects on or under their desks or work tables.

Students who wish to leave their material after class must put it away in their backpacks or briefcases and may place it along the wall in order to facilitate the janitor’s work. Note: Any articles left are the student’s responsibility. The school is not responsible for stolen, damaged or misplaced articles.