

ST. VITAL
ADULT EDUCATION
CENTRE

STUDENT HANDBOOK

See our Schedule at stvitaladulted.com

Email: stvitaladulted@my.mts.net

General Regulations

ORIENTATION

All students will be required to attend an orientation meeting prior to acceptance into the program. During orientation students will become acquainted with the Centre, learn about available resources, take placement tests and meet centre staff.

CELLULAR PHONES

Cell phones are NOT to be turned on in the classroom. If you are expecting an important call, set your phone to vibrate and answer it in the hallway.

CHANGE OF PERSONAL INFORMATION

Let the office and your teacher know immediately if you have a change in address, phone number or sponsorship during the year.

DRUGS AND ALCOHOL

St. Vital Adult Education Centre is committed to providing a safe and productive learning environment for students and staff... In keeping with this commitment, the following policy regarding alcohol and illegal, non-prescription drugs has been established:

- The manufacture, distribution, possession, and sale, or purchase of illicit substances of abuse and/or substance-related paraphernalia while on the Centre's property is prohibited.

- Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so while on the premises or on school related excursions is prohibited.
- Attending class or being on the Centre's property while under the influence of an illegal drug or alcohol, or in an impaired condition is prohibited.

The following procedures will be followed if a student is found to be under the influence:

1. The student will be asked to leave the Centre immediately and not return until they are no longer under the influence.
2. An incident report will be completed and submitted to the Director.

If the student's conduct regarding alcohol or drug use is repeated, the student will be suspended for a period of a) 5 days, b) one term, or c) one year. The student will receive written notification outlining the length of his or her suspension as well as the conditions for re-admission to the program.

If suspected of possession or selling of drugs:

1. Police will be notified.
2. Student will be suspended pending the police investigation.
3. If found guilty, the student will automatically be suspended for a period of either
 - a) One term
 - b) One year, or
 - c) Permanently

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY POLICY

Personal information is any information about an identifiable individual, including name, address, phone number, age, sex, race and educational or employment history. The Centre may collect such personal information directly from students for purposes of admission, registration and other fundamental activities related to attendance in an adult learning centre in Manitoba. Such information will form part of an official student records.

The administrative office keeps all such records. Except for statistical or institutional research projects approved by the Centre and official business or other strictly limited exceptions provided within the Act (e.g. to locate next of kin in an emergency), the Centre will not divulge any information on file to any agency or person other than the student without the student's written permission.

St. Vital Adult Education Centre protects the information provided and any other information placed in the student's records, and uses such information only in compliance with the Freedom Of Information and Protection of Privacy Act.

LOST AND FOUND

If you find something, bring it to the receptionist. If you lose something, check with the receptionist.

Exams will be written between 9 am and 12 noon. Students are not allowed to leave an exam within the first hour of the exam, and students may not enter to write an exam after the first hour of writing has passed. If a student is late by one hour or more, he/she must go through the appropriate channel to arrange a new exam date.

Students who arrive late will not receive any time past the posted exam times.

Teachers are to let students know in advance if calculators or any other devices may be used during the exam.

No food, drinks, cell phones, or beepers are allowed in the exam room. Calculators, where permitted, will be the only electronic devices allowed in the exam room. Students are not to leave an exam unattended if they are returning to complete the exam.

Revised June/13

Depending on the particulars of the case, disciplinary action taken may range from reprimand to expulsion or dismissal. Any appeal of disciplinary action would be made to the Governing Board of the College.

A student also has the right to file a complaint with the Manitoba Human Rights Commission. This policy is not intended to discourage or prevent the complainant from exercising any other legal rights.

Final Exam Policies

ABSENCE

Students who are absent from an exam without acceptable reason will receive a grade of F. If a student is unable to write an exam, he/she must contact the Centre office prior to the start of the exam. The student must write the exam no later than 14 days after the original date, or wait until the next time the exam is given.

EXAM PAPER POLICIES

The name of the teacher and the date of the exam must be on the exam paper.

The weight of mark for each question shall be clearly indicated on the exam paper.

The exam will clearly show what percentage of the total course marks that the exam represents.

WRITING POLICIES

MEDICAL APPOINTMENTS

Students are encouraged to make medical appointments after school hours so that it does not interfere with their regular scheduled classes. It is the student's responsibility to make up any work missed upon returning to class.

PARKING

No student parking on the lot. Parking is available across the street in the Michaels/Sobeys overflow.

SMOKING

St. Vital Adult Education Centre is a non-smoking operation and as such, smoking is not permitted in the building. Students may smoke outside of the building in designated areas, please dispose of your cigarette butts in the canisters provided.

TELEPHONE

We will not call students out of class for calls unless they are emergencies. Students are not to use staff phones; a phone is available for student use in the reception area.

VISITORS

All visitors must report to the office and give their reason for being in the centre. Students are asked NOT to invite friends to the centre except under exceptional circumstances.

ACADEMIC POLICIES

ACADEMIC APPEAL POLICY

Students have the right to appeal an academic decision she or he feels is not warranted. The following process is to be followed:

1. The student must discuss the decision with the instructor. If the student and the instructor can resolve the concern, there is no need to continue with the appeal.
2. If the student and instructor are unable to resolve the matter, and the student feels the matter is still unresolved, he or she should follow the formal appeal process outlined below.
 - a) The student must present a formal letter of appeal to the Education Director. The letter, signed by the student, must outline both the situation and the specific reason(s) why the decision should be changed.
 - b) The Education Director will review the letter and may interview the student and the instructor. The Education Director may also review any relevant materials and will then provide a written decision regarding the legitimacy of the appeal. The written decision will either support or reject the appeal, and will provide the reasons for that judgement. If the appeal is supported, the Education Director will award a new grade or take other corrective actions. If the

- d. In writing, inform the complainant and the person against whom the harassment complaint has been lodged of the outcome of the investigation.
- e. If through the investigation, the Education Director or designate finds that there were no grounds for the complaint and that it was done wilfully or maliciously, disciplinary action will be taken against the complainant. This provision is not intended to discourage grounds of harassment and will clearly not apply to instances where there were substantial grounds for complaint or instances where the basis for complaint was inconclusive.

Appeal Procedure

In cases where the complainant is not satisfied with the outcome of the investigation, he/she may appeal by one of the following means:

- A) Internal Recourse – Where the employee/student considers the response of the Education Director or designate unsatisfactory, the employee/student may appeal the decision to the Governing Board of Winnipeg Technical College within seven (7) working days.
- B) External Recourse – In addition to the above internal procedures, employees/students who believe they have been harassed have a right to seek redress under provisions of the Manitoba Rights Code.

Discipline

Complaint Procedure

Anyone who believes that he/she is being harassed within the meaning as outlined, should act promptly in order to resolve the harassment by using the following procedures:

- A) The person being harassed should attempt to make his/her disapproval known to the person who is harassing. If the person who is being harassed requires support in bringing the issue forward, he/she can enlist the support of Centre staff.
- B) Complaints of harassment are to be made in writing directly to the Education Director or designate, with the assistance of a staff member as required, including the date, time, nature of the incident(s) and names of any witnesses.
- C) Once the written complaint is received, an immediate and confidential investigation will be made by the Education Director or designate. Both the complainant and the person against whom the complaint was made will be contacted.
- D) The Education Director or designate will endeavour to resolve the matter and in doing so shall:
 - a. Assume responsibility for investigating all such complaints in a confidential manner.
 - b. If necessary, take steps to ensure that there is no recurrence of the situation while the investigation is in progress
 - c. Take appropriate disciplinary action where such is found to be warranted.

appeal is rejected, and the student feels the need to continue with the appeal, she or he must do so with the designate at Winnipeg Technical College. Information/assistance is available at the Administrative Office.

- c) If the student appeals to Winnipeg Technical College, he or she must do so in written form. The letter must outline the additional reasons why he or she feels the decision of the Education Director are not acceptable.

ATTENDANCE POLICY

Regular attendance plays a large part in your success as a student at St. Vital Adult Education Centre. Regular, punctual attendance in all classes is expected of all students. Each student must attend regularly in order to stay enrolled in a course and in their program. If you are a sponsored student, you should be aware that all sponsors are updated on your attendance every month. On the basis of this information, sponsors, like employers, may decide to terminate the student's funding.

We understand that you may have business or medical appointments. For this reason, you have Fridays off. We also realize that occasionally crises occur. If you know that you will be late or have to miss a class or a whole day, please call and leave a message with our receptionist. She will record all student calls for instructors to check. You will still be marked absent in any class that you miss, but the reason will be on record in case you sponsor wishes to inquire about any absences.

If a student misses 3 consecutive classes without contacting the Centre, or if the student has missed more than 10% of his/her classes, the student will be withdrawn from the program. A letter will be sent to the student and the sponsoring agency informing them of the withdrawal from the program and will outline conditions for reinstatement.

STUDENT ASSIGNMENTS

Teachers will post due dates for all assignments. It is your responsibility to ensure all assignments are completed and handed in on time. Teachers will have assignments graded and returned to you within 2 weeks of final due date. Progress reports and student teacher interviews will be scheduled for mid-November and mid-April.

ACADEMIC HONESTY POLICY

Teachers will outline the academic expectations of students at the start of each course, including course activities, learning outcomes, and the evaluation plan. Teachers are expected to be consistent in the application of deadlines, participation, grading and individual assistance. Cheating and plagiarism (copying from an author without acknowledgment) are serious matters that could result in a lower mark, no mark, probation or suspension.

- Gender determined characteristics or circumstances other than those included in item 6 above
- Sexual orientation
- Marital or family status
- Source of income
- Political belief, political association or political activity
- Physical or mental disability or related characteristics or circumstances, including reliance on a guide dog or other animal assistant, a wheel chair, or any other remedial appliance or device.

- A series of objectionable and unwelcome sexual solicitations or advances
 - A sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation or advance, if the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.
 - A reprisal or threat of reprisal for rejecting a sexual solicitation or advance.
2. Harassment, as defined in Section 1, may include, but is not limited to:
- Sexually oriented verbal kidding or verbal abuse
 - Subtle pressure for sexual activity
 - Unwelcome touching such as patting, pinching, squeezing, constant brushing against another's body
 - Suggestions or demands for sexual favours

Examples: Alleging a theft of personal property that is untrue; alleging an assault that is found to be false; numerous complaints made by the same student when that student is actively inciting discord.

HARASSMENT POLICY

St. Vital Adult Education Centre is committed to providing a safe and respectful learning environment. Students and staff members have the right to be treated fairly and with respect, and to work and learn in an environment free of sexual, racial, ethnic, gender and other forms of harassment. St. Vital Adult Education Centre recognizes that harassment constitute discrimination. The Centre considers harassment by/of any employee or student to be a serious breach of human rights which requires immediate resolution.

1. Consistent with the Manitoba Human Rights Code, harassment is defined as:
 - A course of abusive and unwelcome conduct or comment directly related to the following:
 - Ancestry, including colour and perceived race
 - Nationality or national origins
 - Ethnic background or origin
 - Religion or creed or religious belief, religious association or religious activity
 - Age
 - Sex, including pregnancy the possibility of pregnancy, or circumstances related to pregnancy

ACADEMIC PROBATION

Students who register at St. Vital Adult Education Centre make a commitment to complete their program of studies. St. Vital Adult Education Centre makes a commitment to provide a high quality Mature Student Diploma Program. Any student who fails to make satisfactory academic progress will be put on probation for a designated period of time. If the student does not make up all work missed and/or meet satisfactory attendance requirements by the end of the probationary period, he or she will be withdrawn from their program of studies.

ACCEPTABLE USE OF DIGITAL TECHNOLOGY

St. Vital Adult Education Centre supports the appropriate use of digital technology equipment and online information resources, including computer systems, and communication devices for the purpose of promoting and supporting learning as well as communication. This policy applies to a variety of multi-functioning communication devices including, but not limited to cameras, video recorders, and cellular phones. Any violation of this policy may result in loss of access to equipment and resources as well as other disciplinary or legal action. The policy applies to students, employees, volunteers, community groups, and other occasional users of St. Vital Adult Education Centre technology equipment and resources.

Guidelines:

1. Computer systems include all hardware and software, communication lines, and data that are connected to Centre owned or managed computers, servers and/or peripherals, whether or not they are connected to a Centre network. This policy applies to a variety of multi-functioning devices including, but not limited to, personal digital assistants.
2. The use of digital technology may include, but must not be limited to the following:
 - Transmission of any material in violation of any local, provincial, or federal law.
 - Use of computer system to access, transmit or publish pornographic or obscene material.
 - The use or publication of profanity, hate mail, harassment, discriminatory remarks or other anti-social behaviours.
 - Any form of vandalism, including but not limited to:
 - i. Damaging computers, computer systems, or networks;
 - ii. Disrupting the operation of the network;
 - iii. Manipulating or destroying data
 - Creating, placing or knowingly transmitting a computer virus.
 - The violation of copyright laws related to copying, downloading, transmitting, storing, or running software, files or data.
 - The use of digital technology resources for profit during class or work time.

Misuse of Information

This includes falsification, alteration, or misuse of personal identification, records or documents.

Examples: Unauthorized alteration of grades or records; or refusal to produce valid identification upon request.

Theft of Personal or Centre Property

This includes any theft or unauthorized removal of property belonging to St. Vital Adult Education Centre or to any member of the Centre community.

Examples: Theft of centre resource books; theft of personal property such as backpacks or purses; or unauthorized duplication of computer software.

Vandalism/Intentional Damage or Misuse of Personal or Centre Property

This includes any intentional altering of, or damage to, any resource property belonging to St. Vital Adult Education Centre or to property of any member of the Centre community.

Examples: Language, cartoons, photos, symbols, etc., which expose a person or class of persons to hatred or contempt.

Making False, Frivolous, or Vexatious Complaints

This includes any complaint that is intentionally made by a person who knows it is false, frivolous or vexatious.

Failure to Comply with Reasonable Requests of Centre Staff

This includes any failure to comply with a reasonable request or directive of a St. Vital Adult Education Centre employee, issued in order to protect the rights, privileges or safety of any member of the Centre community.

Examples: Failure to leave the building during a fire alarm; refusal to remove a vehicle parked in a no-parking area; refusal to remove weapons from the Centre.

Disruptive Behaviour/Disorderly Conduct

This includes any behaviour that interferes with the provision of Centre services or instructional activities or interferes with any member of St. Vital Adult Education Centre community by students and any other accompanying them.

Examples: Verbal outbursts, physical gestures, loud headsets, actions or interruptions, which can limit or interfere with the provision of centre services or instructional activities; unwarranted and unreasonable disturbances during any St. Vital Adult Education Centre activity.

Unauthorized Entry or Presence

This includes any unauthorized act of entering, remaining in, or allowing others to have access to areas of St. Vital Adult Education Centre.

Examples: To enter, or allow others to gain entry to computer labs outside of authorized time and conditions; or unauthorized presence in any centre office or area.

- Accessing another individual's account, files or programs without prior consent.
- Gaining or attempting to gain unauthorized access to Centre resources on the computer system. This includes port scans and other procedures that seek to expose vulnerabilities or other information that could be used for inappropriate use.
- The use of the computer system while privileges have been revoked or suspended.
- Engaging in online games and social networking during class or work time.
- Engaging in online gambling during class or work time.
- Publishing personal information including names, addresses, phone number or photographs of individuals in contravention with the Personal Information Protection Electronic Documents Act (PIPEDA)
- The use of photo or video equipment including options of multi-functioning communication devices on the Centre's property except with prior permission from instructional staff.
- Student use of electronic devices including telephone, text-messaging, music, camera, and recording options of multi-functioning devices during instructional and examination times except with prior permission from instructional staff.

3. The appropriate use of digital technology includes respect for intellectual property,

ownership of data, system security mechanisms, and an individual's rights to privacy, freedom from intimidation and harassment.

4. St. Vital Adult Education Centre may impose disciplinary action for conduct that occurs off Centre property where there is evidence of a threat or intimidation, which may result in harm to the physical or emotional well-being of an individual, or a disruption in the Centre community.
5. Individuals assigned a computer account are responsible at all times for its proper use.
6. St. Vital Adult Education Centre reserves the right to view the content of any Centre e-mail accounts or electronic files.
7. Any violation of this policy may be considered grounds for disciplinary action which may include loss of computer privileges, suspension, letter of reprimand, dismissal, and/or legal action.
8. Users acknowledge their understanding of this policy by signing the Digital Technology User Agreement

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR)

Prior Learning Assessment and Recognition (PLAR) is a process used to identify, document, assess and recognize skills, knowledge and judgement. Learning takes place in many situations outside of the classroom: work, hobbies, family life, military, volunteer activities, travel, independent study and workplace training.

STUDENT CONDUCT POLICY GUIDELINES

Definition of Unacceptable Student Conduct in Support of this Policy:

Personal Assault & Threatening Behaviour

This includes any physical, written or verbal assault directly at an individual or group, occurring within any St. Vital Adult Education Centre related activity, which results in physical, mental or emotional harm, injury to or criminal harassment of any member of the Centre community.
Examples: Hitting, slapping, punching another person; stalking another person; using threatening language; communicating in any manner an image, picture or graphic that is threatening.

Behaviour Endangering the Safety of Others

This includes any behaviour that potentially or actually endangers the safety of any person in the course of any St. Vital Adult Education Centre related activity.
Examples: Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle; inappropriate use of tools, equipment or procedures that place a person at risk.

reflect the severity and nature of the original unacceptable conduct. Such consequences will be administered through the Education Director. If a student fails to comply with the Student Conduct Policy Guidelines, the following process will be followed:

1. The student will immediately meet the Education Director at which time written notification will be given to the student outlining the student's suspension from the program. The suspension will be for a period of five (5) school days and will commence immediately upon notification.
2. A critical incident report will be completed by all parties involved and submitted to the Education Director.
3. The Education Director will investigate the severity and nature of the unacceptable conduct.
4. The student will receive notification in writing outlining the consequence of his or her unacceptable conduct, as well as the process for re-admission to the program
5. The consequences may include but are not limited to:
 - a) five day suspension added
 - b) suspension for one term
 - c) one year suspension
 - d) expulsion
6. The Education Director will make the final decision on the consequence.

You may be eligible for credit if you can demonstrate that your prior learning is equivalent to what you would take in one of our formal courses. Our staff can work with you to:

- Set expectations of what PLAR can do and how prior learning may be proven.
- Gather information on your past experiences and accomplishments
- Assess what you have learned and how it can be translated into skills and knowledge.
- Prove your learning through a variety of methods including practical demonstrations, interviews, portfolios and testing.
- Apply the recognition of the skills and knowledge to employment and future education, and possibly earning academic credits here at St. Vital Adult Education Centre.

RE-ADMISSION FOR ENROLLMENT

If a student voluntarily withdraws from the program, he or she may be re-admitted at the beginning of a new term. Students who have been suspended or have withdrawn without providing an adequate explanation will not be re-admitted until all conditions outlined in their letter of withdrawal have been met.

REPEATING A CLASS

If a student fails to complete a class or fails to achieve a passing grade, he or she may repeat the class in another term. The failing grade will remain on the transcript, but

the second grade earned will also be recorded with the notation “repeat”. A student may repeat a class as a refresher class one year after originally completing the class.

STUDENT REFUND POLICY

A \$25.00 book deposit is charged for each book distributed to the student. This fee is refundable to the student when the book is returned.

VOLUNTARY WITHDRAWAL OF ENROLLMENT

Any student who wishes to voluntarily withdraw from the program should do the following:

1. Contact his or her teacher or the Administrative Director.
2. Contract his or her funding agency
3. Submit a letter stating his or her reason for withdrawing.

Students who withdraw for good reason can re-enrol at a later date. The student’s funding agency will be notified of the student’s withdrawal effective on the date of the last class attended. The deadline for voluntary withdrawal is three weeks prior to the final exam. Students withdrawing in this way can have the code VE (Voluntary Withdrawal) placed on the final transcript. Students withdrawing later than three weeks from the final exam will receive the mark earned in the course.

WITHDRAWAL FROM CLASSES OR PROGRAM

St. Vital Adult Education Centre reserves the right to withdraw any student who is not attending regularly or making satisfactory progress. The centre may also withdraw a student for any of the reasons listed in the student conduct policy.

STUDENT CONDUCT POLICIES

The Centre staff will act with dignity and respect when interacting with students, and will expect that all students will treat each other and staff members with dignity and respect. Students will act in a manner that will contribute to a safe, positive, and constructive learning environment. Conduct that does not demonstrate the values of dignity and respect, and which does not contribute to the safe, positive and constructive learning environment will be considered unacceptable and will not be tolerated by the Centre. Unacceptable conduct will be subject to whatever action is appropriate, which may include suspension. In some instances appropriate action may include involvement of authorities outside the Centre. This list of definitions is not all-inclusive, and will be modified as required by the Centre.

Consequences

Consequences for unacceptable conduct are intended to be corrective. When consequences are imposed, they are to