

# ST. NORBERT

ADULT EDUCATION CENTRE

## STUDENT HANDBOOK

In partnership with:

The Behavioural Health Foundation

and

Manitoba Institute of Trades and Technology.

Funding provided by: The Manitoba Government

Revised June 2019

## **Welcome to St. Norbert Adult Education Centre**

### **INTRODUCTION**

This booklet will provide you with a comprehensive overview of the many courses, programs and policies offered at this school. Please take time to read through it carefully, as it is designed to assist you in understanding the learning community you are a part of and will help you in making good decisions for your future.

We offer adult students who are 19 years of age or older the opportunity to obtain a grade 12 diploma or to upgrade their education by taking specific courses. The St. Norbert Adult Education Centre is operated by the Behavioural Health Foundation (BHF) in partnership with Manitoba Institute of Trades and Technology (MITT).

The Adult Ed. program is designed for mature adults and is therefore very different from regular high school. The atmosphere is relaxed and respectful. Students set their own educational goals and design their own schedule with the assistance of a staff member. No tuition or registration fee is charged for our programming.

The staff hope that your time at SNAEC provides you with a stimulating, challenging and positive learning environment and that you will find your studies both enjoyable and above all, personally rewarding.

### **MISSION STATEMENT**

Our goal is to meet the needs of the adult learner through inclusive, quality programming. We will foster an atmosphere that is sensitive and receptive to adult learners' diversified needs. Acknowledging ourselves as learners we commit ourselves to continued professional growth and development.

### **HOURS OF OPERATION AND CLASS SCHEDULE**

Adult students design their own schedules. To accommodate this, each student will meet with a staff member from the centre and receive educational counselling.

The Centre is open:

- Monday to Thursday, 9:00am - 9:00pm
- Friday - closed

Office hours:

- Monday to Wednesday, 9:00am - 4:00pm
- Thursday, 9:00am – 3:00pm
- Friday - closed

Classes are scheduled twice a week, either Mondays and Wednesdays or Tuesdays and Thursdays, in three hour time blocks of 9:00am - 12:00pm, 1:00pm - 4:00pm and 6:00pm - 9:00pm. Any changes to the schedule will be posted as far in advance as possible. Class schedules are available through the centre and online at [www.snaec.ca](http://www.snaec.ca)

## **LEARNER RELATED POLICIES**

### **1. Admission Requirements**

All potential and returning students interested in registering for credit courses at the St. Norbert Adult Education Centre are required to speak with the Administrative Assistant/Education Director to determine the appropriate course load and grade level. Registration and appointments can be scheduled with the appropriate staff.

## **DOCUMENTATION**

Individuals who have earned high school, college or university education outside of Canada will be required to provide documentation of all previous education from their country of origin, including credential assessment reports. These documents should be available in English. The Immigrant Centre of Winnipeg can provide information on translating services.

Students are required to provide a copy of their transcript from the high school they last attended. The centre is able to assist potential students with obtaining a copy of their transcript by completing consent to release information form. All transcripts and educational documents provided by students will be reviewed by the Education Director to assess the previous grade level obtained and the number of credits that can be transferred towards a Mature and/or Regular diploma.

The St. Norbert Adult Education Centre, an adult high school, requires all students with English as a Second Language (ESL) to present a copy of a completed Canadian Language Benchmark (CLB) report upon registration. The following language benchmarks are required pre-requisites for the classes listed below:

Name of Course/Program	Canadian Language Benchmark (CLB)
English 20F/Math 20S	7
English and Math 40S	8

### **2. Assignments & Assessment**

Students will experience a variety of assignments and methods of assessment in their studies at SNAEC depending on their classes. Types of assignments and assessment include (but are not limited to): written assignments, projects, oral presentations, portfolios, tests, midterm and final exams, including the 40S Provincial Exams in both English Language Arts and Mathematics.

Students will receive marks for courses completed in Semester I at the end of January and marks for Semester II courses at the end of June. Students are encouraged to speak with their teachers to obtain information about assignments and to obtain interim marks.

### **3. Removal from Program**

Learners may be withdrawn from the program by the Education Director when any of the following occur:

- a. Course requirements are not completed
- b. Extended absences are not reported to staff
- c. Substance abuse
- d. Aggressive or violent behavior

- e. Abuse of computer and internet privileges

#### **4. Grievances and Learner Complaints**

When a student encounters difficulties either with SNAEC program or an instructor, the following procedures should be followed:

- a. The learner will address the grievance with the individual instructor involved.
- b. If no resolution is achieved, the learner may request the intervention of the Education Director and/or the teacher will document the grievance and address it with the Education Director.
- c. The Education Director will attempt to achieve resolution of the grievance.
- d. If a resolution is not achieved, the grievance will be referred to the administration of MITT for final arbitration.

#### **5. Attendance**

Students are expected to attend all scheduled classes as described in the course outlines. Teachers record student attendance for each course and submit records to the SNAEC administration. SNAEC staff acknowledge that learners may need to be absent due to medical or family emergencies. Students with excessive absences will be encouraged to re-register in future semester to continue their studies. Attendance expectations include:

- a. Learners unable to attend classes will contact the Administrative Assistant and/or the teacher to notify staff of their absence and anticipated return.
- b. A student who is absent for a period of three consecutive days without contacting SNAEC will be contacted by telephone whenever possible to confirm the absence.
- c. If no contact is made after 3 classes, an email will be sent to the student by the teacher advising them to contact their site to confirm anticipated return.
- d. If no confirmation is made within a week or more, the student will be considered withdrawn.
- e. A student who has withdrawn from the program either voluntarily or because of an inability to confirm their departure, will be accepted back into the program provided there is available space and/or it will not adversely affect the learning of other learners.
- f. A student registered in a course will not be eligible to gain credit when more than 50% of a course is not attended. A staff committee will approve exceptions, if any.

#### **6. Harassment**

SNAEC acknowledges the following regarding the harassment:

- a. SNAEC recognizes the right of all staff and learners to work and study and otherwise associate free from harassment of any kind.
- b. SNAEC considers harassment in any form to be totally unacceptable and will not tolerate its occurrence. Proven harassers shall be subject to discipline and/or corrective actions. Such actions may include counseling, courses that develop an awareness of harassment, verbal warning or cancellation of contract, suspension or dismissal.
- c. No staff member or student shall be subject to reprisal, threat of reprisal or discipline as the result of filing a complaint of harassment of any kind, which the complainant reasonably believes to be valid.
- d. All parties involved in a complaint are expected to deal with the complaint expeditiously and to respect confidentiality.
- e. Harassment shall be defined as including:

- Sexual harassment; or
  - Any improper behaviour directed at or offensive to any person that is unwelcome and which the person knows or ought reasonably to know would be unwelcome; or
  - Objectionable conduct, comment, materials or display made on either a one-time or continuous basis that demeans, belittles, intimidates, or humiliates another person; or the exercise of power or authority in a manner which serves no legitimate work purpose and which a person ought reasonably to know is inappropriate; or
  - Such misuses of power or authority as intimidation, threats, coercion and blackmail.
- f. The definition of “sexual harassment” shall be defined as including:
- Any comment, look, suggestion, physical contact, real or implied action of a sexual nature which creates an uncomfortable working environment for the recipient, made by a person who knows or ought to reasonably know such behaviour is unwelcome; or
  - Any circulation or display of visual material of a sexual nature that has the effect of creating an uncomfortable working environment; or
  - An implied promise of reward for complying with a request of a sexual nature; or
  - A sexual advance made by a person in authority towards the recipient that includes or implies a threat or an expressed or implied denial of an opportunity which would otherwise be granted or available and may include a reprisal or a threat of reprisal made after a sexual advance is rejected.

## 7. Substance Abuse

SNAEC will not tolerate the use of substances (such as drugs or alcohol) by Learners attending classes on the campus of SNAEC and the Behavioural Health Foundation. Students under the influence of substances will be removed from SNAEC.

## 8. Academic Integrity

Students are expected to complete all assignments in their own words. Plagiarism is the use of someone else’s work without giving credit where credit is due. Examples of plagiarism include:

- a. Downloading material in whole or in part from the Internet and using it unacknowledged
- b. Copying word-for-word from published or unpublished work and using it unacknowledged
- c. Paraphrasing published or unpublished material without bibliographic notation
- d. Copying and turning in another student’s work as your own with or without that student’s knowledge

Any of these sorts of violations are considered to be serious. Students guilty of plagiarism will face the following:

- a. **First Offense:** A mark of zero is given and the learner is given the opportunity to redo assignment.
- b. **Second Offense:** A mark of zero is given and the learner will not have the opportunity to redo assignment.
- c. **Third Offense:** The learner will have a consultation with the Education Director regarding his/her withdrawal from the course.

## 9. Academic Appeal

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

- a. 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.

- b. 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.
  - i. 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.
  - ii. 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 appeal is rejected, and the student feels the need to continue with the appeal, she or he must do so with the designate at Manitoba Institute of Trades and Technology. Information/assistance is available at the Administrative Office.
  - iii. If the student appeals to Manitoba Institute of Trades and Technology, 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 is not acceptable. The decision made by MITT shall be final.

## **10. Academic Probation**

Any student who fails to make satisfactory academic progress due to missed assignments or inadequate attendance will be put on probation for a designated period of time. If the student does not make up all work missed and/or meet attendance requirements by the end of the probationary period, he or she will be withdrawn from their program of studies.

## **11. Readmission to Program**

If a student voluntarily withdraws from the program, he or she may be readmitted at the beginning of a new term. Learners who have been suspended will not be re-admitted until all conditions set by the Education Director have been met.

## **12. Acceptable Use of Digital Technology**

SNAEC 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 SNAEC, including users of SNAEC technology equipment and resources.

- a. Computer systems include all hardware and software, communication lines, and data that are connected to SNAEC owned or managed computers, servers and/or peripherals, whether or not they are connected to a SNAEC network. This policy applies to a variety of multi-functioning devices including, but not limited to, personal digital assistants. Any violation of this policy including any of the following may be considered grounds for disciplinary action which may include loss of computer privileges, suspension, letter of reprimand, dismissal, and/or legal action.
- b. The appropriate use of digital technology includes respect for intellectual property, ownership of data, systems security mechanisms, and an individual's rights to privacy, freedom from intimidation and harassment.

- c. SNAEC may impose disciplinary action for conduct that occurs off SNAEC 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 SNAEC community.
- d. SNAEC reserves the right to view the content of any SNAEC e-mail accounts or electronic files.

The use of digital technology may include, but must not be limited to, the following items:

- a. Transmission of any material in violation of any local, provincial, or federal law.
- b. 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 behaviour c. Any form of vandalism, including but not limited to:
  - i. Damaging computers, computer systems, or network
  - ii. Disrupting the operation of the network
  - iii. Manipulating or destroying data
- d. Creating, placing or knowingly transmitting a computer virus.
- e. The violation of copyright laws related to copying, downloading, transmitting, storing, or running software, files or data.
- f. The use of digital technology resources for profit during class or work time.
- g. Accessing another individual's account, files or programs without prior consent.
- h. Gaining or attempting to gain unauthorized access to SNAEC 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.
- i. The use of the computer system while privileges have been revoked or suspended. xiv. Engaging in online games and social networking during class or work time.
- j. Engaging in online gambling during class or work time.
- k. Publishing personal information including names, addresses, phone numbers or photographs of individuals in contravention with the Personal Information Protection Electronic Documents Act.
- l. Student use of electronic devices including telephone, text messaging, music, camera, and recording options of multifunctioning devices during instructional and examination times except with prior permission from instructional staff.

### **13. Safety**

- a. Weapons: Any use or possession of weapons (any object used with intent to harm) is strictly prohibited. Any violations of this policy will cause the immediate expulsion of the learner from the program. The proper authorities (police) will be notified and a formal incident report as per BHF/MITT policy will be completed.
- b. Violence: SNAEC will adhere to BHF's zero tolerance policy regarding violent and intimidating behaviour. Any violations of this policy will cause the immediate expulsion of the learner from the program.
- c. Fire drills: Drills are a required practice. When the fire bell rings, please move swiftly and quietly out of the building via the route outlined by your teacher.
- d. Lock Down Procedures:
  - i. Staff to check hallways for students and direct them to the nearest classroom.
  - ii. Anybody in the hallways should seek shelter in the nearest, safe location. You do not have to return to your class or area.

- iii. If you are in a washroom during a lock-down, move into a stall and lock it, remain there until the lock-down is over.
- iv. Lock classrooms and other doors as quickly as possible.
- v. Classrooms with windows or blinds looking out onto the corridor can be closed, if possible and time permits.
- vi. Sit or stand in an area that is out of sight from doors and windows.
- vii. Turn off cell phones and remain quiet until the All Clear is announced.
- viii. A lock-down supersedes fire alarms. If the fire alarm sounds, DO NOT evacuate the building UNLESS - You have firsthand knowledge that there is a fire in the building or you have been advised to evacuate the building by the proper authorities.
- ix. For All Clear: A known member of Management or Facilities will announce themselves by name. They will unlock and open the doors and inform staff and students with "ALL CLEAR, LOCK-DOWN IS NOW OVER".
- x. Wherever possible, Emergency Services, Police, and the Fire Service will be accompanied by an authorized member of staff to allow keyed entry into buildings and rooms.

#### **14. Recognition of Prior Learning Assessment (RPL)**

SNAEC shall recognize prior learning of adult learners who have obtained previous training and education both within and outside of Canada. The Recognition of Prior Learning Assessment process will be used to identify, assess and recognize the skills and knowledge learners have obtained from:

- a. Previous formal education within or outside of Canada
- b. Work and/ or volunteer experience
- c. Independent study or training

#### **15. SNAEC Student Code of Conduct**

The Centre staff will act with dignity and respect when interacting with learners, and will expect that all learners will treat each other and staff members with dignity and respect. Learners 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 is 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 for unacceptable conduct are intended to be corrective. When consequences are imposed, they are to 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 Code of Conduct, the following process will be followed:

- a. 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.
- b. A critical incident report will be completed by all parties involved and submitted to the Education Director within 24 hours of the incident.



- c. The Education Director will investigate the severity and nature of the unacceptable conduct within 24 hours of the incident.
- d. 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 within five (5) school days.
- e. The consequences may include but are not limited to:
  - i. an additional five day suspension
  - ii. one term suspension
  - iii. one year suspension
  - iv. expulsion

The Education Director will make the final decision on the consequence.

Definition of Unacceptable Student Conduct in Support of this Policy:

- a. *Personal Assault & Threatening Behaviour*: This includes any physical, written or verbal assault directly at an individual or group, occurring within any St. Norbert 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.
- b. *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. Norbert 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.
- c. *Failure to Comply with Reasonable Requests of Adult Learning Centre Staff*: This includes any failure to comply with a reasonable request or directive of a St. Norbert Adult Education Centre employee, issued in order to protect the rights, privileges of safety of any member of the Centre's community. Examples: failure to leave the building during a fire alarm; refusal to remove a vehicle parked in a no-parking area.
- d. *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. Norbert Adult Education Centre community by learners and any other persons accompanying them. Examples: verbal outbursts, physical gestures, loud headsets, actions or interruptions which can limit or interfere with instructional activities; unwarranted and unreasonable disturbances during any SNAEC activity.
- e. *Unauthorized Entry or Presence*: This includes any unauthorized act of entering, remaining in, or allowing others to have access to areas of St. Norbert Adult Education Centre. Examples: to enter, or allow others to gain entry to classrooms outside of authorized time and conditions; or unauthorized presence in any of the administrative offices.
- f. *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.
- g. *Theft of Personal or Centre Property*: This includes any theft or unauthorized removal of property belonging to St. Norbert 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.

- h. Vandalism/Intentional Damage or Misuse of Personal or Centre Property This includes any intentional altering of, or damage to any resource property or equipment belonging to St. Norbert Adult Education Centre or to any of its staff and students. Examples: language, cartoons, photos, symbols, etc., which expose a person or class of persons to hatred or contempt.
- i. 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. 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.

## **16. Student Services**

Staff assist students with a variety of educational, financial, personal and career related issues. Services provided by SNAEC may include: EDUCATIONAL COUNSELLING

A staff person can:

- a. Assist students in meeting educational goals while attending SNAEC.
- b. Provide information on other post- secondary education and training opportunities.
- c. Work in consultation with instructors and other SNAEC staff to address student issues.
- d. Advocate for students requesting support from government departments, school, colleges and universities as well as various organizations.
- e. Refer students to appropriate internal and external resources.
- f. Assist students with effective study skills including time management, organization, note-taking and specific learning and study strategies.

### **CAREER AND EDUCATIONAL COUNSELLING**

Career and educational counselling is available to all students registered in adult education courses on an individual basis. Students are encouraged to speak with the Education Director to obtain information regarding the educational and career choices that match their life, career and school goals.

In addition to the career counselling services, SNAEC has established a career and education resource area that contains information on a variety of occupational and career areas. Students will also find information on various post-secondary programs offered by public schools such as Manitoba Institute of Trades and Technology, University of Manitoba, University of Winnipeg and private training schools. Please see the postsecondary entry requirements