

# ST. VITAL ADULT LEARNING CENTRE

STUDENT HANDBOOK

See our Schedule at [stvitaladulthood.com](http://stvitaladulthood.com)

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## **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 Learning 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.

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## **GENERAL REGULATIONS**

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### **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.

### **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.

### **LOST AND FOUND**

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

### **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 Learning 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.

## **CELLULAR PHONES/ TELEPHONE**

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.

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 front desk and give their reason for being in the centre. Students are asked NOT to invite friends to the centre except under exceptional circumstances.

## **ACCEPTABLE USE OF DIGITAL TECHNOLOGY POLICY**

St. Vital Adult Learning Centre (SVALC) 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 Learning Centre technology equipment and resources.

### **Guideline:**

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 multifunctioning 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:
    - Damaging computers, computer systems, or networks;
    - Disrupting the operation of the network;
    - 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.
  - 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 Learning 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 Learning 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

## **ACADEMIC POLICIES**

### **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.

### **ATTENDANCE POLICY**

Regular attendance plays a large part in your success as a student at St. Vital Adult Learning 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 students 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 wishers 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.

## **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 mark that the exam represents.

### **WRITING POLICIES**

Exams will be written between 9 am and 12 noon. Students are not allowed to leave and 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.

## **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 Learning 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 Learning Director will review the letter and may interview the student and the instructor. The Learning 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 Learning 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 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 Learning Director are not acceptable.

## **ACADEMIC PROBATION**

Students who register at St. Vital Adult Learning Centre make a commitment to complete their program of studies. St. Vital Adult Learning 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.

## **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 readmitted 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.

## **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. Contact 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 Learning 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 POLICY GUIDELINES

Student Conduct Policy Guidelines are put in place to protect the rights, privileges or safety of any member of the St. Vital Adult Learning Centre (SVALC) community. St. Vital Adult Learning Centre is committed to providing a safe and productive learning environment for students and staff.

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.*

### **Below are definitions of Unacceptable Student Conduct in Support of this Policy:**

#### **Personal Assault & Threatening Behaviour**

Any physical, written, or verbal assault directly at an individual or group, occurring within any SVALC 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**

Any behaviour that potentially or actually endangers the safety of any person at SVALC.

*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; 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**

Any behaviour that interferes with the provision of Centre services or instructional activities or interferes with any member of St. Vital Adult Learning Centre community

*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

## **Drugs and Alcohol**

Students and staff are not allowed/ prohibited to do the following activities as they relate to alcohol and illegal, and non-prescription drugs while on the premises or on school related excursions.:

- The manufacture, distribution, possession, and sale, or purchase of illicit substances of abuse and/or substance-related paraphernalia
- Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so
- Attending class or being on the Centre's property while under the influence of an illegal drug or alcohol, or in an impaired condition.

### **Consequences:**

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

## **Unauthorized Entry or Presence**

Any unauthorized act of entering, remaining in, or allowing others to have access to areas of St. Vital Adult Learning 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.

## **Misuse of Information**

Any 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**

Any theft or unauthorized removal of property belonging to SVALC 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**

Any intentional altering of, or damage to, any resource property belonging to SVALC 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**

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.

## **Consequences for Unacceptable Conduct**

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 Learning 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 Learning 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 Learning Director.
3. The Learning 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:
  - i. five-day suspension added
  - ii. suspension for one term
  - iii. one year suspension
  - iv. expulsion
6. The Learning Director will make the final decision on the consequence.

## **HARASSMENT POLICY**

St. Vital Adult Learning 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 Learning 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 or Ethnic background or origin or Religion or creed or religious belief,
    - religious association or religious activity
    - Age
    - Sex, including pregnancy the
    - possibility of pregnancy, or circumstances related to pregnancy
    - Gender determined characteristics or
    - circumstances other than those included in item 6 above
    - Sexual orientation or 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 wheelchair, 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

## **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 Learning 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 Learning Director or designate. Both the complainant and the person against whom the complaint was made will be contacted.
- d. The Learning Director or designate will endeavour to resolve the matter and in doing so shall:
  - Assume responsibility for investigating all such complaints in a confidential manner.
  - If necessary, take steps to ensure that there is
  - no recurrence of the situation while the investigation is in progress
  - Take appropriate disciplinary action were such is found to be warranted.
  - 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 Learning 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 Learning 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**

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.