

Adult & Community Education

Student Handbook

2009-2010



September 2009

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WELCOME FROM Dr. Audrey J. Penner, DIRECTOR

Thank you for choosing Adult and Community Education. We are here to support your education goals.

With a variety of programs across the Province, from basic literacy and numeracy to high school equivalency, our staff will make every effort to be responsive to your needs and to assist you.

This handbook provides you with information necessary to make informed decisions about your learning experience, and the programs and services offered at Adult Education. We hope that it will be helpful to you. If there are any further questions, please contact us at nworthen@hollandcollege.com.

We look forward to working with you.

Best of luck as you pursue your studies!

Warm Regards,

Dr. Audrey J. Penner
Director, Adult Education, Learner Support and Applied Research

1. General Information

Mission Statement

The Mission of Adult and Community Education is to assist adults to develop and fulfill their goals, by realizing their potential through the provision of learning opportunities. Adult and Community Education shall recognize prior learning, encourage lifelong learning, and be responsive to the unique needs of individual learners, families and communities.

Guiding Principles

Adult and Community Education will be built upon the following set of beliefs, and they will be reflected in all our activities as adult educators:

- Adult educators are professionals and experts in their field; they enjoy teaching as an interactive, cooperative, enjoyable process which can engage learners with a wide variety of learning abilities and styles.
- Adult education programs will be offered in a culture which encourages personal growth, team-building, empowerment and lifelong learning in a physically and emotionally safe setting.
- Adult education programs will respond to the needs of learners, their families and their communities.
- Adult education programs will provide the educational foundation to enable learners to participate fully in post-secondary programs, employment or self-employment opportunities and to serve the communities in which they live.
- Adult education programs will respect the diversity of learners and will recognize and value the learner's:

- experience, work and life skills;
- participation in the development of learning plans;
- rights, dignity and independence.

- Adult education programs will be as accessible as possible to all adults who wish to participate.
- Adult education programs will help to enable participants to become critical thinkers who apply creative problem solving, reasoning and critical thinking skills to their everyday lives.
- Adult education programming will be developed in consultation with individual learners, adult educators, communities, businesses and governments.
- Adult education, including basic literacy, is not just an individual need; it is a family, health and economic concern.
- Adult education programs will meet a set of established standards of excellence.
- Adult education programs will be provided in a manner which ensures continuous progression toward the learner's goals.
- Adult education programs will be holistic; they will respond to the needs of the whole learner to develop, maintain or enhance physical, social, mental, emotional and spiritual well-being.

2. Calendar of Events 2009 - 2010

September 28-29	Orientation: Adult Education
September 30	First Day of Adult Education Classes in Charlottetown, Summerside, Westisle and Montague
October 12	Thanksgiving Day (Holiday)
November 2	First Day of Adult Education Classes in Morell, Souris
November 11	Remembrance Day (Holiday)
November 9	O'Leary classes begin
December	Festival of Carols and Lessons (Charlottetown Centre)
December 18	Last Day of Classes for Fall Term
December 23	Last Day for Instructors
January 4	Faculty Return to work
January 4	Students Return from Christmas Break
January 4	First Day of Adult Education Classes in Tignish
February 9-13	Winter Carnival
March 15-19	March Break
April 2	Good Friday (Holiday)
April 5	Easter Monday (Holiday)
April 22	Deadline for applications for Adult Ed Bursaries
April/May	Recognition Ceremonies
May 07	Last Day of Adult Education Classes (Day and Night)

Disclaimer: *Dates are subject to change without notice as certain programs may require alternate dates due to course schedules*

3. Programs and Services

Program Offerings

Adult Education:

- Level 1 & 2, Literacy/Numeracy Training
- High School Credits,
- Preparation for General Educational Development (GED)

Program Sponsorship

Funding for Adult Education Programs in Prince Edward Island is provided by:

- P.E.I. Department of Innovation and Advanced Learning
- P.E.I. Department of Social Services and Seniors

Getting Organized

For Class:

- have assigned text
- have pencil/pen/eraser
- have separate notebook for each subject
- have other items you might need such as ruler/math set/dictionary/calculator
- pack up for school the night before - after you finish your homework.

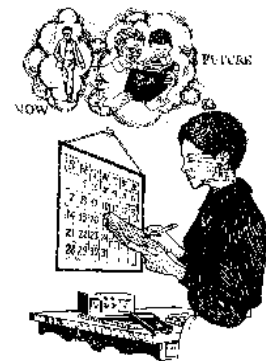
For Homework:

- keep a daily homework record; cross off assignments when completed
- keep a long range planner for assignments
- keep a study timetable for tests
- have a place to keep completed tests and assignments which can be used for review
- set goals of how much work you want to cover; it is usually best to start with the most difficult subject or part of your work first
- set time limits in which to complete a certain part of your work
- after you have been at work for 30 minutes or more, give yourself a little break
- re-adjust your goals and time schedule to fit everything in
- complete all assignments

- study in a quiet place, free from distraction
- study at a desk or table with proper lighting.

In General:

- get adequate sleep
- exercise is important for good mental and physical health
- have needed materials handy
- budget time - make a schedule
- acquire learning strategies
- have a positive attitude
- be sure you understand what you are to do
- always do your best!



High School Graduation Certificate for Mature Students

Purpose

The purpose of this certificate is to provide mature students with a route to a high school graduation certificate that prepares students for admission to university, college, or other post-secondary education programs.

Eligibility

The PEI Department of Education will award the certificate to persons who:

- Are residents of Prince Edward Island
- Have not graduated from high school
- Are at least 19 years of age and have been out of school for at least two years
- Have completed the requirements for the certificate, having successfully completed at least four of the required courses while resident in Prince Edward Island.

Requirements

To receive the certificate, students must complete at least 12 full-credit courses at the grade 11 or 12 level including:

- at least five grade 12 equivalent courses, of which one must be a course in English or French language arts
- at least one mathematics, one science, and one social studies course.

Application for the Certificate

- Application must be made to the Department of Innovation & Advanced Learning for certificates for students who have completed the requirements. The application must be accompanied by a transcript of the student's courses completed and the evaluation awarded.
- AE personnel will prepare and submit applications on behalf of students enrolled in AE programs.

Financial Responsibility

- In making available the High School Graduation Certificate for Mature Students, the Department of Innovation & Advanced Learning undertakes no commitment to pay student costs for courses or to subsidize institutions providing courses. The Department's responsibility for providing free elementary and secondary education is confined to the public schools.

Guidance and Counselling

The Guidance and Counselling office at Adult & Community Education provides a variety of services to students including personal and academic counselling and career planning. Remediation services are also available to students in all Adult Education centres across Prince Edward Island. These services include staff, as well as software resources to assist students with their learning, such as:

- Kurzweil 3000
- AutoSkills

Testing and assessment services are also provided through this office.

Bursaries and Scholarships

Through the dedicated work of the Holland College Foundation, and the generosity of individuals, businesses and other organizations, more than 100 bursaries and scholarships are available to students registered in College and ACE programs each year. Some awards are designated to specific programs but many are available to College and ACE students in general. All awards have application deadlines. Information regarding bursaries and scholarships is available from the Office of the Registrar and Student Services Offices.

A complete listing of all scholarships, bursaries and awards are listed in alphabetical order on the College's website at www.hollandcollege.com .

Recognition Ceremonies

Recognition ceremonies will be planned for each centre at the end of the program year. This will be an opportunity for students to receive a transcript of what they have earned, as well as to be recognized for their academic accomplishments. If you are unable to attend this event, your transcript will be mailed to you.

Returning Students

Any students wishing to continue their studies and return to AE classes in the fall must contact the nearest centre either in Charlottetown or Summerside prior to September 1 of the next program year, to reserve their seat.

Holland College Resource Centres

Holland College Resource Centres assist learners by helping them locate and use books, websites, videos, magazines, and other learning materials. These Centres are located at the following campuses: Charlottetown, Aerospace & Industrial Technology Centre, the Justice Institute, and the Tourism & Culinary Centre. In addition, Adult and Community Education maintains resource and learning materials in each of its learning centres and within each classroom.

An online library catalogue, Horizon, reports resource material holdings for most College programs, and can be accessed on the Internet (<http://www.hollandcollege.com/library>) or in the Resource Centres. Borrowers with a valid library card can also place online requests and manage their own loan renewals through the catalogue (Adult and Community Education Centre students can register for a card at any Resource Centre).

Other services offered through the Centres or over the Internet are: circulation (borrowing of materials and some audiovisual equipment), reference (question and answer), photocopying, interlibrary loan, areas for quiet study, and instruction in research and information skills. Through islandlibraries (<http://islandlibraries.ca>), we provide links to the university and public library systems and materials.

Check with the Resource Centre nearest you for local information. The Library web site address is: <http://www.hollandcollege.com/library>.

COMPUTER LAB POLICIES

Quality Procedure C09:

Student Access to Computing and Networking Resources (Issued April 1, 2005)

Appendix A: Computer Lab Code of Practice

The Computer Lab Code of Practice governs the use of computers and networks by students at all Holland College locations. As a potential user of the resource, you are responsible for reading, understanding and adhering to this document. Please read this document and complete and sign a copy of the Computer Lab Code of Practice - Student Acceptance Form ([Quality Form 100](#)).

1. Confidentiality

Computer and networking facilities provided by the College are owned by the College and are the responsibility of the College. The College, therefore, reserves the right to inspect any and all files stored in private areas of the College network in order to ensure compliance with policy. While the College will make every effort to protect the confidentiality of these files, this does not preclude the College's responsibility to ensure the College network system is operated according to Policy and that it does not violate any laws. The use of any College resources for illegal activity is grounds for disciplinary action and the College will cooperate fully with any legitimate law enforcement activity.

2. Having an Account Setup:

- Your network account will be created within five (5) business days of successful registration with the Admission's Department at Holland College.
- Students must return the signed Computer Lab Code of Practice Form (Quality Form 100), to your Learning Manager/Instructor or Computer Lab Support Person to gain access to the College computing resources.
- Students with account problems, (e.g. forgotten passwords), should contact their lab support person. The Lab Support person will assist the student to reset their password, or will contact the Admission's Department for further account assistance if required.

3. Proper Conduct for Computer Labs include, but are not limited to the following:

When Using The Labs

- Food or drink is prohibited in labs.
- A respectable level of quiet should be maintained.
- Posted time restrictions/limitations regarding the use of the lab and the computers will be respected.
- Game playing and participating in Internet chat lines is not allowed, unless program related.
- Only software authorized by Computer Services can be used in the labs.
- Installation of software, except under the direction of lab support staff or an instructor, is forbidden.
- Configuration changes to hardware/software is prohibited.
- College resources should not leave the lab without authorized permission.
- Computer station should be left clean, paperless and with chair pushed in.
- After printing, the printer should be left on-line and ready to use.

Lab Misuse

- Transmitting or reproducing materials that are slanderous or offensive in nature, or that otherwise violate existing laws or College regulations.
- Displaying obscene, lewd or sexually harassing images or text.
- Copying of the computer lab software (piracy) is not allowed.
- Giving out your own or anyone else's password or allowing another person to use your login ID is prohibited. If your account is misused, you are responsible.
- Using computer equipment for purposes other than what is deemed to be part of the learning process.
- Unauthorized attempts to bypass data protection schemes or uncover security/loopholes.
- Knowingly or carelessly performing an act that will interfere with normal operation of the computer equipment.
- No electronic device shall be connected to the College's network (personal computer, PDA, wireless bridge, router, etc.) without Computer Services express written permission.
- Any port scanning, network mapping, or other indiscriminate analysis, of the College network is strictly prohibited.
- A User shall not load daemons/services on any computer to act as a server (Mail servers, Web Servers, Peer-to-Peer servers including

music/video-sharing servers, DNS, DHCP. Remote access, etc.), without express written permission of the Computer Services.

4. Internet and E-mail

Unacceptable Practices

- Spending unreasonable amounts of time surfing or visiting Internet sites that are not program related. Program related work will be given priority.
- Sending inappropriate or offensive e-mail messages.
- Sending chain letters or messages that overload the network including mail with large attachments.
- Selling/advertising personal items through e-mail.
- There are a number of public groups set up for your convenience. Any case of misuse could result in the removal of these groups.

E-mail Etiquette

- Subject lines should clearly state message content.
- Students must maintain e-mail accounts by deleting unwanted mail on a weekly basis.
- E-mail messages should not be typed in all caps.
- Any memberships to list serves or newsletters should be un-subscribed at the end of the course.

5. File Storage Space

- Users may be granted limited file storage space (depending on availability of resources) on College network systems. This space is intended for use related to your program/course activities only.
- Students are responsible for backing up any data stored on local hard drives each day. Local drives are not backed up by Computer Services and may be wiped without notice.
- While all personal student files located on these systems will be considered confidential, they may be subject to inspection by authorized personnel during normal network maintenance and administration. Detection of files and/or other data that are deemed unacceptable by this Code of Practice will be dealt with as described in the section below dealing with enforcement.
- Students should remove all files and data stored on College network systems prior to their exit from the College. Failure to remove this material will result in their removal by the network systems administrator.

6. Enforcement of the Lab Code of Practice

- Holland College is the owner and operator of these facilities. When there is evidence of a problem, authorized personnel may examine all necessary files and systems in order to identify the cause.
- If, in the opinion of Computer Services staff, the security or integrity of any Computing Resources is at risk, or if there is a suspected violation of the law or any agreement, Computer Services staff may take such reasonable measures as deemed appropriate pending completion of the investigation (including locking an account or access point, or removing material that is suspected to be in violation of the law or an agreement).
- Misuse of computing, networking or information resources may result in the loss of computing and/or network access privileges.
- Minor infractions of this code of practice, when accidental, are generally resolved informally by the System Administrator, Lab Assistant or Learning Managers /Instructors. This may be done through e-mail or an in-person discussion. Repeated minor infractions or serious misconduct will result in the temporary or permanent loss of computer access privileges or the modification of those privileges.
- Learning Managers/Instructors or Lab Assistants, at any time, may request that an individual's network privileges be revoked, suspended, or minimized for behaviour that is deemed inappropriate.

In addition, offenders may be referred to their Learning Managers or other appropriate College officials if further disciplinary action is required. Refer to the [Student Code of Conduct](#), which is included in the Student Handbook, for further information.

Any offence that violates local or federal laws may result in the immediate loss of all College computing privileges and will be referred to the proper College officials and/or law enforcement agencies.

4. SITE LOCATION

<p>Adult Education Montgomery Hall – 140 Weymouth Street, Charlottetown C1A 4Z1 Phone: (902) 566-9628 Fax: (902) 566-9688 Toll Free: 1-800-446-5265 (press 3) September 30, 2009 to May 7, 2010 Schedule: Mon – Thurs, 8:30 am – 4:30 pm; 6:60 pm – 9:30 pm Friday, 8:30 am – 3:00 pm</p>
<p>Adult Education Fitzroy Centre – Fitzroy Street – Mailing Address – 140 Weymouth Street, Charlottetown, PEI C1A 4Z1 Phone: 902-628-1648 Schedule: TBA</p>
<p>Adult Education Royalty Centre – Enman Crescent - Mailing Address – 140 Weymouth Street, Charlottetown, PEI C1A 4Z1 Phone: 902-629-4210, Fax: 902-368-4548 September 30, 2009 to May 7, 2010 Schedule: Mon – Thurs: 8:30 am – 4:30 pm, Fri 8:30 am – 3:00 pm</p>
<p>Adult Education East Prince Centre for Learning and Work (Summerside) 223 Water Street, Summerside C1N 1B4 Phone 902-888-6495, Fax 902 888-6402 September 30, 2009 to May 7, 2010 Schedule: Mon – Fri 8:00 am – 4:00 pm, Mon & Wed, 6:30 pm – 9:30 pm</p>
<p>Adult Education Morell Centre – P.O. Box 58, Morell, COA IS0 Phone: 902-961-3005, Fax: 902-961-3792 November 2, 2009 to May 7, 2010 Schedule: Mon – Thurs, 8:30 am – 4:30 pm, Fri – 8:30 am – 3:00 pm</p>
<p>Adult Education Scotchfort – c/o Abegweit First Nation Linda Campbell c/o Fay MacLean PO Box 36, Mt. Stewart, PE COA 1T0 Phone: 902-676-2043, Cell: 940-3869 September 30, 2009 to May 7, 2010 Schedule: Mon – Thurs, 8:30 am – 4:30 pm, Fri - 8:30 am – 3:00 pm</p>
<p>Adult Education Souris Centre – 175 Main Street, P.O. Box 429, Souris COA 2B0 Phone: 902-687-2447, Fax: 902-687-1439 November 2, 2009 to May 7, 2010 Schedule: Mon – Thurs, 8:30 am – 4:30 pm, Fri – 8:30 am – 3:00 pm</p>
<p>Adult Education Elmsdale/O’Leary – Westisle High School, Box 57, Elmsdale, COB IK0 September 30, 2009 to May 7, 2010 Schedule: Mon – Thurs, 8:30 am – 4:30 pm, Fri – 8:30 – 3:00 pm, Mon & Wed, 6:30 pm – 9:30 pm Phone: 902–853-3511, Fax: 902-853-4632</p>
<p>Adult Education Dalton Centre, Tignish, COB 2B0 Phone: 902–882-3950, Fax: 902-882-3960 January 4, 2010 to May 7, 2010 Schedule: Mon – Thurs, 8:30: am – 4:30 pm, Fri - 8:30 am – 3:00 pm</p>

5. CODE OF CONDUCT FOR LEARNERS

The Holland College Board of Governors has established, through Board Regulation 50-06-01, a Code of Conduct for Learners which applies to all learners of the College. Affiliates, individual units and individual programs/courses may establish their own Codes of Conduct to meet program/course and occupational requirements. These codes must be consistent with the principles and values reflected in College Policy.

Student Rights

ADMINISTRATIVE REGULATION

Category: STUDENTS

Topic: Student Rights

Code: 50-01-1

Eff. Date: September 1, 1996

Students at the College shall have and may exercise their individual rights and freedoms and subject always to the need to respect and protect the rights of other members of the College community. Subject to these qualifications the following rights and freedoms of students are recognized by the College:

1. **Freedom of Speech** - The right to express themselves on any subject without hindrance, but subject always to College Policy and Procedures, civil and criminal law, including the laws of defamation;
2. **Freedom to Publish** - The right to publish and distribute their views at College Centres, either personally or through the student press, free from censorship but subject to College Policy and Procedures, and the law;
3. **Assembly** - The right to organize and take part in orderly assemblies at College Centres, so long as such assemblies are not contrary to College Policy, Guidelines and Procedures rules and regulations;
4. **Organizations** - The right to form, join and take part in any lawful group or organization subject to College Policy, Guidelines and Procedures;
5. **Student Organization** - The right to form, elect and maintain a democratic student organization for the purpose of organizing and administering the proper affairs of students;
6. **Impartial Assessment** - The right to be assessed fairly on academic performance and to be protected against bias, prejudice or capricious assessment by faculty;

. **Academic Appeal** - The right to request a review of those matters which may affect academic status and/or advancement;

8. **Information** - The right to enquire into and be informed about the reasons for College Policy, Guidelines and Procedure; and the right to make representation for changes to such Policy, Guidelines and Procedure;

9. **Use of Facilities/Equipment** - So long as College facilities are not required for College purposes and are generally available for use, any recognized student organization may apply for the use of College facilities upon agreement to abide by such uniform Guidelines and Procedures as may be laid down, including the payment of fees or expenses.

10. **Freedom From Discrimination and Harassment** - The right to be secure from discrimination and harassment, including sexual harassment. The College prohibits discrimination or harassment based upon any of the following grounds: race, colour, ethnic or national origin, citizenship, religion, creed, sex, sexual orientation, political belief, age, marital status, family status, physical handicap or mental handicap.

11. **Ethical and Professional Educational Environment** - The right to pursue training and skills development in an educational setting which recognizes sound ethical principles and encourages professionalism in its staff.

12. **Privacy of Records** - The right to access their personal academic or non-academic records including the right to request a correction of any personal information believed to be in error or incomplete.

13. **Release of Information** - Student records are considered to be confidential personal information which is not released except in the following circumstances: (a) with the written consent of the student; (b) for the investigative, administrative or statistical purposes of the College and/or the Departments and Agencies of the Government of Prince Edward Island and Canada as required by provincial or federal statute or regulation; and/or (c) for compassionate circumstances to facilitate contact with next of kin.

14. **Privacy of Information** - The right to be free from disclosure of information about their views, beliefs and political association, which faculty or administrators acquire in the course of their work as advisors and counsellors;

15. **Discipline** - The right to have the enforcement of all disciplinary matters follow the Guidelines and Procedures provided in the College Policy documents;

16. **Policies and Procedures** - Policies, Guidelines and Procedures of the College shall be made available to any student upon request. Students are advised that units/programs within the College may have Regulations and Procedures that are specific to their areas. Each student shall be provided with a copy of this statement of Student Rights and the Learner Code of Conduct prior to beginning a College program or training;

17. **Complaints and Petition** - The right to make a reasonable complaint or petition to the appropriate authority; and

18. **Academic Information** - The right to obtain in writing and have access to appropriate instructional information such as course outlines, grading/evaluation systems and notice of standing on request.



CODE OF CONDUCT FOR LEARNERS
(Board Regulation 50-06-1)

This Code of Conduct is designed to provide the minimal standards of personal conduct that the College expects of its learners. The right to attend the College carries with it responsibilities and each learner must adhere to the standards of this Code of Conduct if the learner wishes to remain enrolled at the College.

The following defines the broad parameters within which a rewarding and mutually supportive learning environment can be created and is based on the assumption that most learners in the College already uphold these standards of conduct. If further clarification of these parameters is required, with out limiting the generality of this Code, refer to Operational Guideline 50-06-2 "Code of Conduct for Learners".

1. Learners shall conduct themselves in a conscientious, competent and careful manner and with honesty and integrity at all times. The principles of honesty and integrity are key elements of a learner's attendance at the College and of each Rule in this Code of Conduct.
2. Learners shall familiarize themselves with, and shall at all times adhere to, the policies, rules, regulations, codes, guidelines and procedures of the College and its affiliates which are relevant to them, and the rules and regulations of society in general.
3. Learners shall attend their program and program activities regularly and on time. Learners shall complete assignments, projects and any other learning activities on time.
4. Learners shall ensure that their conduct in the learning environment contributes to a productive learning environment and in no way detracts from or disrupts the learning environment.
5. Learners shall not attempt to divert other program participants in support of any personal, political, religious, or social agenda or to use one program or class as a forum to complain about another program, class or member of the instructional staff.
6. Learners shall not possess or attempt to duplicate any College access key, enter or attempt to enter any closed College facility or remain or attempt to remain within a College facility after closing without proper authorization. Learners shall not block or attempt to block access to or from a College facility or disrupt or attempt to disrupt the scheduled use of any College facility.
7. Learners shall not possess, use, manufacture, consume, furnish or aid in the consumption or furnishing of alcohol, drugs or controlled substances except as expressly permitted by law and in accordance with College policies and regulations. Learners shall not possess or use firearms, explosives (including fireworks), dangerous chemicals or weapons of any kind on College-owned or controlled property.
8. Learners shall demonstrate courtesy, fairness and respect in all their interactions with others, including interactions with other learners, faculty and staff, both inside and outside the learning environment. Disrespectful behaviour, including:
 - using offensive, profane or obscene language;
 - making remarks or engaging in conduct which is racist, sexist, or in any way discriminatory;
 - engaging in behaviours or remarks which could reasonably be interpreted as threatening;will not be tolerated.

9. Learners shall refrain from any conduct that may result in the imposition of College sanctions, civil or criminal proceedings, or which is inconsistent with the maintenance of a productive learning environment.
10. Learners shall not use College Computers and/or Networks in any manner inconsistent with any policies, regulations or codes established by the College or its affiliates, including sending or displaying any form of offensive, profane, obscene, harassing or threatening materials.
11. Learners shall not in any manner assist, by act or omission, any other person in violating this Code of Conduct or any other policies, regulations, rules, guidelines or procedures established by the College or its affiliates.

A breach of any provision of this Code of Conduct will be considered to be a disciplinary matter and subject to sanction in accordance with College Quality Procedures.

Sexual Harassment

AE students and staff are entitled to learn in an environment free of sexual harassment.

If you feel you have encountered sexual harassment, please contact your instructor, the Counsellor or any other member of the ACE staff.

For more information or to initiate a complaint, please refer to Quality Procedure D03 Harassment/Discrimination Complaints.

Student Progress, Concerns and Discipline Issues

Adult Education and Holland College have implemented the Operational Guidelines and Procedures listed below, to address student progress and discipline concerns. For more information on these guidelines and procedures please consult with a copy of the College's Quality Procedures and Operational Guidelines Manuals.

- Operational Guidelines - 50-06-1 (Reporting of Student Activities)
- Quality Procedure A07 - Concerns with Academic Progress
- Quality Procedure A09 - Student Misconduct
- Quality Procedure A10 - Student Appeals
- Quality Procedure D02 - Complaints Procedure

Student Attendance Policy

Instructors will monitor attendance of all students who are enrolled in any Adult Education course. Attendance is extremely important for you to progress at a reasonable rate; therefore, you are expected to attend classes according to the schedule on your application. An absence of 3 consecutive days will be and may result in your being exited from the program. Low attendance may result in academic probation or exit from the program.

Students exited for attendance reasons will be given a 2 month waiting period prior to re-applying. If a student is exited more than once for attendance reasons, there is a two year waiting period before being able to re-apply to the program.

Attendance **must** be reported to the appropriate funding agency/case manager in the following incidents:

- if a student is absent for three consecutive days;
- if a student must be absent from the course for 10 days or more due to illness of either the student or a dependent;
- if progress is unsatisfactory or insufficient to complete the course requirements in the time allotted;
- immediately (within 5 days) when a student exits;
- at any time an instructor identifies a concern or issue where they feel intervention with a case manager is necessary.

Upon completion of the program, Instructors will file a "Final Term Report" which will be sent to the appropriate funding agency.

6. Student Evaluation

High School Credit Courses will have assessments (test/quiz) at the end of each learning module. The pass mark for each assessment shall be 65%. Mid-terms are required for credit courses (English may be an exception). Final exams shall be mandatory. The pass mark for these exams shall be 65%.

In order to better prepare students, for post secondary education, Grade 12 credits will be more closely monitored in terms of student evaluation. Tests are written only once. The mark achieved on the test, will be included in the final total. Mid term and final exams will have time limits for writing and cannot exceed three hours. Students must complete the writing in one sitting.

Levels I and II will have informal assessments, ensuring that the learner meets the learning objectives outlined for that level.

In Grade 10 and 11 credits, students shall be allowed to re-write exams and/or tests, as required. (An alternative test/exam will be used.) The mark will be limited to 65%, regardless of the mark earned on the exam/test.

Internal Challenge for Credit

Enrolled students may challenge a course at an accelerated rate if they have taken the credit before. In such cases, students shall be required to successfully pass no fewer than two module tests or a mid term for that course within a specific time frame, as a pre-test to determine readiness for a final exam. Students will be expected to complete a final exam with a mark no less than 65%. The final mark will be a combination of tests and exam, weighted to reflect the accelerated nature of the credit. (i.e. The exam will be more heavily weighted as it covers a greater portion of the material.) The student and instructor will define the exact process to obtain the Challenge for Credit, on an individual basis.

Term Report

A term report will be completed twice-yearly for each student, once in December and the second upon exiting the program. This review will include a record of the student's attendance, work completed, learning plans, and any progress concerns over a three-month period. These reports will be kept in the student's file. Copies may be sent to funding agencies, or used as progress reports for admission to a post secondary program.

Final Term Report

A final term report will summarize the student's work for that school year, and will form the basis for letters of recommendation or for other required reports.

7. Miscellaneous

Reporting of Student Accidents

AE students are covered by either the accident insurance plan provided by Holland College, Workers Compensation, or other private insurance plans subject to the type of accident and the terms & conditions of the Plan. Accurate documentation of any accident is a necessary requirement for any of these Plans. Holland College Quality Procedure A02 (Student Accidents and Injuries) suggests that students report any accident or injury incurred during training or through any activity approved by Adult Education. Students are requested to complete and submit a Holland College Accident and Incident Report (**Quality Form 023**) and submit to the Facilities Coordinator, Montgomery Hall. All incidents involving violence must be reported using **Quality Form 184** – Violent Incident Report Form.

Smoking

Holland College is a smoke free facility. This Regulation applies to all buildings and properties owned or operated by Holland College; facilities leased, rented or loaned to ACE; where staff of ACE are working; where ACE has control of the applicable section of the building, and where the public is being served.

Inclement Weather

During severe weather conditions, staff and students should listen to local radio stations, to determine the status of the facilities. Classes in main centres will close when Holland College announces a closure. Announcements will be made as early as possible, normally by 7:00 a.m. Learning centres in Kings County and in West Prince will follow the decision of the schools in their areas.

Depending on the severity of the conditions, radio announcements could be:

- a. that Holland College Centres in the Charlottetown or Summerside area are closed or classes are cancelled. Under either condition, the Centres will remain locked and will not be accessible by students, staff or the general public.

- b.that the opening of the Centres is delayed. Under this condition, the Centres will remain locked and will not be accessible by students, staff or the general public until such time as an announcement has been made to re-open for the remainder of the day.

In cases where it is necessary to close down during the day, staff and students will be advised by electronic mail. It is the responsibility of the instructors to ensure their staff and students are aware that the building is closed. The Centre(s) will be locked and will not be accessible from outside.

In the event that night classes are cancelled, an announcement will be aired at the opportune time, and where possible, before 5:00 pm. If individual staff need to cancel a particular night course for any reason, the cancellation should be communicated directly to the students by telephone. Radio announcements should not be made in these instances.

Fund-Raising

Any fund-raising carried on within ACE must have final approval of the Director. Before the request is made, the activity must receive prior approval of the Instructor and the Program Manager. No proposals for fund-raising will be considered which involve a sale of liquor or giving of liquor for prizes.