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President’s Message

On behalf of our Board of Governors and staff, welcome to Parkland College!

By now, you know that education is an indispensable tool for building the life you want. At Parkland College, you’ll find a post-secondary institution that gives you the best of both worlds – diverse educational opportunities with a learner-centered, community feel.

We are committed to accessibility, inclusion, and diversity. We keep class sizes small so you can dream big and get the most out of your time with us. Here, you’ll know your instructors and classmates by name. That way you can learn more easily, get better grades, and start your career with confidence.

How can we help you? With us, you can get a university degree for the profession of your dreams. You can obtain the certificate or diploma needed for in-demand careers. You can get started on a path in the trades at our brand new Trades and Technology Centre in Yorkton. Or upgrade your skills so you can take that next step to your career. The options are right here at your fingertips.

Parkland College employees work hard for our students, and it leads to individual, community, and economic growth. We are the partner of choice for business and industry in our region, and we work together to build the skills and knowledge of tomorrow’s workforce.


Sincerely,

Dwayne Reeve
President
Parkland College
Welcome to Parkland College!

Parkland College welcomes you. We look forward to working with you this year, and wish you every success in achieving your goals. We believe you have made a great choice to start or continue your studies at Parkland College. We are committed to providing an enjoyable and supportive learning environment for you.

- Instructors, Coordinators & Staff

Mission/Vision/Values

**MISSION:** Parkland College provides high quality learner centred education and training as a foundation for lifelong success.

**VISION:** To be Saskatchewan’s leader in delivering high quality education and training.

**VALUES:** At Parkland College, we value:

- Innovation and continuous learning
- Inclusiveness and diversity
- Compassion and respect
- Responsiveness and accountability
Let’s talk about respect

At Parkland College, respect is the cornerstone of our culture.
We all deserve respect, and it all begins with you.

Creating a respectful environment is everyone’s responsibility. The most common questions are: How can I help to do that? What can I do to be a more respectful member of the environment in which I live, work, and learn? Here are some tips to help you on your way.

1. **Know Yourself** - Have an idea where you stand. Know what is unacceptable about such things as racism, homophobia, and harassment.

2. **Stick By It** - There is a lot of pressure to conform and “go with the flow”. Know your line and stick by it.

3. **Look Around** - Know disrespectful behaviour when you see it. Things like hateful graffiti and mean or inappropriate text messages are not okay. So do something about it!

4. **Listen Up** - Know disrespectful language when you hear it. Recognize how harmful it can be.

5. **Talk About It** - Being respectful means being able to talk and ask questions about a variety of topics and discuss them in an open and honest way.

6. **Stand Up** - When you see someone being made a victim, step in. Do something about it. Say no.

7. **Value our Differences** - Diversity surrounds us. See the value in different perspectives, histories, and journeys.

8. **Take Pride** - Be proud of our campus, our environment, and our community. Participating in litter, graffiti, or vandalism, or even turning a blind eye to it is damaging to everyone.

9. **Own Your Actions** - Nobody’s perfect. You know when you’ve said or done something over the line.

10. **Be Accountable. Reach Out!** - Find out about your resources and use them. If you are being victimized tell someone. We’re here to listen and to help. Just reach out.

Respect is a human right. Fostering this belief is a critical part of our values as a post-secondary institution. This approach emphasizes that Parkland College is an inclusive learning environment. When we talk about diversity, we include race, colour, gender, sexual orientation, religion, intellectual capacity, body shape, disability, age, family background, parental status, socio-economic background – a broad spectrum of diversities.

As a college, we have to do all that we can to make the learning experience a positive and productive one for all students, faculty, and staff. **We’re here to listen. Reach out!** If you are experiencing or witnessing disrespectful behaviour, bullying, cyberbullying, do something about it. Talk to your instructor, program coordinator/ manager, or student services.
Here’s some of what Parkland College can offer:

- Personal, academic, financial, and career counselling
- Assessment Services (Career/Employability, Psycho Educational, Academic)
- Learning disability accommodations
- The EDGE Student Help Centre
- One-to-one tutoring based on demand
- Workshops based on demand
- Assistance preparing resumes, practicing interview techniques, and creating career management strategies
- Exam invigilation

Academic Upgrading

- Adult 10
- Adult 12
- Literacy Services
- Workplace Essential Skills Training
- English as an Additional Language

Skills Training

- Full-time & part-time certificate programs
- Full-time & part-time diploma programs
- Industry recognized safety training
- Corporate training workshops
- Computer training

University

- Academic counselling & advising
- University of Regina classes
- University of Saskatchewan classes
- Distance Education classes
- Exam invigilation
Parkland College offers a wide range of student services to help make your learning experience enjoyable and rewarding. The Current Students section of our website is built to help you learn more about the opportunities and great benefits of being a Parkland College student, including:

- Career & Student Services
- Campus Closures
- Computer Access
- Student Discount Cards
- Scholarships
- Graduation
- College Clothing
- And more!

Interact with us

Facebook  www.facebook.com/collegeofchoice

Instagram  @collegeofchoice

Twitter  @collegeofchoice

YouTube  www.youtube.com/collegeofchoice
## Adult Basic Education calendar – Parkland College

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4, 2018</td>
<td>Classes start</td>
</tr>
<tr>
<td></td>
<td>Semester 1 begins at all locations</td>
</tr>
<tr>
<td>September 24, 2018</td>
<td>Board/Staff Workshop (no classes)</td>
</tr>
<tr>
<td>October 8, 2018</td>
<td>Thanksgiving Day (College closed)</td>
</tr>
<tr>
<td>November 12, 2018</td>
<td>Remembrance Day (observed) (College closed)</td>
</tr>
<tr>
<td>December 21, 2018</td>
<td>Christmas break begins</td>
</tr>
<tr>
<td>January 2, 2019</td>
<td>Classes resume in Yorkton and rural campuses</td>
</tr>
<tr>
<td>January 15, 2019</td>
<td>Semester 2 begins in rural campuses</td>
</tr>
<tr>
<td>January 16, 2019</td>
<td>Semester 2 begins in Yorkton</td>
</tr>
<tr>
<td>February 18, 2019</td>
<td>Family Day (College closed)</td>
</tr>
<tr>
<td>February 18-22, 2019</td>
<td>Mid-semester break (all campuses)</td>
</tr>
<tr>
<td>April 19, 2019</td>
<td>Good Friday (College closed)</td>
</tr>
<tr>
<td>April 22, 2019</td>
<td>Easter Monday (College closed)</td>
</tr>
<tr>
<td>April 19-26, 2019</td>
<td>Easter Break (rural campuses only)</td>
</tr>
<tr>
<td>May 20, 2019</td>
<td>Victoria Day (College closed)</td>
</tr>
<tr>
<td>May 21, 2019</td>
<td>Floating stat holiday (College closed)</td>
</tr>
<tr>
<td>May 24, 2019</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 29, 2019</td>
<td>Graduation Day</td>
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STUDENT POLICIES, EXPECTATIONS & INFORMATION

Student Rights & Responsibilities
Parkland College strives to offer an environment for lifelong learning. In all matters of personal conduct, whether in academic work or college activities, students are expected to be responsible members of the College and community. Students are encouraged to engage in discussion and inquiry relevant to their classroom studies.

While Parkland College is responsible for maintaining standards of academic performance and integrity established by the curriculum, students have the right to be informed of the procedures and standards by which they are graded. Student performance is evaluated on academic achievement in class.

Disrespectful behaviour, dress or conduct will be addressed on an individual basis. This is not limited to but includes harassment (verbal/physical), attendance, punctuality, substance abuse, inappropriate clothing, etc. Extreme consequences are dismissal from your program.

Academic Procedures
As a student, you are required to comply with the academic regulations of the educational institute (i.e. cheating, plagiarism or dishonest behaviour). Academic regulations are designed to help you effectively pursue and achieve your academic goals while maintaining a high-quality learning environment. See Appendix 1

Academic Appeals
Parkland College will provide an avenue of appeal for students who have been discontinued or who feel they have been unfairly graded. See Appendix 2 for more information.

Non-Academic Procedures
Issues of a non-academic nature will first be discussed with the student. If the College determines the issue is not resolved, the student may then be placed on discipline. This process is outlined in Appendix 3. Suspension or discontinuation from a program may result depending on the nature of the issue. Parkland College has ZERO TOLERANCE TO VIOLENCE. As per Occupational Health & Safety regulations, harassment, violence, verbal or physical abuse of any staff or student is not acceptable and will be dealt with accordingly.

Accident Insurance
Students have limited personal accident insurance while going to and from school. Please request the accident insurance brochure should you need it.

Anti-Harassment Policy
The College is committed to providing a harassment free environment for working and learning. The College declares that it will neither tolerate nor condone any inappropriate or irresponsible conduct which
creates an intimidating, hostile, or offensive environment for work or study through the harassment of an individual or group on the basis of sex, age, gender orientation, race, religion or disability. Parkland College promotes: “A workplace free of Harassment and Violence. Any verbal or physical abuse of Parkland College students, employees or clients will not be tolerated”.

Parkland College defines harassment as "objectionable conduct, comment, or display made on either a one-time or conditional basis that demeans, belittles, or causes humiliation to a person and that is known, or should be known, to be unwelcome. It is objectionable conduct or comment, directed towards a specific person(s), which has no legitimate purpose. It may result in an intimidating, hostile or offensive environment, impacting on the individual’s ability to work and learn. Harassment may or may not be intentional.”

If you believe you are being subjected to harassment:

- Take direct action - ask the person to stop
- Talk to your instructor, coordinator/ manager, or counsellor
- Keep records (dates, times) of the incidents and the names of any witnesses

Complaints of harassment can be resolved informally, through mediation, or formally, through a formal complaint procedure/investigation.

The College’s Anti-Harassment Policy is posted in every College campus. Copies of the complete document are available on request. Contact your local College counsellor for assistance.

Attendance

Parkland College programs involve education and training to ultimately prepare their students for employment and as such there are expectations of attendance and punctuality for all students. Students are encouraged to keep in contact with instructors when away for illness and are responsible for all work missed. Absenteeism (e.g. no contact, frequently absent) will result in discontinuation.

Attendance and Student Loans or Sponsorship

You are responsible for understanding and abiding by the regulations and agreements of your loan or sponsorship. Guidelines for sponsored students regarding attendance and academic standing may be more specific than stated above. Sponsored students may be required to discontinue should their funding be cancelled.

Program instructors do not deal with student/sponsoring agency funding issues. However, we do provide student progress reports and attendance information to funding agencies when requested.

Cell Phones

The use of cell phones to send or receive calls or text messages is strictly prohibited during scheduled class times. This time includes both lecture and scheduled work period time. Educational use of cell phones is at the discretion of the instructor.
Cell phones are banned from the classroom during the writing of midterm and final exams.

Consequences for using cell phones during classroom time may include removal of the student from the classroom or confiscation of the cell phone until class is complete. Repeated abuse may result in the student being removed from the program.

Change of Address
Any change of address or phone numbers during and after completion of your program need to be given to the College in order that income tax receipts and pertinent correspondence are forwarded.

College Clothing & Merchandise
Parkland College clothing is available throughout the year from the Yorkton Campus. Stock on some items may be limited or may be special ordered. Please refer to the Current Students website at students.parklandcollege.sk.ca for more details.

Computer Usage Policy
The use of computers is available to all Parkland College students who have network accounts. Network accounts can be used at all Parkland College campuses.

All students who wish to use the Parkland College network are required to have a network account. Parkland College Photo Identification must be presented to get a network account.

The College will not condone the unacceptable use of computers and computer facilities. Instructors may use the internet to enhance a student’s learning by giving limited access to certain sites. Instructors also have the authority to deny or revoke student’s access to the internet and Parkland College computers if the rules are not followed.

As a student using the computer lab, you are expected to leave the work area in a neat and tidy condition, ready for the next person to use. No food or beverages will be allowed in the computer room. Any tampering of system files will not be tolerated.

Please refer to the Current Students website at students.parklandcollege.sk.ca for more details on The Acceptable Use of Computers and Computer Facilities.

Courtesy Phones
Students must be aware that the College phones are business phones. A courtesy phone is located in the student lounge area for personal calls in Yorkton and Melville. The courtesy phone is only for outgoing local calls. This is a phone for students needing to contact babysitters, schools, etc., so please be considerate of others’ needs when using.

Daycare (Yorkton)
The Kid’s Zone Early Learning & Childcare Facility Inc. (up to 18 months) located in the Yorkton Regional High School and the Kid’s Zone Daycare (18 months to 5 years) located in our facility may have openings for your children. If you are interested, call 782-2173 for more information.
Exam Procedures
It is expected that all students write all quizzes, midterm and final exams as posted or scheduled. If any exams are missed without notifying the instructor prior to the start of the exam, a zero grade will be given.

Given extenuating circumstances, the date of a quiz, midterm or final exam for an individual student may be changed at the discretion of the instructor. These arrangements must be made prior to the commencement of the originally scheduled exam. Please note that there are very few acceptable reasons to change the date of any quiz or exam for a student.

Items allowed in the exam room will be limited to pens, pencils, eraser and items specific to the exam as indicated by the instructor. No cell phones, smartphones, tablets, or other connected devices will be permitted in any examination.

First Aid
A first aid kit is available by contacting the main office at your campus. Parkland College employees do not provide any kind of medication, such as Tylenol, Advil, aspirin, etc.

Graduation
Parkland College hosts a College-wide graduation for students who have met all the completion requirements of their program (e.g. Adult 10, Adult 12, certificate, diploma, and degree programs).

Graduation will be held May 29, 2019 at the Anne Portnuff Theatre in Yorkton, SK.

Graduation Tickets
• Students receive one complimentary ticket.
• Students are entitled to purchase two (2) tickets before the ticket deadline (date TBA).
• After the ticket deadline, students can purchase any remaining tickets required.

Graduation Gowns
• All graduates must wear a gown for the graduation ceremony.
• Gowns are complimentary and provided by Parkland College at no cost to students.

Please refer to the Current Students website at students.parklandcollege.sk.ca for more details as they become available.

Health & Dental
Skills training students enrolled at Parkland College are eligible for coverage under the Parkland College Benefit Plan. The cost of the plan is included in your institutional fees provided you are a full-time student in an applicable program, you meet the full-time criteria for your program of 32 weeks or more (enrolled in at least 60% of course load), you are residing in Canada, and you are under the age of 70. This coverage is not available to students enrolled in University or Adult Basic Education at Parkland College. Complete details can be found at mystudentplan.ca/parkland.
Lockers (Yorkton)
Lockers are available to students at no charge. College supplied locks are the only locks permitted. Post-secondary students should see Reception if you would like a locker. ABE students must see an ABE program assistant.

ABE students must empty out their locker and submit the lock to the ABE office prior to exiting the program.

Lounge Area
The College provides a Student Lounge for students to meet, socialize, and eat. The lounge includes coffee/snack machines, courtesy phones (Yorkton/Melville), fridge, microwave, and sink for student use.

Parking
Parking of student vehicles in College parking lots is to be considered a privilege and not a right. Parking is available at no charge, on a first-come, first-served basis. (Yorkton) Student parking is available on the west side of the building. Parking out the main doors on the north side of the building is for visitors only. Students have access to any space that is not designated as Staff Parking (numbered plug-in parking spots). Rural students must park in assigned areas at each campus. Vehicles in areas other than those designated for student parking may be ticketed and towed away at the owner's expense.

Safety Procedures, Lockdowns, and Fire Drills
Fire drills and lockdown exercises may occur anytime during the year. Please make yourself familiar with exits and the procedure to be followed by all present in the building. Take all fire alarms and lockdown declarations seriously. There is always the potential of a real emergency or situation. Your instructor will go through the process with you in class. A map of the building is located in your classroom.

Smoking
All campuses are designated non-smoking. By law, Yorkton and Melville students are not allowed to smoke on Good Spirit School Division property. Doing so may result in fines. Other campuses have designated smoking areas. See Reception for guidelines regarding smoking.

Phone Numbers/Texting (SMS) Numbers
The College’s main telephone numbers are:

- Yorkton, Main Campus: 306.783.6566
- Yorkton, Trades and Technology Centre: 306.786.2760
- Melville Campus: 306.728.4471
- Fort Qu’Appelle Campus: 306.332.5416
- Esterhazy Campus: 306.745.2878
- Canora Campus: 306.563.6808
- Kamsack Training Centre: 306.542.4268
- Toll free within Saskatchewan: 1.866.783.6766

Students are encouraged to contact their instructor(s) directly to advise of absences.
NEW THIS YEAR – Parkland College is pleased to introduce SMS numbers designated for specific program areas. Students may text questions or comments to this number:

- **Adult Basic Education**: 306.994.4813

**Photocopying/Faxing**
Program materials will be copied by your instructor. Personal copying (class notes, etc.) is free for black and white copying if you have paid your student fees and show a valid student card. If you do not have a student card, you will be charged 10 cents per page for black and white copying. Any colour copying will be 25 cents per page regardless of if you have a student card or not.

Faxing is not free. There will be a charge of $1.00 per page for outgoing faxes and 10 cents per page for incoming faxes regardless of if you have a student card or not.

**Personal Belongings**
Parkland College is not responsible for any items left in a classroom or left in lockers. Do not bring valuables or leave items unattended. Lockers may be available.

**Scholarships**
Parkland College’s Scholarship Initiative was established during the celebration of the College’s 25th Anniversary in 1998. Two decades later, the fund has grown substantially, thanks to the generosity of local organizations, businesses, community members, and the Parkland College Board of Governors and staff. Parkland College students are awarded over $100,000 in scholarships in an average year.

Students enrolled at Parkland College must meet the requirements specified for each scholarship in order to be eligible for an award. During the academic year, current students can apply for Internal Scholarships based on merit and financial need. Applications will become available in December 2018, and awards will be presented in March 2019.

Please refer to [scholarships.parklandcollege.sk.ca](http://scholarships.parklandcollege.sk.ca) for more details as they become available.

**Student Fee**
The Student Fee is administered by Parkland College to provide programs and services to the student body. All post-secondary full-time students including university programs, as well as ABE students are required to pay annual student fees. ABE students are required to pay a $20 student fee, as well as a $40 caution fee for the use of materials and textbooks.

Some of the programs and services provided by this fee include, orientation events and activities, sports, barbeques, dress up days, student services, black and white photocopying, college publications, use of technologies and individual student cards where required.

In addition, the student activity fee entitles students to a Parkland College Student Card that allows students to access discounts in local restaurants, entertainment, some transportation and Parkland College merchandise. Please refer to the Current Students website at [students.parklandcollege.sk.ca](http://students.parklandcollege.sk.ca) for a full list of student discounts available.
Tutor Support
The EDGE provides tutorial support in both group and 1 to 1 settings.

GROUPS

- Ante-up group tutorials are designed specifically for ABE students and are available only on certain campuses. Students will be able to attend a study hall/tutorial to access help on a drop-in basis.
- ABE Mixed Subject group tutorials are scheduled regularly through the year and focus on Math and English, either preparing ABE applicants or supporting already enrolled ABE students. Students are asked to enroll in these tutorials and to commit to regular attendance. Mixed Subject tutorials are available only on certain campuses.

1 TO 1

- 1 to 1 Peer tutoring: post-secondary students achieving above average grades may volunteer to tutor ABE students in subjects of their choice. ABE students can apply to the EDGE to request a match with a tutor. Matches will be made based upon the availability of peer tutors.

*Please ask your campus staff which tutorial options are available for you on your campus.*

Accessibility Services
Students who have a documented Permanent Disability may be provided with educational supports (such as 1 to 1 tutoring) through the EDGE. EDGE staff will assist individuals with documented permanent disabilities to apply for Permanent Disability Equipment and Services funding. For more information on the grant, visit https://www.saskatchewan.ca/residents/education-and-learning/scholarships-bursaries-grants/grants-and-bursaries/canada-saskatchewan-grant-for-services-and-equipment-for-students-with-permanent-disabilities.

Vending Machines
Coin operated vending machines are available in student lounge areas at select campuses. Parkland College does not provide change for vending machines. If the machines are empty or not functioning properly, call the phone number posted directly on the vending machine for service or refunds.
Appendix 1 – Academic Progress

Students who do not meet the academic performance of their program will meet with their instructor to create an Academic Learning Plan. The intention is to assist the student in assessing their situation with the end goal of developing an action plan. The plan will be continually refreshed and revised as the student continues to improve. The discussion is broken down into the following sections:

1. Defining problem areas
2. Brainstorming resources and possibilities
3. Discussing possible solutions and outlining an academic learning plan

Adult Basic Education

Adult 10 and Adult 12 full-time students are expected to complete a minimum number of 5 credits per year in Kamsack, Fort Qu’Appelle, and Melville; 6 credits per year in Yorkton Adult 10 and 7 credits per year in Yorkton Adult 12. Time-line exceptions may be identified and put in place by the instructor, and ABE Manager.

Students may be discontinued from their program for academic or behaviour reasons. Lack of progress is an acceptable reason for discipline or discontinuation.
Appendix 2 – Student Appeal Procedure

Adult Basic Education

Before entering an appeal, the student is encouraged to discuss the issue of concern with the instructor and/or counsellor.

It is the responsibility of the student to officially begin the Student Appeal Process as outlined.

1. The first step is to prepare a written letter of appeal and email or fax it to the ABE Manager in charge of the program. This must be done within 3 days of receiving a letter of discontinuation.

2. The ABE Manager in charge of the program will rule on the appeal within 7 days of receiving it. The ABE Manager will explain the ruling to the student and send a copy of the appeal and the ruling to the Vice President of Academics.

3. If the student is not satisfied with the ABE Manager’s ruling, he/she can appeal by email or fax to the Vice President of Academics within 10 days. The VP will rule on the appeal and explain the ruling to the student within 10 days.

4. If the student is not satisfied with the VP’s ruling, he/she can appeal by email or fax to the President of Parkland College within 10 days. The President of Parkland College will rule on the appeal and explain the ruling to the student within 10 days.

The student may choose to drop the appeal process at any point in the process.

Only one appeal per student will be granted in an academic year.
Appendix 3 – Discipline Procedure

Adult Basic Education

Discipline Report Procedure
If a student’s behavior or attendance does not meet College expectations, the College will communicate the issue/concern to the student. If the College decides that the issue is not resolved, the student will be placed on Discipline Report. Note: “College” refers to Parkland College.

1. The instructor identifies issues/concerns as well as expected changes and you are given a verbal warning. If you resolve issues or concerns, there will be no further action.

2. If issues or concerns continue or additional concerns are noted, you will be placed on Step 1. This includes written documentation of the concern and a plan of action for resolution.

   If you resolve the issues or concerns, there will be no further action. After 4 weeks, if issues/concerns are resolved, you will be removed from Step 1.

3. If issues or concerns continue or additional concerns are noted, you will be placed on Step 2. This includes further written documentation of the concern and a new plan of action for resolving the issue. The documentation could be in the form of a strict contract, outlining the specific issues you need to address and the action needed to address them. In cases where you are absent, the instructor will complete a Step 2 form without your presence, in order to meet this documentation requirement.

   If you resolve the issues or concerns, there will be no further action. After 8 weeks, you will be removed from Step 2.

4. If issues or concerns have still not been resolved, you will be placed on Step 3, which is discontinuation from the program and automatic discontinuation of PTA. In some rare cases, the instructor may recommend a contract for you, rather than immediately implementing Step 3.

Student Misconduct
As a student, you need to know what constitutes misconduct. Misconduct includes, but is not limited to:

- Cheating: e.g. copying and/or using someone else’s work
- Disruption of Activities: any behaviour that is disruptive to your instructor and/or another student (for example, excessive talking, eating in class, swearing)
- Harassment (see Parkland College Anti-Harassment Policy)
- Inappropriate use of computers (see the Computer and Internet Use Policy)
- Plagiarism: e.g. copying off the Internet, copying from a book without crediting the source
- Theft
- Use of alcohol or other drugs while attending classes
Those displaying behaviour regarded as misconduct will be subject to the discipline procedure, or in some cases may be suspended or discontinued immediately by the Program Manager.

**Gross Misconduct**
In cases where it is deemed that you are a threat to yourself or to others, you will be discontinued immediately. Parkland College has **ZERO TOLERANCE TO VIOLENCE!**

**In cases where violence is an issue, the Manager will discontinue you immediately.**

**Discontinuation/ Withdrawal**
If you are discontinued, you will usually be required to wait **one full academic year** before re-applying to any Adult Basic Education program at Parkland College. Readmission to College ABE programs will be processed according to the College intake procedure.

If you voluntarily withdraw, you will usually be required to meet with your instructor and student counsellor to set up a plan for your return.

If you are discontinued or withdraw for reasons deemed to require counseling or outside intervention, **documentation will usually be required to verify the follow-through before re-admission will be considered.**

On re-admission, you may be required to serve a probationary period of **at least** one month on a **strict contract**. The contract will act as the initial verbal warning. If issues or concerns raised in the contract continue or additional concerns are noted, Step 1 would be the first documentation needed in the discipline format, followed by Step 2 (if needed), followed by Step 3, which is discontinuation from Adult Basic Education.

**Please remember:**
If you have been **discontinued or withdrawn three times** from Adult Basic Education, you **CANNOT** attend any future ABE programs offered by the College.
Appendix 4 – Refund Policies

Adult Basic Education
Students in ABE are expected to pay an **annual** fee of $60.00 which includes a $40.00 book caution fee and a $20.00 student fee prior to enrolment. Caution fees will not carry forward from one academic year to another.

The caution fee is used as a replacement cost for lost or damaged books. When all books are returned undamaged and when your instructors have confirmed the return of all materials, you can apply to get a caution fee refund. If all conditions have been met, a refund will be issued to you via the original method of payment. If fees were paid by cash or cheque, a refund cheque will be mailed to you. If payment was made by Visa or Debit, you must present the same card at the time of refund.

Please note that you **must apply for the caution fee refund before the end of each academic year**. You will not be refunded after this date.
Appendix 5 - Adult Basic Education Information

Adult Basic Education Attendance
The College programs involve training to ultimately prepare students for employment. As part of that preparation, our goal is to encourage punctuality and attendance of all students.

1) Students who are repeatedly late or leave early are subject to be marked absent. Up to 1/2 hour late is marked as late but more than 1/2 hour will be counted as an absence.
   • After three late occurrences, they will meet with their counselor and ABE Manager/Instructor to create an academic plan to address this issue.
   • Students are not allowed to leave class early; including if they complete an exam early.

2) Students at all campuses must maintain a 90% attendance record.
   • Any absences will be recorded.
   • Students are responsible for all work missed.
   • Ante Up will be considered one session to one period of class time. Students may use Ante Up time for up to a maximum of 2 days per month to either make up time or as EDO.

3) An Adult 10/12 student has up to and including the end of the fifth week of class in each semester to withdraw from a particular class. If the student withdraws before 5 weeks he/she will have no record of the class on his/her transcript. If the withdrawal is after 5 weeks, students will receive a final mark based on the work done to that date.

4) If a student is absent and does not contact the College for 5 consecutive days, he/she shall be discontinued. Students are expected to contact their instructors daily when absent.

5) On-going attendance issues, including medical and compassionate reasons, will be dealt with according to the Discipline Procedure. Each student’s circumstances will be reviewed on an individual basis.

6) Students should refer to their campus’ specific Attendance policy for more information.

Ante-Up Program
The college recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student’s achievement in reaching the individual’s program goals. Class attendance is required beginning with the first class meeting, and students are expected to attend all classes in which they are enrolled. For more information, please refer to your campus’ Ante Up initiative information.

A. ANTE UP CLASSES:

• Students will be asked to attend the Ante Up program to be held during the lunch hour in a designated classroom. Students will be encouraged to bring lunch to this session led by tutors specializing in all subject areas. Please refer to your campus’ Ante Up information for schedules.
B. FORMATIVE OPPORTUNITIES:

- Noon Hour Workshops—can be given by a number of individuals: a representative of the police department (drug and alcohol dependency discussion), professionals from the community who wish to volunteer their time, specialists from our campus, and counsellor led initiatives
- Mentoring Program—Elders, previous successful students, other role models

C. BANKING TIME (ETO/EDO):

1. Students will be allowed to bank up to 20 hours by attending the “Ante-Up” noon hour sessions.

2. The student must be involved in meaningful subject course work as directed by individual instructors.

3. Students are encouraged to be proactive with attendance. If you are expecting to be absent for a particular class, classes or the entire day bank your time accordingly.

4. EDO’s will not be awarded during examination times.

5. Students must apply for and receive prior approval from the ABE Manager for an ETO/EDO.

Leave of Absence
Leaves of absence will be considered for medical reasons only, including stress leave, that cause you to be absent for 5 or more days, provided your doctor agrees with this reason and signs the Attending Physician’s Statement required by PTA. Physician’s reports are available through the student counselor or your doctor’s office.

The LOA must be arranged with your instructor and the student counselor prior to the leave being taken. In an emergency, you can make this arrangement by phone. Leave of absence forms are available from your student counselor. NOTE: A LOA cannot exceed 3 weeks.

Only one LOA will be granted per academic year. A leave of absence may lead to discontinuation if the time away means you will not be able to complete your course load in the required time.

Provincial Training Allowance
Eligibility for the amount of the training allowance is based on your assessed financial need.

Rules & Regulations
- You are required to provide verification of income and expenses to PTA. Failure to do so may result in an overpayment, which means paying back the amount owing.
- Attendance policy monitored by the college may be audited by the PTA office.
- The maximum accumulated time on PTA is 36 months. Your training time is determined by your educational plan, not by how much time is left in your 36 months.
- Programming must be a minimum of 20 hours per week to qualify for PTA. Therefore, part-time students are not eligible.
- Students repeating subjects without approval do not qualify for PTA.
• People who have already graduated from high school or Adult 12 are not eligible to receive PTA.
   Seats are limited to those who have not graduated.
• No summer break funding is available so there is no PTA for June, July and August. Therefore, your last PTA cheque before summer holidays will be at the end of April for the month of May.

It is your responsibility to keep the College advised of any changes that affect PTA, i.e. address change, number of dependents, spousal or personal income. Daycare receipts do not have to be submitted to the College but please keep track of them in case you are audited by PTA.