

Student Handbook



Morden Adult Education Centre 2023/2024

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MAEC
Mission Statement

To provide adults with the opportunity to expand their educational horizons in a flexible and comfortable academic setting. Our school strives to promote learning as a life long activity accessible to all.

WELCOME

Welcome to the Morden Adult Education Centre! The Centre is designed to be an alternative to regular high school for adult students. The Centre strives to provide a positive environment in which to complete secondary school or to upgrade previous education.

The Centre is designed for mature adult students and is therefore very different from regular high school. The atmosphere is relaxed and respectful. The students take full responsibility for their education.

Students establish their own hours upon registration. Therefore, it is up to them to honour the commitment they made to themselves. Students are required to sign in and sign out for record keeping and statistical purposes.

The Centre does not expect behaviour to be a problem. Students are expected to be respectful of staff and other students. If problems arise, steps will be taken to resolve the issue. The Centre Director reserves the right to ask students to leave the Centre where improper behaviour results in disruption of learning or damage to Centre property. The Adult Centre is a place to come and complete your education. Please keep noise to a minimum!

STAFF

Director	Todd Folkett
Teacher	Helena Lantigua
Administrative Assistant	Stacey Fehr
Educational Assistant (MAEC)	Carmen Funk
Child Development Centre Coordinator	Ayne Wieler
Educational Assistant (CDC)	Barby Dyck

STUDENT REGISTRATION

Students are required to pay a \$20.00 registration fee, payable prior to receiving course materials. Students may be registered in the regular Manitoba High School Credit Program or in the Mature Student Credit Program.

Provincial Mature Student Requirements

1. The mature student must be 19 years of age at the time of registration or attain 19 years of age during the school year they register, in order to work towards their Mature Diploma. The student must be at least 19 at the time of graduation.
2. The mature student must have been out of school completely for six months or more and have been out of school long enough for the class of which they were last a member to have graduated.
3. To be eligible for the mature student diploma you must complete eight high school credits. Four credits must be at the Grade 12 level and include Math and English. Four credits can be from Grade 9 thru Grade 12 and may be applied retroactively with proof of completion from a valid high school transcript.
4. No person can claim automatic right to a Mature Student Diploma solely on the basis of courses previously credited in high school. One credit must be completed at an Adult Learning Centre.

Manitoba Requirements

The Province of Manitoba requires a minimum of 30 credits in order to receive a Manitoba High School Diploma.

RECOGNITION OF PRIOR LEARNING

The Morden Adult Education Centre has certified staff trained in **R.P.L.**

What is R.P.L.?

Recognition of Prior Learning is the process that involves the identification, documentation, assessment, and recognition of the learning you have acquired through formal and informal study. The process of recognizing and giving credit for knowledge, skills and competencies that have been acquired experientially, that is, through work experience, unrecognized education or training, self-study, volunteer activities and hobbies.

The type of learning known as prior learning may occur:

- On the job
- In volunteer activities
- Through a hobby or interest
- In military service
- Through travel
- Training courses
- Through independent study
- Through family and life experiences

R.P.L is a process that can be used to look at what you know and what you can do. R.P.L. can be used to get some form of recognition for what you know and the skills you have.

COURSE OFFERINGS 2021/2022

*Course offerings are dependent on registration, not all courses will be offered.

CREDITED SUPPLEMENTAL COURSES

Adult Basic Education – Practical Math
Stages Literacy

GRADE 10 COURSES

Mathematics

Essential Mathematics 20S
Intro to Applied/Pre-Calculus
Mathematics 20S

Social Studies

Geography 20F

English

English 20F

GRADE 11 COURSES

Sciences

Chemistry 30S
Physics 30S

GRADE 12 COURSES

Mathematics

Essential Mathematics 40S
Applied Mathematics 40S
Pre-Calculus Mathematics 40S

English

English Language Arts: Language and
Transactional Focus 40S

Sciences

Biology 40S
Chemistry 40S

Social Sciences

Global Issues: Citizenship and
Sustainability 40S
Current Topics in First Nations, Metis, Inuit
Studies 40S

Business and Employment Courses

Life/Work Transitions 40S
Community Volunteer 41G
Credit for Employment 40G

Other Courses

Family Studies 40S
Psychology 40S
Physical Education/Health 40F
Cultural Exploration 41G

Please see the Course Description Booklet for more
information on any of these courses.

GRADE 12 COURSE ENTRY

For entry to grade 12 Math

- You must have completed grade 10 Math in the previous 5 years with at least a grade of 65%
- If not, you must either take Grade 10 Math OR write a challenge exam to prove basic knowledge of Trigonometry and Algebra.

For Entry to Grade 12 English

- You must have completed Grade 10 English within the past 5 years with a grade of at least 65%
- If not, you must either **(a)** Re-take grade 10 ELA or **(b)** Complete a Writing/ Reading Ability test to prove suitability for Grade 12

COURSE REGISTRATION EXPECTATIONS

The Morden Adult Education Centre (MAEC) offers a continuous intake from September to April. This allows our students the flexibility to learn and complete their courses at their own pace. Although it may take more than one year to complete their educational goals, it is expected that all individual courses started must be completed within that school year.

Keeping this in mind, the MAEC has the following course registration expectations of all registered students:

- Independent courses should be completed within 5 months. Timelines will be set at registration based on the schedule and goals of each individual student. If deadlines are being missed a meeting will be held with the Director to reevaluate and reassess the students learning plan.
- Students taking courses using a classroom delivery model are required to adhere to the attendance policy and all assignment deadlines.
- Should you begin a course and decide you are no longer able to continue please inform the Centre of your intention to discontinue and return any materials you have.

The Morden Adult Education Centre wishes you success in your academic efforts. Our goal is to assist you in achieving that success!

GENERAL GUIDELINES

- MAEC is a “Scent Safe” environment, please be mindful of all.
- The facility is for all to use and enjoy. Please respect the building, resources, equipment, staff and students.
- No food or drinks are allowed at the computer stations at any time.
- Smoking is not permitted on Boundary Trails Property. You must go out to the sidewalk or to your vehicle.
- Please recycle your used paper. A recycle box can be found by the photocopier.
- No one shall use the photocopier without the consent of the instructor (not for personal use).
- Students are expected to maintain a clean workspace and clean up after themselves so that all who use the Centre may enjoy it.
- Personal belongings must be taken with you when you leave and not left in the centre.



STUDENT SUPPORT FUND

Rationale

The purpose of the Student Support Fund is to provide students with financial support to cover expenses that may hinder their ability to attend Morden Adult Education Centre (MAEC).

Policy

1. In order to access the fund an application form must be filled out.
2. All applications will be handed in to the MAEC administrative assistant who will assess the urgency, contact the committee, and set a date for review.
3. Each application will be reviewed by three members of the Student Support Committee which will consist of at least one teacher and one support staff, as well as a CDC representative where applicable. Recommendations will be forwarded to the director who will have final approval.
4. Students must be enrolled as a mature student working towards a diploma and be attending in a regular manner consistent with their enrollment. When applicable, students must also:
 - a. Have attended at least three months.
 - b. Have completed a minimum of half a credit.
 - c. Be up to date with all fees and textbooks
5. No student will access the fund in excess of \$100 per school year.
6. Records will be kept detailing all disbursements for a period of seven years.

Expenses Eligible for Coverage

Needs that are eligible for coverage include but are not limited to:

- Transportation
- School Supplies
- Clothing Supplies
- Food Supplies (Grocery Vouchers/Meal packages)

A variety of other needs could come to attention and will be reviewed on an individual basis; approval will be at the discretion of the committee.

ATTENDANCE POLICY

Morden Adult Education Centre believes that regular attendance and punctuality are essential to the success of our students. Regular attendance is necessary for a student to gain the full benefits of educational instruction and receive the help needed when working independently.

Responsibility for attendance rests with the student. It is the student's responsibility to inform the school if they will be absent for class.

Protocol for Absences

- At two unexplained sequential absences in class, the subject teacher will contact the student
- At 4 absences per term in class, a meeting with the director will be scheduled
- Upon the 6th absence in a course, a student may be withdrawn from the course or placed on an attendance contract. Should a student be withdrawn from the class they will be moved to a course of independent study.
- After 8 absences within a term of in-class study, a student will be removed from the course and, in consultation with the director, their educational plan will be revisited.

Where exceptional circumstances warrant, such as a documented chronic illness, the school administration may grant an extension to students who have accumulated more than the number of explained absences allowed under this policy.

Where a student misses a test or examination due to an explained/excused absence, alternate arrangements will be made by the student/teacher/director. Where a final examination is missed due to illness a medical certificate is required.

CELL PHONE USE POLICY

All students will be required to adhere to the following policy on cell phone use within the Adult Ed. Centre.

- All ringers on cell phones must be set to vibrate or silent in the open area of the centre.
- Cell phone use in the classroom will be at the discretion of the teacher. Under supervision of the instructor cell phones and personal devices may be used for educational purposes.
- Cell phones are to be turned in to the front desk before writing any test.
- No cell phone use of any kind will be permitted while volunteering/supervising in the Child Development Centre.

TEXTBOOK POLICY

- Textbooks and other material are not to be taken out until the student has done an orientation and paid the student fee and any required deposit.
- All photocopied material (modules etc.) must be signed out at the front desk and signed in when returned.
- All textbooks and reference books, including novels, must be signed out with a staff member and returned to the front desk for re-shelving.

COMPUTER & INTERNET USE GUIDELINES

- Use of the computers and Internet is restricted to registered students only.
- Use of the computers, Internet, and e-mail is for course and employment related use only. No personal use is allowed. Personal printing and copying may be done with the permission of a staff member and at a cost of \$.10 black/white \$.25 colour.
- Students may choose to bring in their own devices for course work. Use of the Wi-Fi on their devices must be kept to school purposes only.
- Printing from the Internet should be kept to a minimum. Please cut and paste from websites rather than printing the entire website.
- Downloading without permission is strictly prohibited.
- Please use common sense when it comes to time spent on the Internet.
- Only appropriate sites should be accessed at all times.
- Inappropriate use of the Internet may result in suspension or withdrawal from the program.
- Students may choose to bring in their own USB Memory Sticks to save their work or a file can be created for them on our student network. Please note all files on our network will be deleted at the end of the year.



*Please be aware of the following fire and emergency evacuation procedures, as fire drills will be practiced regularly.

FIRE & EMERGENCY EVACUATION PROCEDURE

1. Exit in an orderly manner through the back door.
2. Move down the stairs and assemble in the East parking lot.
3. If the back door should become inaccessible, then please exit through the front door.
 - Proceed to the Main Entrance, exit and assemble in the West parking lot.
4. Once the building has been evacuated, please remain assembled until attendance has been taken.



CENTRE CLOSURE POLICY

If unacceptable weather and road conditions, or any other extreme circumstances, develop that may make school opening unsafe, local radio stations will announce any closures. Since bus transportation is not a means of transportation for students at MAEC, the canceling of bus routes and/or classes will not affect the operating hours of MAEC. If it is announced that schools are closed, MAEC will also be closed. Any decision to close will be relayed to the following radio stations; CBC 990, CJOB 680, CKMW 1570, CFAM 950, CFYI (The Eagle) 93.5. Please listen to any of these radio stations for any notice specific to Morden Adult Education Centre. If in doubt, call the centre before leaving.

The Morden Adult Education Centre is a part of Western School Division and all policies of Western School Division are applicable.

STUDENT ALCOHOL / DRUG POLICY

It is the policy of Western School Division that the use of or possession of alcohol or other drugs, other than those medically prescribed is prohibited on Division property. Furthermore, no student is to be under the influence of alcohol or other drugs while present at the Adult Centre. Any student in violation or suspected to be in violation of this policy will be asked to leave and may be subject to removal from all courses.

FREEDOM FROM HARASSMENT POLICY

The Western School Division is committed to maintaining a learning and working environment free from harassment. The division requires employees, students, parents, volunteers, and visitors to conduct themselves in a manner that promotes and protects the best interests and well-being of students, staff and others. The principle of fair treatment is a fundamental one and the Division will not condone any improper behaviour that jeopardizes dignity, undermines learning, working relationships or productivity.

TEST AND EXAM WRITING POLICY

In order to protect the integrity of the test/exam procedure all tests and exams must be written in one sitting, unless otherwise specified. Be sure to allow yourself adequate time to complete the test or exam you intend to write. Students will not be allowed to leave a test or exam and return later to complete it. Tests not completed will not be eligible for re-tests. Exams cannot be re-written at any time. All tests are property of the Centre and will only be returned at the discretion of the instructor.

BULLETIN BOARD POLICY

The bulletin board is for Centre and educational related notices and information only. Posters related to selling items are prohibited.

CHILD DEVELOPMENT CENTRE POLICY

For safety reasons, the door to the Child Development Centre will be locked during CDC hours of operation. No one is allowed in the Child Development Centre unless they are a parent/guardian or staff member. This is to ensure that the staff is able to focus their attention on the children. We hope this policy will respect the right to privacy and safety for the parents and children of the Child Development Centre.

HOURS OF OPERATION

***Morden Adult
Education Centre***



***Child Development
Centre***

MONDAY

MAEC	9:00 – 4:00
CDC	9:00 - 12:00 & 1:00 - 4:00

TUESDAY

MAEC	9:00 – 4:00
CDC	9:00 - 12:00

WEDNESDAY

MAEC	9:00 – 4:00
CDC	9:00 - 12:00 & 1:00 - 4:00

THURSDAY

MAEC	9:00 – 4:00
CDC	9:00 - 12:00 & 1:00 - 4:00

FRIDAY

MAEC	9:00 – 4:00
CDC	9:00 - 12:00