



Stevenson-Britannia Adult Literacy Program, Inc.

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United Nations
Educational, Scientific and
Cultural Organization



UNESCO
Associated
Schools

Welcome Package 2017-2018

Mission Statement

*Educating with empathy,
Learning through community,
Growing in knowledge.*

**ABSOLUTELY NO SMOKING ON UNDESIGNATED SCHOOL
PROPERTY OR ACROSS THE STREET IN ANY FORM.**

Smoking on back left corner of the main parking lot.



No lighting up in the foyer, on the sidewalks or in the back play area.

Please be mindful of the younger children on the premises.

Registrations will not be processed until your \$60.00 Administration Fee has been paid.

Personal Belongings

SBALP will not be responsible for lost or stolen materials. It is up to the individual to ensure that their materials are stored in a safe and secure manner.

Attendance

It is the expectation of SBALP that all learners attend regularly and be on time. It is acknowledged that there can be the odd time that someone is absent. Learners are encouraged to call if they are absent. Teachers must enter attendance in Maplewood.

Parking

There will be no parking in the parking lot between the hours of 7:00 a.m. and 5:00 p.m. Failure to comply may result in your vehicle being towed at owners expense.

FAIR AND JUST TREATMENT FOR ALL LEARNERS

To safeguard student rights in the area of student evaluation, all policies adopted, procedures used, and judgments made must be fair and just. Implicit in the meaning of “fairness” and “justness” are the three principles:

1. Objectivity – meaning impartiality and freedom from prejudice.
2. Equity – providing supports to ensure same opportunity for success.
3. Justice – absolute fairness.

Code of Conduct

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1. Preamble

Stevenson- Britannia Adult Learning Centre Inc. is committed to providing a life affirming, positive and safe learning environment for all of the participants in the program (the learners, the staff, the volunteers and the members of the Board).

2. Behavioral Expectations:

2.1. All participants will make a conscious effort to

- Treat each other with respect
- Recognize the dignity of all people and
- Be courteous

3. The following are specific behaviours that will not be tolerated in the interests of ensuring a secure, positive environment in and outside of the classroom.

3.1. No one shall harass any person verbally, physically, sexually or in any other way or by any means.

Definition: Harassment is defined as any unwelcome or offensive comment, behaviour or action, which offends, abuses, humiliates, demeans or causes loss of dignity.

Sexual harassment is any repeated or unwarranted sexually oriented practice which undermines or interferes with an employee's /student's work performance or creates an intimidating, hostile or offensive working/ learning environment.

Comments or actions, which constitute harassment, include but are not limited to

- Verbal or written suggestions, propositions, invitations or requests which are found intimidating, objectionable or offensive and cause discomfort on the job/ in the classroom
- Negative or demeaning comments concerning any other person's ethnic background or race, religious beliefs, sexual orientation, source of income, physical appearance or physical and mental challenges
- Leering or other gestures, unnecessary physical contact such as touching, patting, pinching, hugging, punching, etc...

3.2. Teachers are not to receive any gifts from students in accordance with the St. James Assiniboia School Division policy guidelines

4. Procedures

- 4.1. If the person being harassed is comfortable doing so, he/she may attempt to correct the problem by approaching the person to express the unwelcome nature of the situation.

4.2. Complaints must be made immediately to one of the following persons:

- Counsellor
- Education Director
- Chairperson of The Board

4.3. The harassed person in conjunction with the counselor, the Education Director or the Chairperson of the Board will: identify the specific form of harassment and communicate this to the perpetrator.

4.4. A written complaint will be presented to the “Code of Conduct Committee” of the Board.

4.5. A warning in writing and a copy of such will be placed in both files. The letter will inform the perpetrator that any further occurrence of the inappropriate behaviour towards the harassed person or any other person, will result in immediate expulsion or dismissal.

4.6. Every effort will be made to ensure that all students and staff are aware of the Code of Conduct. Notwithstanding the preceding any student or staff member has the right to make a formal complaint with the Police Service.

Any complainant is requested to provide the Board Chairperson with a copy of the official complaint.

Additional Information:

- There is a \$60.00 Administration fee, which is due at the time of registration. Registration cannot be completed until this fee is paid. All texts and graphing calculators and textbooks must be returned in good condition any lost textbooks must be replaced.
- Students recognize that Stevenson-Britannia Adult Learning Centre may contact the learner via email or the telephone number provided to verify attendance and educational standing. Messages may be left on answering machines or with those occupying the same residence.
- Stevenson-Britannia Adult Learning Centre Staff and volunteers will function as a Good Samaritan if any health issues arise. Please see <http://web2.gov.mb.ca/laws/statutes/ccsm/g065e.php> for more information.
- I understand and accept that I will abide by all policies established by the Literacy Working Group of the Stevenson-Britannia Adult Learning Centre. My teacher(s) will also overview and explain the pertinent policies to me at the beginning of each semester.