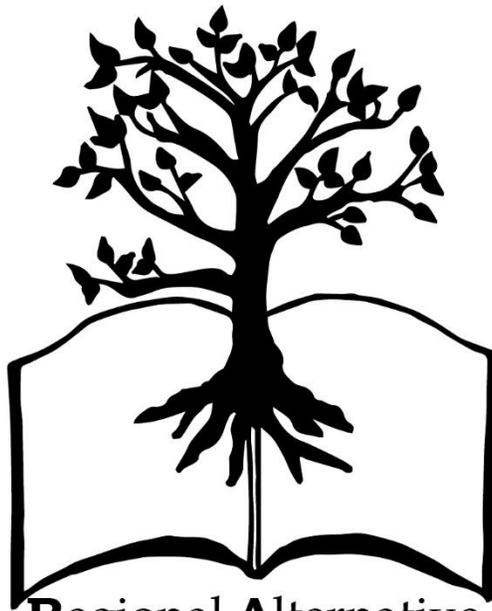


Regional Alternative Education Centre

Student Handbook



**Regional Alternative
Education Centre**

120 9th Street North West

Altona, MB R0G 0B1

204-324-6543

www.raec.blsc.ca

*The Regional Alternative Education Centre encourages lifelong learning
through educational goal achievement and personal growth.*

Alternate Formats Available Upon Request

Regional Alternative EDUCATION CENTRE

120 9th Street NW
Altona, Manitoba
R0G 0B1

Phone: 324-6543

raec.borderland.ca

Fax: 324-9572

Student Handbook

Overview

Independent Learning - With Support

With few exceptions, RAEC courses are self-directed. This means that you work at your own pace. Just as important, you will be supported in your studies by teaching staff who can answer your questions and give you whatever help and encouragement you need. Flexible hours and working on your own allows RAEC students to study when it works for them.

A common question we encounter is “how long will it take to complete a course”? Because you work at a pace that fits with your life and learning style, the question is almost impossible for us to answer. It is reasonable, however that you can expect to spend approximately 110 hours on a full credit course, and approximately 55 hours on a ½ credit course.

Flexible Schedule

RAEC is open both days and evenings for regular classroom work. Most courses allow you to come and go as you please. We are open:

- Monday, Tuesday, Friday:9am - 4pm
- Wednesday: 9am - 3:30pm
- Thursday 9am - 9pm

The school operates from September to June, following the Border Land School Division schedule (BLS D closures for weather mean that RAEC is also closed).

Cost

Expect to pay nothing for studies that lead to high school credits. Learners in this province do not pay to complete high school diplomas. In addition, the province allows each person who has finished a high school diploma to take **up to four courses** without charge. Exceptions apply for students requiring only portions of courses, or for those who have already completed four courses beyond graduation.

Rhineland Childcare Centre

To make learning possible for the widest range of learners, a licensed childcare is available. Numbers are limited (4 - infants and 16 - ages 2 to 6 years old), so arrangements must be made in advance. To learn more about cost and funding support, learners should arrange to meet with the childcare director or register online at www.manitoba.ca/onlinechildcareregistry

Getting Started

Staff at the Regional Alternative Education Centre (RAEC) work hard to make sure that your time here fits your learning needs and interests. To help ensure that your time is well spent, we have some processes in place to keep us organized and make beginning your courses as easy as possible.:

- ✓ **Fill out a registration form.**
- ✓ If you are planning to take any math, English, or ICT courses you may need to **complete a Math Assessment, English Assessment, and/or Technology Assessment.** These assessments tell us about your strengths, and give us information that is helpful in planning for you.
- ✓ Have a staff member **go through the other required forms and paperwork** with you. Be sure to look over course offerings list & student handbook before you come back. (All of these things are found in the intake folder, which a staff member will provide.)
- ✓ A staff member will be happy to take you on a **tour of the centre** and introduce you to other staff, if you have time today.
- ✓ **Staff may need to make an appointment with you to come back** in a couple of days for academic planning. By then we'll have a transcript and we'll have looked at your assessments. This will help the planning process a lot.

Diploma Options

Learners working toward their diploma have several options: WC Miller, Manitoba, Vocational, and Mature. An academic planning session with a RAEC instructor will help you choose the best option.

WC Miller Diploma:

34 Credits

Students Completing a WC Miller diploma must complete 34 credits including the following 18 compulsory credits.

Manitoba Diploma

30 Credits

Students completing a standard diploma are required to complete 30 credits overall, including the compulsory credits below:

Mature Diploma

8 Credits

Adults earning a Mature Student Diploma require a total of 8 credits: 4 credits can be at any level, *4 must be at the Grade 12 level. Both grade 12 English & Mathematics must be included.*

Only students 19 years and older, who have been out of school for 6 months, and whose graduating class is finished high school are eligible for the Mature Student Diploma.

Carrying Credits Forward

RAEC may allow each student entering the Mature Student Diploma program to carry forward credits from previous high school experience.

Credits granted more than 10 years ago can be carried forward with special permission from MB Advanced Education and Training.

Policies & Guidelines

RAEC is a place for the people of this community to achieve their learning goals. Most of our rules will come as no surprise when you keep this thought in mind. If you are here to work, everything else comes easy.

The centre has developed commonsense guidelines to maintain this positive school climate and help the school work with its partners in the Border Land School Division.

Reporting

The centre organizes formal reports (mailed to your address) at midterm and term ending points. On these reports, learners will find their marks for every course and comments on learning behaviours. You may inquire about your marks at any time during the school year.

Stale Credit Policy

Learners who abandon work on a course (either by leaving the course for an extended period, withdrawing from RAEC entirely, or failing to re-register in the fall) may not automatically continue work on abandoned courses where they left off. Such issues as course content, course currency, time elapsed and the assessment of information or skill level retained will then determine how the learner may resume work.

Academic Integrity

Our learners consistently maintain the highest standards of academic integrity, and trust is important to every aspect of life at this school. Once in a while, students will be tempted to copy work (from other learners or published authors or information on the internet) or cheat on a test, and when dishonesty is discovered, at the very least, students will need to redo the assignments. If you are ever in doubt about whether your actions are appropriate, check with your instructor first.

Attendance Policy

Unless you are required to attend by your employer, Employment Insurance or another agency, (or if you are less than 16 years of age), students choose how often they come and how long they stay. We encourage regular attendance because it goes hand-in-hand with steady progress and productive learning.

Bussing

Border Land School Division has a network of bus routes working around the regular K-S4 school schedule. Bussing questions or concerns should be addressed to the RAEC Director if transportation is required. All adults who require bussing will need to complete a Child Abuse Registry check and a Criminal Record Check (RCMP or DOPS) within 30 days of registering at RAEC in order to use bus services.

Confidentiality at RAEC

At RAEC, we strive to create an atmosphere that is welcoming and safe for all of our learners. As a student at RAEC, you might occasionally overhear information that was intended to remain private. **We ask that you respect everyone in this building by not repeating anything that you might hear in this building.** We will work diligently to protect your privacy as well.

If what you've overheard in this building causes you to feel concerned about someone's safety, address it with a staff member who will be responsible for taking any type of action. Our staff are trained professionals with the ability to handle a variety of situations, and we have access to many community supports to help with any circumstances. As a student, it is neither your job nor responsibility to attempt to intervene directly with another student, and it is NOT appropriate to go to their friends or family members with information in an attempt to be helpful. *Choosing that course of action might potentially place someone in danger.*

Legal Obligations of Staff

As a staff, we work very hard to make RAEC a safe, caring environment. As a result, students often share personal information with staff members. We will work very hard to make sure that the information that you share with us remains private and confidential. However, **if you share information that raises concerns about your safety, or the safety of others (including your children), we are legally obligated to share that information with the necessary authorities and/or agencies** (such as the police, Child and Family Services, or the school division's social worker.)

Internet & Cell Phones*

While in the RAEC classroom, learners have free access to the Internet for school-related work. We are well aware that the Internet can be a distraction, however, so we require that learners restrict recreational Internet use to the **lunch and supper** hours. (12-1 and 5-6)

*All students under the age of 18 are required to leave their cell phones at the front desk during school hours. You may use your phones from 12-1.

Parent Meetings for Under Age Learners

To help us communicate better with your parents, we will **require** a meeting with each underage learner, their parents or legal guardians, and a RAEC director. This meeting will be for the following purposes:

- 1) to complete a variety of paperwork requiring parental signatures
- 2) to discuss and set goals and expectations (of student, parent, and teachers)
- 3) to confirm daytime contact information of parents

This meeting needs to take place within one week of your registration (or re-registration) at RAEC.

Supporting Progress

Depending on your needs, the teaching staff at the centre will do everything from checking in with you when you ask for help to making telephone calls. Some students have appreciated working toward deadlines, or making daily plans. If you need support, make sure we know it. We can help.

Testing at the Centre

While most assignments can be taken home, tests are an exception. To keep things fair and secure, **tests must be written at the centre** (and can't go home). Math and English courses may also include a provincial exam.

If you find tests very stressful or the classroom too noisy, ask us about strategies. We will work with you to find ways that let us know how much you know rather than how nervous you get about tests.

Student Work/Records

Students are to be aware that the tests and exams that are completed at RAEC will be stored for a minimum of **2 years** after the student has stopped attending. After this period of time the tests and any coursework that has been stored at RAEC may be destroyed. The home directory on the 'H:/' drive may also be deleted at this time.

Over The Counter Medications

Due to the serious nature of allergies and the potential hazards that can occur with the incorrect mixing of medications, RAEC staff will **not** dispense any over the counter medications to students. Students are asked to bring their own medications. Please do **not** share your medications with others as you could be liable if they had a serious reaction to a medication.

Fire Drills

We are part of a school division, so fire drills are a part of life at the centre. Keep an eye out for posted fire plans (and be prepared for the occasional loud ringing!) RAEC staff will help you find our meeting points and make sure everyone is safe.

RAEC Fire Drill Guidelines

1. RAEC staff on site will check the centre area (lunchroom, childcare and bathrooms) before leaving.
2. Designated RAEC staff will assist childcare staff in removing children from the centre. If you have a child in the daycare, you must remain with RAEC.
3. The Administrative Assistant will take charge of the RAEC sign in binder.
4. RAEC students will exit the building and wait at the front (west) parking lot until the roll can be called.
5. RAEC staff will join students at the front (west) parking lot, checking the sign in binder.

Storm Days

Because RAEC is a school in partnership with Border Land School Division, RAEC **closes** with the rest of the Division in case of extreme cold or poor visibility.

Tune to the following information centres regarding up-to-date information on school closings. You can also check our Divisional web site for information - www.blsd.ca. We also do our best to notify students on the RAEC Facebook page. Do not call the school unless it is an emergency.

CAN-AM 105.1 FM

KG 102 FM - Roseau, Minn

KRWB - Roseau, Minn

KQ 92 - Warroad, Minn

CFAM 950 AM

CJOB 990 AM

CBC 990 AM

When is the Public Notified?

The decision must be made by 6:30 a.m. or earlier so we can notify radio stations, drivers, school principals and post the decision on our web site. If we wait longer to announce a closing, some parents will have already left for work, leaving their children unsupervised.

Will We Close Schools if Conditions Worsen?

Keep in mind that, even if weather conditions worsen, we cannot reverse our decision in the morning without endangering students. Once we make the decision to open the schools, many parents rely on it and leave for work. If we then send students right back home, many will return to unsupervised bus stops and empty houses. If conditions get worse during the school day, bus service may be cancelled and schools will be asked to notify parents and/or arrange appropriate billets.

*If schools have closed during the day on Tuesdays or Thursdays, RAEC will not be open during the evening -even if the weather has cleared.

BLSD Network and Internet Access Policy

BLSD computers, software, networks, electronic systems and access to the Internet are intended for education or research purposes and for conducting valid school business. It is presumed that all BLSD computer resources will be used in a responsible, efficient, ethical and legal manner, in accordance with the mission statement and the stated policies and regulations of BLSD.

In order to maintain system integrity and to ensure that users are using the system responsibly, network administrators may, as part of their authorized responsibilities, and in conjunction with divisional senior administrators (Principals and CEO) access any user's network storage area at any time. *Users (Students) should not expect that files stored on division servers would remain private.*

ICT Guidelines:

- Sites accessible via the Internet may contain material that is objectionable, sexually explicit, or otherwise inappropriate. Sending or displaying offensive messages or pictures is not acceptable.
- Harassing, insulting or attacking in an abusive, profane, racist, or sexually offensive manner of others will not be tolerated.
- Damaging computers, computer systems or computer networks is a serious offence.
- Making unauthorized repairs or additions, adding software or reconfiguring systems is not allowed.
- Violating copyright laws is not permitted. Avoid plagiarism when cutting and pasting ideas into your documents by giving credit to authors and artists.
- Using another's password or attempting to access another's folders, work or files is unacceptable.
- Intentionally wasting limited resources such as downloading large files or introducing a virus into the network cannot be allowed.
- Employing the network for commercial or illegal purposes is strictly forbidden.
- Non-education subscriptions to mailing lists, bulletin boards, or chat groups are prohibited.

Users who exhibit inappropriate behaviour will be subject to appropriate discipline, which may include loss of computer privileges, suspension from classes or school and, in extreme cases, legal action. Your school and BLSJ make no warranties of any kind, whether expressed or implied for the services provided.

Please be aware that these guidelines also apply to your personal devices while you are at the centre (phones, laptops, etc...).

RAEC community

Welcome to RAEC! We are very glad that you are joining us for your learning journey. We hope that your time with us is enjoyable, stimulating, and fun. We hope that RAEC will soon feel like your second home.

Communication from RAEC

A bulletin board is situated to your right as you come down the stairs to enter our classroom. Another board is situated near the photocopier corner. We also share information on the TV in the kitchen. Check for information on job opportunities, local events, educational announcements, and special events at RAEC along with other various topics. If you have the need to post a personal notice, approach a staff member and we will put it up for you.

We love to read!

At RAEC, we believe that reading is essential to becoming an effective learner, and that it is important for every student to develop their ability and identity as a reader.

Every day, once a day, we “Stop, Drop and Read.” When it is reading time, all students are asked to pick up something to read, and to read for the entire reading period.

Quiet & Respectful

Because many people are distracted by noise, we ask everyone to speak **quietly**. We encourage students to feel part of a learning community at the centre, but we hope people will balance talking and visiting with respect for those needing a quiet place to work.

Feel free to visit quietly or move to the foyer - ***and please set those cell phones to vibrate!***

Coffee Counter

Prepared beverages are **25¢** a cup. (Coffee, tea, iced tea, hot chocolate)

Dishes are available from the lunchroom. **Please place dishes in the dishwasher.**

Access to Technology

To complete their studies, learners have access to technology including digital cameras, digital video recorders, scanners, colour laser printers, video projectors, and up to date computers.

Library

To keep books available for our courses, some of our library materials have to stay in the centre. Most books, however, are available to be taken home to read. Please ask centre staff to sign them out for you.

Lunchroom & Kitchen

Students are welcome to use our kitchen and to eat lunch at the island. We kindly ask that you clean up after yourself. However, on days when hot lunch or breakfast baking occurs, we must abide by sanitation and safety rules as set out by Manitoba Health so some areas of the kitchen may be inaccessible during those times. Please check with a staff member.

Nut-Aware

There may be members of our RAEC community who have life-threatening nut allergies. We ask that you exercise care and caution with any nuts or nut products while you are in school or on the bus.

Parking

Students are welcome to park along the west side of the parking lot (facing the road). Unfortunately, plug in parking is unavailable for students at this time.

Personal Printing/Copying

Personal black and white printing and photocopying is **20¢** per page. Colour printing is **\$1.00** per page. This can be paid to our admin assistant at the front desk.

Smoking

Border Land School Division **does not** allow smoking on its property - this is a provincial by-law. The designated smoking area is just south of the school grounds near the tree line. We trust that RAEC learners will be good neighbors to local residents and the town by using the ashtray/garbage bin provided and cleaning up after themselves. Please do not smoke directly beside the RRTVA building.

Sign-In

Whenever learners attend, they should **sign in** and **out** at reception to help us keep track of who's in the building for centre records & **in case of fire**.

Telephone

There is a telephone available for learners to use. It is just outside the entrance to our reception area.

Telephone calls to the centre cause some problems. Because your attendance information is confidential, we can't tell callers whether someone is at the centre or not. We do, however, take messages.

If you are using your cell phone to make or take calls, we ask that you step out of the classroom and take your call in the foyer so that you don't disturb others.