

Regional Alternative Education Centre Student Handbook



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

Overview

The Regional Alternative Education Centre (RAEC) is an adult learning centre located in Altona, Manitoba and in Treaty 1 territory. Whether you intend to attend in person or as an online learner (or a bit of both), you can expect to engage in learning that is relevant, accessible, and supported by teachers. We are a unique school - our courses are all deliverable online (TEAMS or Brightspace) or via email or USB. Print options are accessible for in person learners if needed.

Independent Learning - With Support

Our courses are self-paced which means that you determine reasonable timelines to complete credits that fit your personal goals and are manageable in your current situation.

You will be supported in your studies by teaching staff who can answer your questions and give you whatever help and encouragement you need.

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 days and one evening each week for regular classroom work. Most courses allow you to come and go as you please. If you are working remotely, your teachers are available only during their working hours.

We are open:

- Monday, Tuesday, Friday:9am - 4pm
- Wednesday:9am - 3:30pm
- Thursday9am - 9pm

The school operates from September to June, following the Border Land School Division schedule (BLSD closures for weather mean that RAEC is also closed). Registrations are accepted after the September long weekend and April 30.

Cost

Expect to pay nothing for studies that lead to high school credits. Manitoba residents 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 may apply for students requiring only portions of courses, or for those who have already completed four courses beyond graduation.

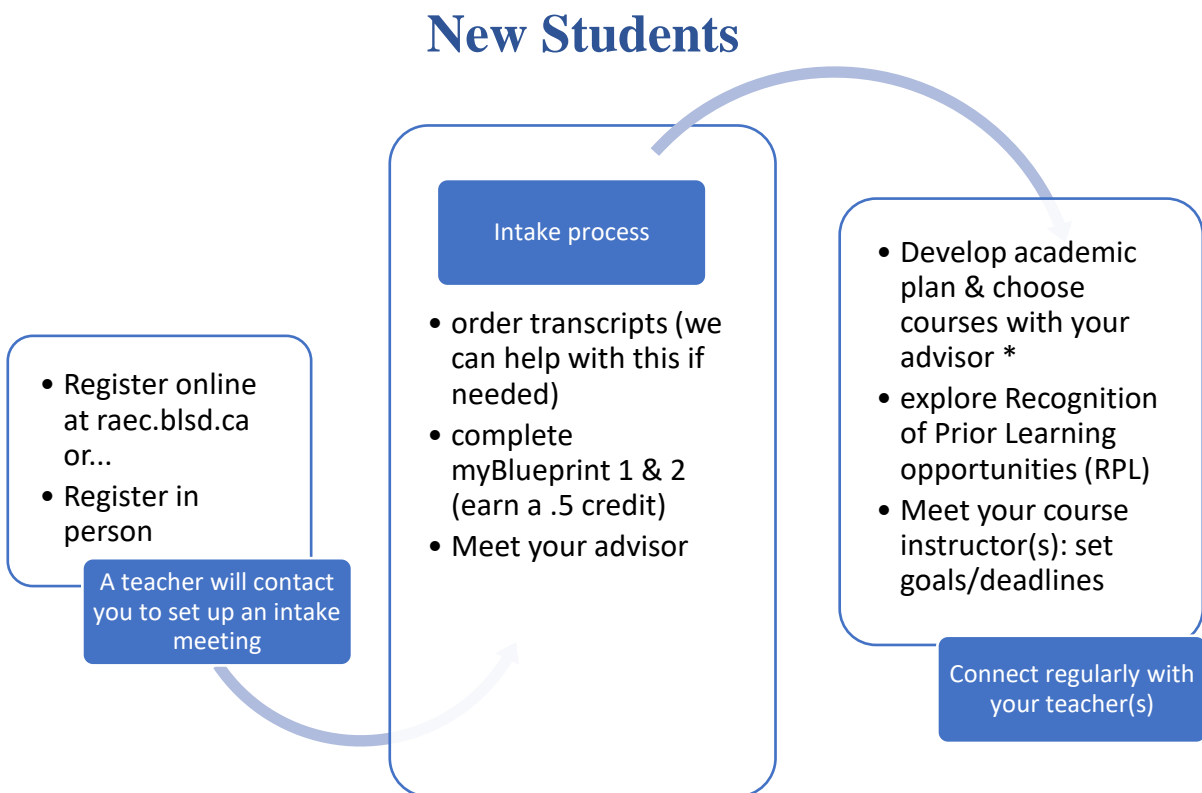
Childcare

If you are in the Altona area, please contact the childcare director at <https://www.kiddiesunshinecentre.com/> to learn more about availability, costs, and funding support.

If you are looking for daycare spaces elsewhere in Manitoba, please search online. [Manitoba Child Care Search - Government of Manitoba](#)

Getting Started

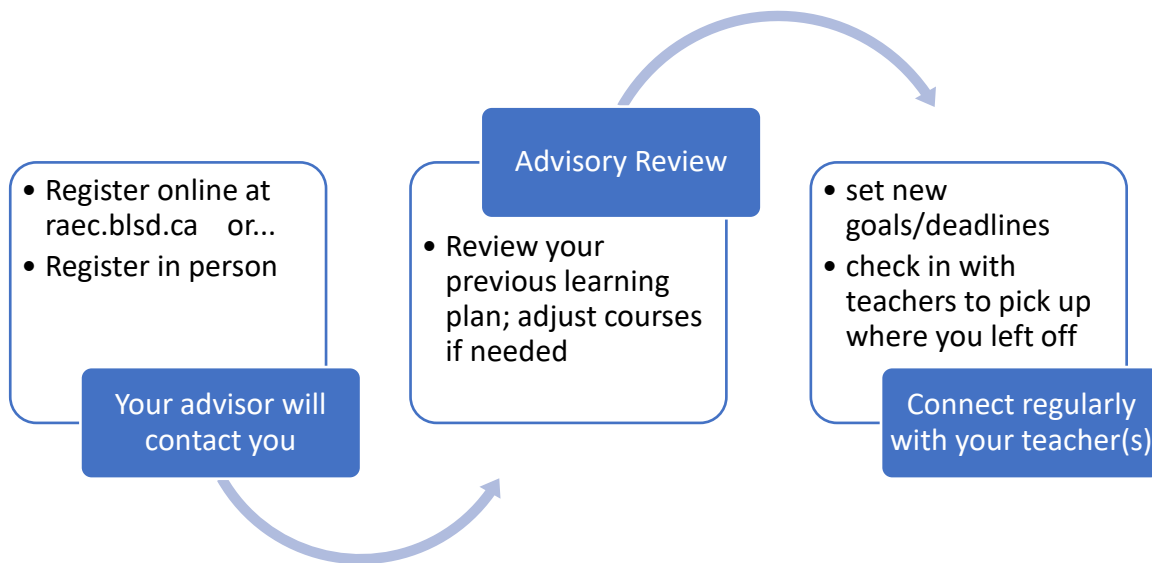
Staff at the Regional Alternative Education Centre (RAEC) work hard to make sure that your time here fits your learning needs and interests. To help ensure that your time is well spent, we have some processes in place to keep us organized and make beginning your courses as easy as possible.:



*Course offerings are available on the RAEC website

If you are registering as an online learner, please complete the pre-registration checklist on the RAEC website to ensure you are set up for a successful online learning experience.

Returning Students



Remote learning

You will need...	You need to know how to	Please have reliable
<ul style="list-style-type: none"> • Laptop or desktop computer • Software: presentation (such as powerpoint), word processing, spreadsheet (such as excel) 	<ul style="list-style-type: none"> • Navigate the internet independently • Email/online chat via TEAMS or Zoom • Upload your assignments or attach them in email 	<ul style="list-style-type: none"> • Internet • Telephone

**Teachers will support your learning during their scheduled work hours (not weekends, holidays, school closures, or if they are out due to illness or medical appointments)*

In Person Learning

Hours of operation	What to bring?	RAEC norms
<ul style="list-style-type: none">•Monday: 9-4•Tuesday: 9-4•Wednesday: 9-3:30•Thursday: 9-9•Friday: 9-4 <ul style="list-style-type: none">•RAEC follows the BLSD school calendar and severe weather closures	<ul style="list-style-type: none">•Nothing, really.... we provide:•laptops•pens/pencils/calculators, paper, etc...•breakfast/snack items :)•coffee/tea/water•microwave & kitchen access if you bring a lunch	<ul style="list-style-type: none">•Respectful working environment•Honor BLSD and MB Education policies and procedures•Independent learning(self-paced) with support from staff

**RAEC is an inclusive learning environment*

Diploma Options

There are two diploma options available at RAEC. An academic planning session with a RAEC advisor will help you choose the best option.

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 the RAEC director.

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 us work with our partners in the Border Land School Division.

Reporting

Learners can access marks and progress through PowerSchool any time throughout the year. A year end report card will be issued in June (accessible through PowerSchool), and official transcripts for graduates will be mailed after June 30.

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. Issues such 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 are expected to maintain high standards of academic integrity. If dishonesty is discovered (cheating, plagiarism, chat GPT), students will need to redo the assignments or risk academic penalty. If you are ever in doubt about whether your actions are appropriate, check with your instructor first.

Attendance Policy

REAC does not have an attendance policy. We encourage regular attendance because it contributes to steady progress and productive learning.

If you are required to attend by your employer, Employment Insurance or another agency, we will report on progress and hours spent in the classroom.

Bussing

Border Land School Division has a network of bus routes working around the regular K-12 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 to use bus services. Bussing for adults is not guaranteed as space is not always available.

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. Please abide by BLSD's acceptable use policy for technology while in our centre.

Parent Meetings for Under Age Learners (Border Land students only)

We require a meeting with each underage learner, their parents or legal guardians, and the RAEC director. Please note that underage students **must** be referred by a BLSD school. 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

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 so we can help.

Student Work/Records

RAEC does not store your academic work. Please save work that is important to you. If you are working on paper files at RAEC, please note that at the end of June each year, student assignment folders are shredded so please take your work home if it's important to you.

Marks and grades are stored in our student record system. Completed credits are also stored with the Manitoba government student record system.

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.

Emergency Drills

We are part of a school division, so emergency drills are a part of life at the centre. Online learners need to understand that your session with your teacher may be interrupted by an emergency drill.

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.

Tornado Drill - Please remain indoors and follow staff to the designated safe zone.

Intruder Drill - Please follow staff to the designated safe zone. Ensure your phones are turned off until we receive an “all clear” message.

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 winter storm conditions.

Check the RAEC website, RAEC’s Facebook page or the BLSD web site for information regarding weather related closures.- www.blstd.ca.

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 Thursdays, RAEC will not be open during the evening -even if the weather has cleared.

Online learners should not expect to access teacher support on these days as staff are not required to report on days when it is unsafe to travel.

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 BLSD 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

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

Communication from RAEC

We communicate regularly on Facebook and also through a monthly RAEC newsletter. You can chat with your teachers through TEAMS or over the phone during their working hours.

We love shared learning opportunities!

If you attend in person, we hope you will participate in our school based group activities. The themes that support this learning are generally based on the Seven Sacred Teachings, mental health, personal development, and wellbeing.

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!***

Hospitality

Beverages and breakfast/snack items are **complimentary**.

Dishes are available from the lunchroom. **Please place used dishes in the dishwasher.** (hand washing dishes is not allowed as per Manitoba Health regulations)

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 food preparation 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.

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.

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.

Smoking

Border Land School Division does not allow smoking on the property - this is a provincial by-law. Please use the designated smoking area. 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.

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.