

Kyah Wiget Adult Learning Center Policies

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Kyah Wiget Adult Learning Center Attendance Policy

Attendance is key to student success

The following guidelines are intended to assist the student in assuming the professional responsibilities integral to the role of an Adult Ed and future college/university student.

Both UCEP and Discovery are structured programs designed to meet the curricular outcomes of all courses by the end of each year. Due to limited space, we cannot accommodate drop-in or self-paced students. In addition, Discovery is a pre-trades program that focuses on preparing students to transition into trades programs or UCEP, which focuses on preparing students to transition to post-secondary institutions to continue their educational journey. Our program expectations therefore match the attendance, conduct, and learning expectations that will ensure your success in your next educational endeavor.

At Adult Ed, we view our students as adult learners who take responsibility for meeting their program goals and achieving a minimum of 85% in each course.

Reflect on the following statement:

*Just sitting in class does not ensure educational success.
Attendance with active participation, positive attitude,
and engagement does lead to success.*

- **Our Attendance Goals:**

Adult Ed requires a minimum attendance rate of 85% on average for the year in class. Students whose attendance falls below 85% at any given time, regardless of supportive measures, are at risk of not meeting the program requirements and are at risk of withdrawal from the program.

- **What do we consider “in attendance?”**

Adult Ed students are required to be on time, actively present, and participate in their classes.

- **Discretionary Days**

Fridays: No classes and serve as discretionary days to attend to personal matters, appointments and responsibilities.

- **Excused Absences:**

- Each student is allowed 6 sick days from September to May.
- Absence due to illness of more than 2 days requires a doctor's note.
- Special circumstances, including any extended absences, must be reviewed and approved by the manager.

- **Cultural obligations** are considered individually, subject to advance notice or request by the student and at the program manager's discretion.

- **Emergency absences** for unexpected emergencies are considered individually and at the program manager's discretion.

- **Do not qualify for excused absences:**

- Medical appointments
- Family Holidays
- Accompanying family members to appointments
- Work responsibilities outside of school

- **Missed classes, notes and homework:**

- It is always up to the student to maintain good attendance and academic standing, and to catch up on any missed work to maintain a passing average of 76%.
- Students are responsible to talk with instructors to complete and submit any missed work.

- **Time Management:**

Punctuality is a positive reflection of your character, a sign of respect for others, and a skill necessary to succeed at any educational institution and workplace. Effective time management is a learned skill or behaviour. If you enter the classroom late, do so with an apology to the teacher and without disturbing others.

- **Incentive to attend regularly:** Your active attendance and participation is directly connected to your living allowance. You will not receive living allowance for days missed or tardiness.

- **Tardiness:** All late arrivals will be noted as tardy on your attendance record. When you are late for class in the morning or after lunch, you may attend but will not get paid for the rest of the morning or afternoon.

Successful Attendance in Practice

Attending class alone does not ensure educational success. However, attendance with active participation and engagement does lead to success. Excellent attendance is expected for Adult Ed students. We view our students as adult learners who are responsible for meeting the program goals and keeping up a minimum in-class attendance of 85% for the year.

Class starts at 9 am. That means that instruction starts at 9 am until 12 noon.

Lunch from 12 – 12:30.

Afternoon session starts at 12:30 pm until 4 pm.

Excellent attendance with active participation and engagement. What does it look like?

1. Arrive early before class starts to settle in, have breakfast and coffee, and get your books, other resources, and laptop ready.
2. Come to class prepared, ready to learn, and with all the necessary books and resources.
3. Come to class fully rested, which means you did not go to bed too late or stay up watching TV or playing video games.
4. Do not miss classes unnecessarily or catch up quickly to avoid falling behind in class.
5. Do not miss the beginning of a lesson by coming late or the end of a class by leaving early.
6. Do not leave class at crucial times (the teacher explains a new math concept, introduces a new topic, or discusses an assignment) to attend to other matters (go to the washroom, fetch something in the car, or get a cup of coffee).
7. Ensure that your physical and social-emotional needs are met when you come to school.
8. Avoid distractions that may hinder your learning and progress.
9. Fully participate in all learning opportunities and activities without whining or resistance.
10. Come to school with a positive attitude.
11. Willing to learn and take guidance from teachers and other staff to ensure you stay on task.
12. Be open to constructive feedback. We learn from our mistakes.
13. Ask for help (face-to-face, note, through EA, using the Feedback Box)
14. Persevere through challenging times.
15. Place your cell phone in the basket when you enter the classroom without complaint.

Managing Attendance

1. Students must report all absences to the administrative assistant, Jade Gagnon, by email or phone prior to or at the time of the absence.
 - Email: receptionadulted@kyahwes.ca Phone: 250-847-2244 ext. 604
2. A student who is absent for two unexcused days:
 - Meet with Adult Ed team
 - Receives a Letter of Concern
 - Must submit a Letter of Intent acknowledging their responsibility and commitment to attend regularly
 - Further absence of two or more consecutive days will result in a Probation Agreement
3. A student who is absent for three unexcused days:
 - Meet with the Adult Ed team
 - Receives a Probation Agreement which will indicate the actions required by the student to remain in the program. The Agreement will be in force regardless of whether the Program Coordinator was able to successfully contact the student.
 - If any further unexcused absences occur during the probation period, the student may be recommended for withdrawal from the program
4. A student who is absent for 5 unexcused days without notification:
 - Is automatically withdrawn from the program



Kyah Wiget Adult Learning Center

Safe Learning Environment Policy

At the Kyah Wiget Adult Learning Center, we focus on providing students with a safe learning environment. We recognize that some of our students have had negative learning and life experiences, and attending school again may cause anxiety and trigger unhealthy responses. Our staff is committed to supporting students past any obstacles to their success.

- **Witsuwit'en Values:** We endorse Witsuwit'en values such as wiggus (respect), kindness, caring for and helping each other. Therefore, we focus a lot on collaboration in and outside of the classroom.
- **Lateral kindness and Support:** Be helpful and learn from each other. Offer your support or assistance when you see somebody else struggling.
- **Our Elders:** We value our Elders and appreciate that they share their knowledge and experiences in our programs; therefore, we always afford them the utmost respect.
- **Collaboration:** All staff members of KWES and all students attending KWES schools are equally worthy of respect. Therefore, creating a safe and healthy learning environment is a collective effort. Teachers, educational assistants, program managers, and administrators are committed to making your education rewarding and enjoyable. At the same time, our custodians, cooks, and other support staff provide essential services. We value and appreciate their contributions to our programs and students.
- **Diverse Social-Emotional Needs:** Not everybody is in the same emotional space at the same time. Sometimes students are triggered or experience challenging moments or days. Support each other by allowing others their personal space and time when needed.
- **Differentiated Learning:** All students have different strengths and face different challenges. Therefore, we allow everyone to grow and learn at their own pace. Therefore, we respect our fellow students who need a quiet and peaceful learning environment.
- **Anti-Violence:** We discourage any form of violence, including physical violence, verbal aggression, and lateral violence, such as talking under our breaths, mumbling insults, talking behind somebody's back, complaining about others to others, and gossiping.



Kyah Wiget Adult Learning Center Assessment and Evaluation Policy

Students are expected to meet the program requirements of a minimum of 76% in all classes and are expected to seek help in a timely manner when they are unable to meet the course requirements. Students and teachers will work together to create an Individualized Education Plan or an Individualized Intervention Education Plan to get students back on track.

BC Ministry of Education Grade Scale: Nicola Valley Institute of Technology Grading Scale:

PROVINCIAL LETTER GRADES	
A	86-100
B	73-85
C+	67-72
C	60-66
C-	50-59
F	0-49

Letter	Grade Point	%
A+	4.33	90-100
A	4.00	85-89.9
A-	3.67	80-84.9
B+	3.33	76-79.9
B	3.00	72-75.9
B-	2.67	68-71.9
C+	2.33	64-67.9
C	2.00	60-63.9
C-	1.67	55-59.9
D	1.00	50-54.9
F	0	0-49.9

Students will receive regular progress reports for all classes throughout the year.

UCEP teachers and the Post-Secondary Counselor will monitor students' progress as per the Indigenous and Northern Affairs Canada (INAC) Post-Secondary Student Support Program requirements.

The teachers use a variety of assessment methods to assess our students' mastery of knowledge and skills. As we prepare you to transition into post-secondary institutions, a growth mindset is crucial to meeting our program's expectations. All activities are carefully planned as part of our different course curricula, and participation is never an option but essential to achieve success.



Program Performance Requirements Policy

Student Advising

- Any personal or academic issues that might impede your academic progress should be brought to the attention of your teachers or post-secondary counsellor to help you succeed.
- Students considering taking a Leave of Absence or withdrawing from the UCEPP must consult with the Adult Ed Center manager or post-secondary counsellor before doing so.
- Students struggling emotionally or having difficulty coping can visit our in-house counsellors. Contact Jade Gagnon to schedule an appointment.

Students Not Meeting UCEP Program Requirements

- An “at risk” student is one who, without change or improvement, is not or will not meet course outcomes of 76% Academic and 85% Attendance performance.
- Ultimately, students are responsible for their learning and progress.

1. Identifying At-Risk Performance

Through verbal feedback, observed behaviors, interactions, review of progress notes, journals and other feedback, we have compiled a list of possible behaviors associated with at-risk students which may include:

- | | |
|--|-------------------------------|
| ○ Poor or minimal achievement | ○ Poor attendance |
| ○ Inappropriate or negative attitude | ○ Blaming |
| ○ Avoidance | ○ Problem-focused |
| ○ Excessive lateness | ○ Lack of a positive attitude |
| ○ Inappropriate or disrespectful communication | ○ Lack of a growth mindset |
| | ○ Lack of accountability |

2. Factors Impacting Performance May Include:

- | | | |
|----------------------------|----------------------------|---------------------------|
| ○ Knowledge/skills deficit | ○ Lack of commitment | ○ Health |
| ○ Poor study skills | ○ Lack of motivation | ○ Personal issues |
| ○ Learning difficulties | ○ ↓ Time management skills | ○ ↓ Organizational skills |

3. Consultation Between Student/Teacher

The goal is to ensure that the student or instructor initiates consultation when issues/concerns arise to foster increased awareness, mutual insight, and shared responsibility.

Our aim is to:

- Identify areas of poor performance, concern and consequences
- Relate it to course or program outcomes
- Determine why performance is at risk
- Write a summary and learning plan, including prescriptive strategies and timelines
- Identify when consultation with teachers will occur

4. Referral to Student Services (Post-secondary Counsellor & Adult Ed.)

- a. Identify areas of poor performance, concern and consequences
- b. Determine why performance is at risk
- c. Write a summary and learning plan including strategies and timelines
- d. If necessary, place the student on probation

5. Behaviors that may contribute to student success:

- | | |
|---|---|
| ○ Excellent attendance | ○ Punctuality |
| ○ Positive attitude | ○ State your needs |
| ○ Up to date with homework | ○ Ask for help |
| ○ Up to date with assignments | ○ Respectful communication |
| ○ Do required readings on time | ○ Solution-focused |
| ○ Come to class well-prepared | ○ Make corrections, resubmit, and strive to improve |
| ○ Taking care of personal needs:
healthy eating, good hygiene,
healthy sleep patterns and
enough rest, and healthy
gaming and online habits | ○ Growth mindset |



Kyah Wiget Adult Learning Center Dispute Resolution Policy

Step 1

When a concern arises, the student should address the concern with the staff member or other classmate most directly involved.

Step 2

- If the student is not satisfied with the outcome at this level, the student will put his/her concern in writing by completing an incident report (attached) and submitting it to the Adult Ed manager.
- The manager will meet with the student to address the concerns and work together to find agreeable resolution.
- Upon finding a resolution, the manager will send a summary to all parties that should be signed and returned for record-keeping.

Step 3

- If the student is not satisfied with the outcome at this level, the student should put his/her concern in writing and deliver it to the KWES Executive Director, Aaron Burgess.
- The ED (or designate) will arrange to meet with the student to discuss the concern and desired resolution as soon as practicable.
- Following the meeting with the student, the Executive Director will conduct whatever necessary and appropriate inquiries and/or investigations within 10 days of the notification or as soon as practicable. Those inquiries may involve further discussion(s) with the student, the adult Ed. manager and appropriate KWES personnel.
- If it has been determined that the student's concerns are substantiated in whole or in part, the Executive Director will work with all parties to reach an acceptable resolution and provide a written summary of the outcome to all parties involved, to be signed and returned for record-keeping.
- A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.

Step 4

- If the student is not satisfied with the decision of the Executive Director, the student must advise the Executive Director within 48 hours of being informed of the decision.
- The Executive Director will immediately refer the matter to the KWES Education Board of Directors. The Education Board will review the matter and meet with the student as soon as practicable.
- The KWES Education Board will either confirm or vary with the decision of the Executive Director. The School's Dispute Resolution Process will be considered exhausted at this point.
- If the issue is of a serious nature, the Education Board Committee may engage in the services of a third-party mediator.



Kyah Wiget Adult Learning Center Incident Report Form

Complete this form as soon as possible after an incident of workplace violence

Date and time of incident: _____

Name(s) of person(s) involved in the incident, if known:

☐ Witset First Nation member

☐ KWES Student

☐ KWES employee or contractor

☐ KWES Parent

Other (please indicate): _____

Where did the incident occur:

Check all that apply:

	Type of incident	Behaviour (e.g. punching, obscene phone call, yelling)
☐	physical act	
☐	threat, intimidation	
☐	psychological	
☐	disruptive behavior	
☐	other	

Describe what happened. Please be as specific and detailed as possible. *Attach a separate piece of paper if necessary.*

To whom did you report this incident? _____

When did you report this incident? _____

Steps/actions taken at the time of the incident to be completed by the Manager.

Name _____

Title _____

Signature _____

Date _____

Resolution - To be completed by the Manager

Name _____

Title _____

Signature _____

Date _____



Kyah Wiget Education Society Student Social Media Policy

General Policy Principals

It is the responsibility of students to read and act in accordance with the principles of this policy. Students must also read and act according to the rules and guidelines set out by individual Social Media, Social Networking and Website Hosting companies and providers.

Social media must only be used in ways that do not breach Kyah Wiget Education Society policies, statutes, regulations or ordinances. For example, students should not use social media in ways that breach KWES's Bullying and Harassment Policy, Policies and Procedures relating to student discipline, KWES's Electronic Policy, Code of Conduct, or Privacy Protection Policy.

Students should be aware that breaches of these regulations may affect student sponsorship and funding, progression to the next level of study, and suitability to gain professional accreditation. Professional bodies and employers make no distinction between using social media in a personal capacity and as KWES sponsored students. Students have been known to have had placement offers rescinded in light of information posted on personal social media sites. Inappropriate postings/use of social media may affect your **ELIGIBILITY FOR SPONSORSHIP** for KWES programs and/or post-secondary sponsorship to attend College or University.

Adult Ed. Students' personal online and social media responsibilities

- Students are personally responsible for posting or sharing content via social media. It is essential that students respect the privacy and the feelings of others at all times, and understand that the content posted via social media is a permanent record which is shared instantaneously with a potential global audience.
- Students must also be aware that many of our prospective students are minors (younger than 18 years of age) and that interactions with these persons should always be approached with caution, ensuring that the content of conversations/responses is suitable for those under 18. Students must not use KWES's logo on personal social media sites or other websites.

- A student's personal online or social media profile may reference KWES or a KWES-sponsored University as their place of study. Still, it must be made clear that the account holder's comments/posts/shares are made in a personal capacity only. Therefore, students should include a simple and visible disclaimer for clarity such as: *"The views I express are mine alone and do not reflect the views of my place of study"*.

Any communication by a KWES student and/or KWES-sponsored student made in a personal capacity through social media should not:

- **Discrimination:** Do anything that could be considered discriminatory against, or bullying or harassing of, any individual e.g., making offensive or derogatory comments relating to sex, gender, race (including nationality), disability, sexual orientation, religion or belief or age;
- **Explicit or illegal contents:** Contain images or other content that is sexually explicit or illegal
- **Discredit KWES:** Bring discredit to KWES in any way e.g., by insulting fellow students, staff or other individuals; making/sharing defamatory or offensive comments about individuals or groups; liking/posting/sharing/linking to images or other content that is inappropriate, sexually explicit or illegal.
- **Breach copyright:** e.g., by using someone else's images or content without permission, or by failing to give acknowledgement where permission has been given to reproduce. This means, for example, not posting articles or pictures scanned from newspapers or magazines. Posting such content may result in legal action by the copyright owner.
- **Breach confidentiality:** for example, by revealing confidential information owned by KWES (including communications in-person or email); posting confidential information about an individual, employee, business or another organization; posting contact details, pictures or personal details of other students or members of staff or members of the public without their prior permission. Students must seek prior advice from their Program coordinator or the KWES Executive Director if unclear about what information might be deemed confidential.

If there is any doubt about the accuracy of information to be shared on a social media network or site, then students should refrain from posting, commenting, liking or sharing this information. Students should be aware that they are representing KWES and/or their post-secondary sponsored College or University when posting comments, liking, sharing or responding to comments made by others on social media.

MONITORING OF SOCIAL MEDIA

- KWES will monitor social media sites, and we reserve the right to request the removal of any content deemed to breach this policy.
- KWES monitors online references to our educational institute, and we will act where necessary to protect our reputation.
- KWES will refer to social media sites when investigating breaches or complaints under this policy.

BREACHES OF THE POLICY

KWES has the right to request the removal of content from an official social media account and/or from a personal account if it is deemed that the account or its content breaches this policy.

If a student acts in a manner that breaches this policy, he or she will be liable to disciplinary action under KWES's Student Discipline Procedure, as detailed within KWES's policy and procedure. Depending on the content posted/shared/liked or favorited, students may also be subject to KWES's Bullying and Harassment Policy and Procedures.

Where a student is alleged to have breached this policy and the student disciplinary procedure has been engaged, KWES may offer support and representation to any student facing disciplinary action up to and including termination of financial sponsorship to attend UCEP, college or university programs.

COMPLAINTS

Complaints concerning the misuse of social media by KWES students will be dealt with using the procedures set out in the Student Disciplinary procedure.

Complaints about cyberbullying will be dealt with using the procedures set out in KWES's Bullying & Harassment Policy & Procedures.

Where a complaint involves threatening or potentially criminal online social media behavior, the matter will also be reported to the RCMP for investigation.

This will include, but is not limited to, complaints in which a student is alleged to have:

- posted online photos or videos of people in a place where he or she would expect privacy;
- threatened violence;
- accessed or shared child pornography;
- sent sexually explicit images or photos;
- engaged in stalking, or
- committed a hate crime.

IMPLEMENTATION

KWES will ensure that this policy and the appropriate procedures are implemented, disseminated and kept under regular evaluation and review in line with KWES's procedures for developing policies. The policy will be reviewed two years from the date of its implementation.

CONTACTS AND FURTHER INFORMATION

Hildegard Scholtz, Manager or Aaron Burgess, Executive Director, KWES



Kyah Wiget Adult Learning Center Cellphone Policy

All areas, including classrooms, hallways, restrooms, and common meeting spaces will be designated CELL-PHONE FREE ZONES during instructional time.

Cell phones ARE allowed before or after school and on breaks.

Cell phones should remain in a designated spot provided by each teacher or EA, off or in silent mode when classes are in session. Phones should NOT remain in pockets or on students, and smart watches should NOT be connected to the cell phone.

For incoming and outgoing communication that requires an immediate response, such as emergencies, please use the school office for communication.

Adult Ed Phone Number:
250-847-224 (ext. 604)

ADULT ED IS A CELL-PHONE FREE ZONE

DURING INSTRUCTIONAL TIME

THIS INCLUDES CLASSROOMS, HALLWAYS, AND RESTROOMS

**PLEASE USE CELL PHONES BEFORE/AFTER SCHOOL, AT LUNCH
ONLY**

In signing this permission form, I indicate that I understand and agree with the expectations of the Kyah Wiget Adult Learning Center Cellphone Policy.

Print Student Name _____

Date _____

Signature _____