

2020 - 2021 STUDENT HANDBOOK

STUDENT RIGHTS, RESPONSIBILITIES, POLICIES AND REGULATIONS



CarltonTrailCollege.
discover your future

Acknowledgement of Territory

Carlton Trail College is located in the traditional territories of the Treaty 4 and 6 regions as well as the homeland of the Metis people. We respect and affirm their histories, languages and cultures as their presence enriches our vibrant communities.

Carlton Trail College strives to provide a positive and safe learning environment that supports students in achieving academic success as well as personal and professional development. Carlton Trail College expects all members of its community to act toward each other in a manner that encourages high standards of personal and professional conduct, academic integrity and personal accountability. Disregard for these values is viewed as jeopardizing the effectiveness of the learning environment and the College will take action to restore or protect the learning environment

COVID-19

The Carlton Trail College COVID-19 Pandemic Planning Response Team has placed high priority on safeguarding our learners, employees and community so we can continue to contribute strongly to the success of our students, rural communities and province.

Carlton Trail College will continue to adhere to the restrictions and guiding protocols set forth by the Government of Saskatchewan, the province's Chief Medical Health Officer, and the *Guide for Saskatchewan's Post-Secondary Institutional Planning for Fall 2020* by establishing a number of institutional protocols for staff and students. All measures Carlton Trail College takes are to protect the health and safety of everyone. As these guidelines can change frequently in response to the pandemic, our approach will change as well. **Students will be advised electronically of any changes to rules and expectations but are also expected to keep up to date on current information posted on the College's website.** On the website you will find additional information for students, as well as links to documents provided by local, provincial and federal government resources.

For the 2020-2021 academic year, the College has committed to the delivery of programming through a blended model that will combine online, classroom, laboratory, shop and clinical instruction. Our cautious approach to student return-to-campus, through blended program delivery will allow us to tailor a response that works for the continued operation of the College, quality program delivery for students, while allowing us to monitor the situation and make adjustments accordingly.

There is the **EXPECTATION** that ALL students will follow all protocols established by the Government of Saskatchewan's public health orders, including:

- **Self-monitoring**: It is important to know the **symptoms** of COVID-19 and to act appropriately if you have those symptoms.
- **Self-isolation** means staying at home to prevent the spread of infection. ***If you are sick or have been in contact with someone who has COVID-19, or you have traveled outside of Canada, you MUST self-isolate.*** The Ministry of Health recommends you self-isolate for 14 days.

We will continue to work together, to reduce the risk of COVID-19 transmission across the province.

2020-2021 STUDENT COVID-19 RULES AND EXPECTATIONS

Your on-campus experience will look a little different this year as a result of COVID-19. The health and safety of our Carlton Trail College community is our number one priority. While College programs and services continue, the number of students and staff on campus has been reduced in order to maximize physical distancing.

Carlton Trail College continues to follow COVID-19 guidelines from both the province and the federal government. These guidelines are updated frequently in response to the evolving situation, and our ongoing approach in this situation will likely change as well. Students will be advised electronically of any changes to rules and expectations and are also expected to keep up to date on current information posted on the College's website. On the website you will also find additional information for students, as well as links to guidance documents provided by local, provincial and federal government resources.

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- **Self-monitoring**: It is important to know the symptoms of COVID-19 and to act appropriately if you have those symptoms.
- **Self-isolation** means staying at home to prevent the spread of infection. ***If you are sick or have been in contact with someone who has COVID-19, or you have traveled outside of Canada, you MUST self-isolate.*** The Ministry of Health recommends you self-isolate for 14 days.

Guiding Principles for Re-integration Back to the Campus and Classroom

- All Carlton Trail College recommendations and requirements will be based on the Government of Saskatchewan and the guidelines as set out by the Ministry of Advanced Education.
- Programming will be delivered in a blended manner, where students will be on campus on a scheduled, rotational basis throughout the week to minimize the number of students on-site.
- Physical distancing will be maintained wherever possible (2 meters/6 feet). When physical distancing is not possible, in common areas and in multiple-stall washrooms, students are required to wear a mask and/or face covering. Students are also required to wear a mask until seated in their assigned desk in their classroom, and while moving about the classroom.
- **Students must stay at home when they are sick (including minor symptoms) until they no longer have symptoms.** They are to advise their instructors immediately. Given all programs will be delivered in a blended format, students are expected to maintain their studies, unless the severity of their illness prevents them from doing so, while they are at home.
- **Students that start to feel ill at school will need to immediately notify their instructors, sanitize their hands, put on a mask, go straight home and self-monitor. If the student is unable to leave immediately, they will be directed to an isolation room until they are able to be picked up and/or taken home.**
- Students who have been in contact with someone who has tested positive for COVID-19 must self-isolate for 14 days.
- Vulnerable individuals, such as those who are health-compromised or who have family members who are health-compromised, should continue to exercise caution and minimize high-risk exposures.
- Enhanced personal hygiene will continue to be a key preventative measure. Students must wash/sanitize hands upon arriving at campus, before and after breaks, after handling materials or

common equipment, after sneezing or coughing and after using the washroom.

- Enhanced cleaning and disinfecting will need to take place in the classrooms and on high touch surfaces. This is the responsibility of all students.
- Students will have staggered start, end and break times to minimize the number of people in common areas. All student- shared spaces (e.g. student lounge, lunchrooms, etc.) will not be available for use. It is expected students will have lunch in their classrooms or leave the building.

Before Students Return to Campus

Before the first day of your program, College staff will:

- Notify you of the first day of class and, in some cases, of your on-site schedule.
- Send you the *Students – 2020-2021 Rules and Expectations-COVID-19* document (i.e. the document you are reviewing right now) and the access information for the online *Health Check Questionnaire* and *Site Safety Protocol Agreement*, both of which you are required to complete before your first day on campus and then again at the beginning of each month.
- For some programs, you will be directed to the Orientation video on the College website to view before the first day of class.
- Advise you of when and how you are to access your program materials.
- Ensure that classrooms are set up to maintain social distancing, that hand sanitizer and sanitizer/wipes are available in each classroom and that appropriate signage (e.g. health and safety, directional, etc.) is in place.

If you are a student returning to campus, the following steps must be taken prior to your arrival and entry to any Carlton Trail College campus/site:

- **Read** documents (where applicable) received prior to the start of the program (e.g. Acceptance Letter, Campus & Classroom Protocol and information about student orientation and online conduct.).
- **Complete** the online Carlton Trail College *Site Safety Protocol Agreement* and *Health Check Questionnaire* before arriving on campus.
- **Obtain** a mask or face covering to wear on campus for your first day. You will receive a College-branded mask at the beginning of your program.
- **Review** the student-focused orientation video on the College website

Students Returning to Campus

At the beginning of your program, College staff will:

- Review COVID-19 protocols and practices.
- Make students aware of what personal health and wellness supports the College has available, including for mental health, and how these supports can be accessed.
- Ensure that you have completed the *Site Safety Protocol Agreement* and *Health Check Questionnaire*. The information will be kept confidential. If **your** health or status changes, **there is a requirement** to notify the College immediately. ***Failure to complete the questionnaire or to follow necessary protocols will prohibit access to our campuses and learning locations.***

Things to know when you arrive on campus:

1. Enter the building/facility through designated entrance(s) (they will be marked).
2. Masks are **required** in **ALL** common areas on campus and outdoors on College property where physical distancing cannot be maintained.

3. Arrive on campus no sooner than 10 minutes before the start of your scheduled class.
4. **Ensure you are wearing a mask when you enter the campus.** You can remove your mask, if you wish, when you are seated at your assigned spot in your classroom. If you get up from your seat in the classroom, you must wear a mask.
5. Upon entering campus, use the hand sanitizer by the entrance.
6. Always adhere to physical distancing guidelines.
 - Classrooms will be set up to ensure physical distancing
 - Navigate your way around campus by following directional signage and floor markers.
7. Avoid visiting in the hallway or other common areas.
8. Avoid greetings that involve touching, such as handshakes.
9. Promote a clean desk policy, limiting the items at your desk to more easily perform necessary sanitization throughout the day.
10. Ensure that you take home ALL your belongings at the end of the day. In those locations that have lockers, their use **will not** be permitted this year.
11. **Stay home (or leave campus) and notify your instructor if you are feeling unwell or develop COVID-related symptoms throughout the day.**
12. **Students' partners, spouses, children, family, friends, etc., are not allowed to accompany students inside the campus.**

Feeling Unwell/Positive COVID-19 Test

If prior to class you are experiencing COVID-like or cold/flu symptoms ([cough, fever, sore throat, etc.](#)), advise your instructor **and do not come to class**. If during your time on campus you start to feel unwell, put on your mask, advise your instructor, sanitize your hands, and leave immediately. If you are unable to go home right away, you will be directed to a COVID-insolation room until someone can pick you up.

1. If you are experiencing COVID-like symptoms use the Government of Saskatchewan [self-assessment](#) tool to determine whether you should be tested for COVID-19.
2. Questions regarding symptoms should be directed to HealthLine811.
3. If you are experiencing severe symptoms, seek medical attention or call HealthLine811.
4. Follow Public Health advice related to [self-monitoring](#) and [self-isolation](#) if you have traveled or have been exposed to someone with COVID-19.

All students with COVID-19 symptoms (of any severity) should self-isolate immediately and until at least 48 hours after symptoms significantly resolve.

A student who tests positive for COVID-19 must self-isolate for 14-days from the onset of symptoms (or as advised by Public Health). Before a return to campus after the 14-day self-isolation period, students must be symptom free (e.g. fever, breathing difficulties, shortness of breath, cough) for at least 48 hours, be cleared by a medical professional, AND contact their instructor.

Orientation and Training

All students will be required to participate in a COVID-19 orientation and training session, including reviewing the *COVID-19 Student Rules and Expectations* document prior to or on the first day of class. The goal of this is to ensure that students have familiarized themselves with the health and safety protocols that are in place, and what is expected of them as it relates to the safety of self, other students and staff on College campuses.

Attendance

Attendance in a blended learning environment means “attending to your learning”. Attendance requirements are the same for online learning as they are for in-person learning (see page 11). Students are expected to be prepared for learning in the classroom or online each day that classes are scheduled, demonstrate academic progress and complete and submit all assignments on time.

If you are unable to attend class in-person because you are feeling unwell or if your answers to the health check or site safety questionnaires have changed, contact your instructor to notify them that you will be attending to your learning online until you are able to return to in-person learning.

If an in-person class is cancelled by the College, students will be notified in advance. **There will still be an expectation to attend to coursework as assigned.**

- i. If a student is absent due to COVID-19, but they are well enough to continue to continue their studies at home, they will be expected to do so.
- ii. Where a student is too ill to maintain their studies, the College will work closely with the individual after the symptoms have subsided, or upon their return to campus, to create a plan to determine if it is feasible for the student to get caught up. If too much time has been missed, or if it is not possible to get caught up, the College will work with the student to place them in the program the following year, if it is being delivered.

Mask Required Environment

While the College has implemented several procedures to ensure proper physical distancing for individuals on campus,

masks are required when you come into the campus, in all common areas, multi-stall washrooms, hallways and in the classroom unless you are in your assigned seat. It is also recommended that masks be worn outdoors where a minimum distance of 2 metres/6 feet cannot be maintained between people.

Each student will receive one College-branded mask. If you should forget your mask, disposable ones will be available for purchase at a cost of \$1.00/each.

The following process of putting on and taking off your masks should be used at all times:

1. Wash your hands with soap and water for 20 seconds.
2. Pick up the mask by the ties or loops. Place the mask over your nose and mouth and secure it behind your head or ears.
3. Adjust the mask to ensure your nose and mouth are fully covered so there are no gaps. Wash your hands again.
4. While wearing the mask, avoid touching it or touching your face – and wash your hands if you do.
5. Once you’re done using the mask, remove it by the ties or loops without touching the front.
6. Fold the outer parts of the mask together and place it in a clean bag to wash later. Wash your hands right away.
7. Change your mask whenever it becomes moist, dirty or damaged.
8. Don’t hang the mask from your neck or ears.

Refer to the [Additional COVID-19 Resources](#) on page 8 of this document to watch a video on how to properly use a mask.

Physical Distancing Measures

Physical distancing is always required on campus as well as outdoors while on College property.

- Remain 2 meters/6 feet apart from others.
- Avoid large crowds.
- Avoid handshakes and any other physical contact with others.
- Avoid rearranging tables/chairs within your classroom as they have been set up to maximize physical distancing.
- Classroom schedules (start, end, breaks and lunch) will be set up so as to avoid congestion in common areas on campus.

Personal Hygiene

Follow proper hand hygiene and coughing/sneezing etiquette:

- Wash your hands frequently with soap and water. Scrub for 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your face, mouth, nose and eyes.
- Cough/sneeze into the bend of your elbow and then wash your hands with soap and water.

Refer to the [*Additional COVID-19 Resources*](#) at the end of this document to watch a video on how to properly wash your hands.

Assigned Seating

Your instructor will assign seating prior to the first day of class to ensure that the classroom environment maximizes physical distancing. You are to refrain from changing your assigned spot without making arrangements with your instructor. Assigned seating is yours while you are in class. **DO NOT** touch someone else's desktop, computer, cell phone, or pens.

Workspace Sanitization

Students will be responsible to disinfect their entire work area **BEFORE** and **AFTER** each time on campus. This includes the desktop and chairs. Disinfect your cellphone when you arrive and before leaving for the day.

Washrooms

In those facilities where there are only multiple stall washrooms, a mask must be worn while in the washroom. Students should sanitize their hands prior to entry into the washroom, and again after using the washroom.

Food and Water

You will be required to bring your own coffee, water, lunch, utensils, etc. as none will be made available on campus. **Existing kitchen facilities will be closed for use.**

Breaks/Lunch

Breaks may be taken at your learning space, in your classroom, outdoors (as the weather allows) or within your personal vehicle.

Leaving the Building/Smoking and/or Vaping Breaks

If you must leave the building during a scheduled break or lunch, you are expected to follow physical distancing practices. If, while outdoors, you cannot maintain physical distancing, you are expected to wear a mask.

Students taking a smoking and/or vaping break will need to do so at their assigned break time.

SMOKING/VAPING/CANNABIS USE IS NOT PERMITTED ON COLLEGE PROPERTY.

Lockers/Personal Items

In those locations where there are lockers, their use will not be permitted. Please take home all personal items each day.

Campus Access

You will not be permitted access to campus outside of your regularly scheduled classroom schedule. If additional access is needed, you must gain written permission from you instructor. This it to monitor facility access.

Copiers/Printers

Shared copiers and scanners should be limited to essential program requirements. If it is necessary to use a printer or copier, you will require permission from you instructor. When possible, find alternatives to paper. Use the provided sanitizer and/or disinfecting wipes after every use.

Paper/Document Handling

All programs and services are to limit the exchange of paper when possible. If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance. Avoid sharing pens and office equipment.

Year End Celebrations/Graduation

Virtual year-end celebrations/graduations will be held in place of in-person gatherings until further notice.

Additional COVID-19 Resources

It is important that you review the documents and videos linked below:

<i>Information about COVID-19</i>	<u>World Health Organization (WHO)</u> <u>Government of Canada / Public Health Agency of Canada</u> <u>Government of Saskatchewan</u>
<u>COVID-19 Fact Sheet</u>	
<i>Actions You Can Take to Stop the Spread of COVID-19:</i> <u>Video</u>	<i>Reduce the Spread of COVID-19:</i> <u>Handwashing Video</u> <u>Handwashing Steps Using the WHO Technique: Video</u>
<u>Going Out Safely During COVID-19</u>	
<i>Physical Distancing</i>	Via <u>Public Health Agency of Canada</u> <u>2 Metres Apart to Reduce the Spread of COVID-19: Video</u>
<u>How to Safely Use a Non-Medical Mask or Face Covering</u>	<u>How to Wear a Non-Medical Mask or Face Covering Properly: Video</u>
<i>Self-Assessment Information</i>	<u>Saskatchewan Health Self-Assessment</u>
<u>About Self-Monitoring</u>	Via Government of Saskatchewan
<u>About Self-Isolation</u>	Via Government Saskatchewan

STUDENT HANDBOOK

Student Rights & Responsibilities

Learning is a lifelong endeavour. As an adult learner, we recognize that you, along with all of our students, are individuals with varying motivation, goals, abilities, social roles, life experiences and learning styles. As a student, you have specific rights and responsibilities.

You have the right to:

- Be treated with dignity and respect
- Learn in an environment that is free from fear, harm, discrimination, harassment and intimidation
- Confidentiality and privacy as outlined in our Student Rights, Responsibilities, Policies & Regulations
- Access Carlton Trail College's support services
- Access reasonable accommodations if you have a documented disability
- Receive quality instruction
- Be informed of the course content and methods of evaluation
- Be evaluated in a fair, competent, professional and timely manner
- Appeal a decision regarding your academic progress or conduct

You have the responsibility to:

- Treat others and their property with dignity and respect
- Contribute to creating a learning environment that is free from fear, harm, discrimination, harassment and intimidation
- Conduct yourself in a responsible, honest and socially acceptable manner and assume responsibility for your behaviour
- Allow others to learn without interference and distraction
- Familiarize yourself with Carlton Trail College Student Rights, Responsibilities, Policies & Regulations and adhere to them
- Become knowledgeable about the expectations of the program or class you are enrolled in
- Learn about your obligations if you have accepted student financial assistance, Provincial Training Allowance or a student loan
- Be in class and be on time
- Demonstrate academic progress
- Abstain from the use of alcohol, cannabis (marijuana) and illegal substances prior to and while attending class or participating in College activities
- Ask for help when you need it

STUDENT CODE OF CONDUCT

Academic (See Policy 6.16)

Academic Standards

As a post-secondary or adult basic education student, you must satisfy minimum standards of academic performance and comply with the academic regulations, as set out by the College, instructors, and/or academic partners, such as Saskatchewan Polytechnic.

If you do not meet the expected performance standards, the College staff can help you create a plan for success; however, you may be placed on academic probation or required to discontinue your program or course.

If you are having difficulty, please talk to your instructor and/or contact our Student Services department for help.

Academic Honesty

Academic honesty is extremely important and all forms of academic dishonesty, including cheating and plagiarism, are treated very seriously.

Carlton Trail College views the unauthorized use of material or information by students during any evaluative procedure as a serious offence, incompatible with the high standards of personal integrity and responsibility expected by educational institutions and required by employers in the workplace.

Cheating includes, but is not limited to, dishonest or attempted dishonest conduct during tests or examinations by using books, notes, diagrams, or other aids not authorized by the examiner. It includes communicating with others for the purpose of getting information, copying from the work of others, and giving information to other students who are taking the test or examination.

Plagiarism includes, but is not limited to, the presentation or submission of the work of another person, without citation or credits, as your own work.

For a case of suspected academic misconduct, the instructor in consulting with the Program Manager will meet with the student who has allegedly violated the Student Code of Conduct (Academic) to notify the student of the allegation and provide the student the opportunity to give a response. If it is determined that there was no violation to the Student Code of Conduct (Academic), the case will be dismissed. If it is determined that further investigation is required, the Program Manager may undertake steps, such as:

- Where applicable, inform the appropriate person at the credit granting institutions
- Gather further information by consulting the appropriate individual and obtaining documentation and evidence
- Delaying the submission of the student's grades

For cases where the student is found to have violated the Student Code of Conduct, disciplinary action may include but is not limited to:

- Student Learning Contract
- Mark penalties in courses such as a zero grade on the assignment, exam, or in the class
- Probation
- Withholding of grades or certification
- Discontinuation
- Suspension/Expulsion¹

Not all decisions will be the same; penalties will vary according to the circumstances of the incident and the individual. *If you disagree with the decision, you have the right to appeal.*

Non-Academic (See Policy 6.17)

Rules for student conduct are based on common sense and courtesy. Good conduct infers personal safety; the maintenance of learning effectiveness for all; the protection of facilities, equipment and resources; intellectual honesty; and respect for the rights and privileges of students and staff.

If you do not accept this responsibility or exhibit improper conduct towards staff and other students, you may be subject to disciplinary action, up to and including discontinuation from the program.

¹ Suspension or Expulsion – See Student Code of Conduct Policies (Academic) 6.16 & (Non-Academic) 6.17

Attendance

Good attendance and punctuality are important for student success and are essential skills for employability. Students are responsible for their attendance and for completing course work and assignments to the satisfaction of the instructor if an absence occurs.

Attendance requirements may vary from program to program, along with the consequences for not complying with the requirements. Students will be advised of the attendance requirements at the beginning of each program or course.

If you fail to maintain acceptable attendance or if you are persistently late, you will be subject to disciplinary procedures and may be required to discontinue from a course or program.

Students must report absences to the instructor or other person designated by the program for this purpose. Excessive absences will be reported by the instructor or designate to the Program Manager.

In the case of an absence due to illness, you may be asked to submit medical documentation. Medical and dental appointments should be made outside of regular class hours, whenever possible.

Poor attendance may affect your ability to continue to receive funding from sources such as student loans, Provincial Training Allowance, or a program sponsor.

Assignments

All assignments in all classes must be completed and handed in. Assignment requirements may vary from program to program, along with the consequences for not complying with the requirements. Students will be advised of the assignment requirements at the beginning of each program or course.

If you fail to follow assignment requirements, you will be subject to disciplinary procedures and may be required to discontinue from a course or program.

Disruption of Instructional Activities

Student conduct that makes it difficult or impossible to proceed with scheduled classes, laboratory sessions, discussion group meetings and related activities may lead to disciplinary action up to and including discontinuation from the program.

Learner Accommodations of Students with Disabilities (Policy & Procedure – Students: 6.4)

Student Discipline Process

You will be advised of acceptable standards of attendance, punctuality, progress, conduct, etc. during orientation to the program/course. If your behaviour does not meet the College's expectation, the College will communicate the issues/concerns to you.

The process is as follows:

1. Issue or concern is identified.
2. The instructor will speak to you.
3. If the issue cannot be resolved, or cannot be addressed by an informal process, you may be notified in writing. You will be expected to develop a plan of action with program staff.
4. If the concern continues, you may be at risk of discontinuation and the VP Administration will be notified.

Academic Discontinuation

You may be discontinued from your program as a result of unsatisfactory academic performance, issues of academic dishonesty or disruptive or threatening conduct or behavior with or without being previously placed on probation. *If you disagree with the decision, you have the right to appeal.*

If you are required to discontinue, you must wait one full academic year before re-applying to any post-secondary² or adult basic education program at Carlton Trail College.

Student Appeal Process

To ensure fair treatment at Carlton Trail College, the appeal procedure details the course of action to be followed by any student with a concern.

1. You shall discuss the matter thoroughly with the instructor or staff member concerned. It is anticipated that in most instances the problem can be resolved at this level. If mutual agreement cannot be reached, you are encouraged to proceed to Step 2.
2. You shall discuss the matter with the program staff and at that time file a written appeal. The written appeal must be made within fourteen (14) calendar days of having received the warning or disciplinary action. This appeal must be signed by you.
3. The program staff will investigate the matter within ten (10) calendar days and try to resolve the problem to your satisfaction. The program staff will make a ruling on the appeal and notify you.
4. If the matter is not yet resolved, you may appeal, in writing, to the VP Administration. This must be done within fourteen (14) days from the date of the original appeal ruling. The VP Administration will rule on the appeal within ten (10) days and notify you and the College's President and CEO. Beyond these steps, you may meet directly with the President and CEO and ultimately, where the President and CEO does not support your appeal, you may meet with the Board of Directors and President and CEO at an in-camera session of a regularly scheduled Board meeting.

You may choose to drop an appeal at any point in the process.

Student Complaint Process

You have the right to fair and equitable procedures for the presentation and hearing of complaints.

Informal communication can often resolve the matters of concern. Talking to an instructor makes the instructor aware of your particular interests and concerns and can often solve problems.

Avoid a confrontational approach, as this will tend to reduce your chances of a positive outcome.

If you would like to take the process further, you are encouraged to raise questions and concerns informally with the Program Manager or the Student Advisor before seeking formal procedures.

If a dispute cannot be resolved informally, you may need to utilize the formal appeal process.

²

The policies of the credit granting institutions may supersede that of the College

Deferred Examinations

The writing of deferred or supplemental examinations will be granted based on the policies of the College's academic partner³ or the following:

- If you are absent from an exam through no fault of your own, i.e., medical or other extenuating circumstances, you may apply for a deferred exam.
- Your request, along with documentary evidence, must be made within three calendar days of the missed examination.
- Requests for deferred exams will not be considered if you write an exam and later report extenuating circumstances.

HEALTH AND SAFETY

Harassment, Violence and Sexual Violence

Every student and employee of Carlton Trail College is entitled to a learning and work environment that is free of harassment and discrimination, and any form of violence or sexual violence.

Harassment in any form, will not be tolerated. Harassment is defined as any unwanted or unwelcome comments, suggestions or physical contact that a student finds objectionable or offensive, and which causes her/him discomfort while participating in any course-related activity. **(See Policy 3.12 - The Saskatchewan Human Rights Code takes precedence over existing policy).**

Violence, attempted violence or threats of violence in any form will not be tolerated. "Violence" means the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives an individual reasonable cause to believe that he or she is at risk of injury.

If you have experienced violence, attempted violence or threats of violence while on College property or are concerned about someone inflicting harm on you or another member of the Carlton Trail College community, please report it to the appropriate authorities and to a member of the College staff. **(See Policy 3.13)**

Sexual violence, of any form, will not be tolerated. All members of the Carlton Trail College community have the right to work and study in an environment that is free from any form of sexual violence. If you have experienced or witnessed sexual violence, we encourage you to get the help you need. **(See Policy 3.34)**

We are committed to providing you with detailed information and support, referral to counselling and medical care, and provision of appropriate academic and other accommodations. We will ensure that there are on-campus investigation procedures available (see relevant Policies 3.12, 3.13, & 3.34) even if you choose not to report it to the police. If you need to talk about your options, please contact Student Services.

³ The credit granting institution or Ministry of Education policies will supersede the College rules for deferred examinations

Class Closure Due to Weather (See Policy 6.13)

Carlton Trail College wishes to ensure the safety of students; however, only under “severe weather conditions” will a decision be made to cancel on-site classes. You will be notified if your class has been cancelled.

“Severe weather conditions” are considered as follow:

- Temperature: -45 degrees with wind chill factor or -35 degrees air temperature
- Visibility and Road Conditions: travel is not advised, or roads are closed according to the highway hotline

You will be expected to make up the time and assignments missed.

GENERAL INFORMATION

Registration

Once you have been formally accepted into your program, you will need to complete the registration process. This involves completing a series of forms and paying for your tuition, fees, books, materials and/or equipment, if applicable. If you are sponsored by an agency, you will also need to submit a letter from the sponsoring agency.

Registration needs to be done on or prior to the first day of classes.

Registration is not complete until the signed registration forms have been received by our College and the tuition and other fees have been paid in full.

If your funding has been delayed, the VP Finance (if applicable) or the VP Administration may make special arrangements regarding payment plans.

Student Awards and Financial Support

Carlton Trail College offers a range of scholarships, bursaries and awards to recognize academic excellence and to assist students in financing their educational and living costs.

Many other sources of financial aid are available, including scholarships from businesses and community organizations, government student loans, bank lines of credit, etc.

Visit our website or contact our Student Advisors for more information.

Fees and Tuition for Post-Secondary Programs

Carlton Trail College accepts the payment of fees and tuition by cash, cheque, debit, e-transfer, and Visa or MasterCard. Payment may be made in person, by mail or online (credit card and e-transfer payments only.)

Application Fee

Carlton Trail College requires that a non-refundable \$45 application fee be submitted with each post-secondary program application. This application fee must accompany the application form. If you are applying to a post-secondary program and will be taking courses on a part-time basis, this application fee will be applicable for up to 5 years.

Tuition Deposit

If you have been granted conditional or final acceptance into a program, you are required to provide a tuition deposit to reserve your seat in the program within 30 days of the date of the acceptance letter. The deposit to reserve your seat in the program is \$125.

Tuition*

Carlton Trail College's tuition fee policy reflects the tuition policy of the Ministry of Advanced Education. *

Books/Materials/Equipment*

The costs of books, materials, equipment, etc. will be charged the responsibility of the student.

Student Fee*

This fee is levied to assist with costs of the student association, graduation activities, class pictures, internet, computer access, etc.

Lab Fee*

This fee is levied to cover a portion of the costs associated with the maintenance, repair, replacement and

calibration of equipment; consumables; and a technology enhancement component to ensure that hardware and software are current.

**Tuition, fees and books/materials/equipment costs are due and payable on or prior to the first day of classes and will be deducted from Canada Student Loans where applicable. Students must pay for their books, materials and equipment prior to receiving them.*

If you have not paid for your tuition and fees, a hold will be placed on your marks with the accrediting institution. This hold will prevent you from receiving the necessary academic credit for your course or program.

Withdrawal

If you withdraw from a course or program, you **must** notify the College of your intention to withdraw to be eligible for a refund. Non-attendance is **not** considered notification of intent to withdraw for refund purposes.

You also must submit a completed Discontinuation Form to the local programming staff, settle all accounts with Carlton Trail College, and return College property.

Refunds

Refunds for post-secondary credit programs are based on the academic partner's refund policy. The following pertains to programs brokered from Saskatchewan Polytechnic, and therefore may differ if the program is delivered in partnership with a different post-secondary institution.

Cancellation of a program or course by Carlton Trail College will result in a full refund of paid fees.

Non-attendance is not considered a notification of intention to withdraw from a program or course.

If you discontinue, or are discontinued, you are entitled to a refund of tuition and program fees (not including books, materials and equipment) under the following regulations and withdrawal deadlines:

- Students who withdraw on or before the fifth scheduled day of their program are entitled to a refund of paid tuition and program fees. A deposit fee of \$125 will be withheld
- Refund penalties will be waived if student funding is denied from an external agency (including student loans) after the withdrawal deadline

Withdrawals from programs or individual program courses after the fifth scheduled day of the program will be refunded as outlined below:

Program Type (non-semester)	<i>Withdrawal date on or before 25% completion point of program</i>	<i>Withdrawal date after 25% completion point of program</i>	<i>Withdrawal from subsequent semesters not started yet</i>
Applied Certificate	25% refund of tuition and program fees	No refund of paid tuition or program fees	Not Applicable
Certificate of Achievement			

Program Type (semester)	<i>Withdrawal date on or before 25% completion point of program</i>	<i>Withdrawal date after 25% completion point of program</i>	<i>Withdrawal from subsequent semesters not started yet</i>
Certificate	25% refund of paid tuition and program fees for the year	No refund of paid tuition or program fees for the semester	Full refund of paid tuition and program fees
Diploma			

Program Type (non-semester)	<i>Withdrawal date on or before 25% completion point of program year</i>	<i>Withdrawal date on or between 26% and 50% after completion point of program year</i>	<i>Withdrawal date after 50% completion point of program year</i>
Certificate	60% refund of paid tuition and program fees	50% refund of paid tuition and program fees	No refund of paid tuition or program fees
Diploma			

Cell Phones

The College prohibits the use of cell phones for personal use during classroom hours. Cell phone usage is allowed only during designated breaks, lunch periods, and where instructors encourage usage in the classrooms. Cell phones shall be turned off or set to silent/vibrate mode during classroom hours and kept with other personal belongings. If you are in violation of this policy, you may be subject to disciplinary action up to and including discontinuation from the program.

Smoking/Vaping/Cannabis Use

The College is smoke, cannabis and tobacco free and promotes a healthy working and learning environment.

The use of tobacco, including cigarettes, cannabis (marijuana), cigars, pipes, chewing tobacco, and electronic cigarettes is prohibited within College buildings, parking areas, walkways and entry ways, in College fleet vehicles, and on College-owned or leased property.

If you are in violation of this policy, you may be subject to disciplinary action up to and including discontinuation from the program.

Internet and Email (See Policy 4.6 Procedures 4.6.6, 4.6.8 & 4.6.9)

For some of the courses offered by the College, internet access is available. Discretionary use is encouraged. Unauthorized use shall be subject to disciplinary action.

The following is in place regarding internet and email:

- All computer communications may be subject to monitoring by the instructor, student advisor, and/or staff
- As it is imperative to provide a harassment-free environment, it is expressly forbidden to access or download any materials from the internet that may be considered offensive or inappropriate
- The internet shall not be utilized as a method of communicating any slanderous or threatening material against another entity
- All those utilizing the Internet must remain cognizant of copyright laws and not copy for distribution any original works accessed without the author's permission
- All students will sign an "Electronic Mail and Internet Usage Agreement"

Online Conduct & Behaviour

With classes moving online to message boards and live video, Carlton Trail Colleges reminds our learning community that the Student Code of Conduct – Non-Academic (Policy/Procedure 6.17) applies to all your interactions with others. Your ability to communicate clearly and appropriately online can impact not only your grades, but how others view you. Your classmates may be your future coworkers. Your instructors will be your future references. That is why it is important to make sure your online communication style represents you in a positive manner. (See *Online Conduct & Behaviour: Netiquette, Manners and Non-Academic Misconduct* on the College's website).

Cyberbullying may take many forms. Personal insults, excluding others from academic discussions,

posting pictures without someone's permission, gossiping and discussing others online, cyberstalking and trolling can all be considered cyberbullying. This is against Carlton Trail Colleges Code of Conduct – Non-Academic.

Social Media

Be respectful. Be aware that any misuse of social media might attract complaints from other students, which may result in disciplinary action up to and including discontinuation.

- Always respect the dignity of others and engage in civil and thoughtful discourse of opposing ideas.
- Post meaningful, respectful comments-don't spam, troll or make remarks that are off-topic or offensive.
- Consider all comments and responses carefully in light on how they would reflect on you or the College.
- Maintain confidentiality.
- Do not post confidential or proprietary information about Carlton Trail College, its students, its alumni, or its employees or you may be at risk of disciplinary action up to and including discontinuation.

Personal Information, Privacy & Confidentiality (See Policy 6.5)

Personal information is information about an identifiable individual that is recorded in any form as described in *The Local Authority Freedom of Information and Protection of Privacy Act*.

Access to personal information is restricted to College staff responsible for the provision of programs and services necessary to meet your needs, and to educational institutions and other agencies that need the information in order to provide services to students/clients of the College. Disclosure of personal information is governed by *The Local Authority Freedom of Information and Protection of Privacy Act*.

Carlton Trail College collects and maintains your personal information for the purpose of:

- Evaluating your individual needs and administering the program or service requested
- Determining your eligibility for the program or service delivered by the College
- Determining your eligibility for financial support for the program
- Administering the program or service being requested and on behalf of the credit granting institution from which a program is brokered
- Determining appropriate programs and services offered at both the regional and provincial levels
- Disclosing identifiable information to another local authority or government institution to support your application and eligibility, or in a summative form, to secure program and funding approvals or for statistical purposes

To protect your privacy, the College must acquire your written consent prior to release of any personally identifiable information not consented to in your application form. Exceptions will also be made in emergency situations involving perceived danger to persons.

Use of Personal Images, Video, Audio Recordings & Limited Personal Information

Carlton Trail College uses its students, instructors, staff and members of the public to help promote its programs and services. We are proud of our students, our instructors, our staff, and the people who attend our events.

We may use your personal image, video and audio recording(s), testimonial(s) and limited personal information such as name, location, program, and year of enrolment for marketing and promotional purposes related to Carlton Trail College. The use may include, but is not limited to, printed and electronic materials and advertisements, media releases, newsletters, multimedia productions, presentations, websites, and social media. In addition, we take group class photos that are printed and given to the students and instructor(s) in your class or may be hung on the walls of the College. The College does not provide compensation for the use of your image, video or audio recording, testimonial or limited personal information as described above.

If you do not want your image, video and audio recording(s), testimonial(s) or limited personal information (name, location, program, and year of enrolment) used, it is YOUR RESPONSIBILITY to remove yourself BEFORE the image, recording or testimonial is taken. Please advise the person taking the photo, recording, or testimonial that you DO NOT want to participate.

Insurance

The College carries a comprehensive insurance policy. Coverage includes all education and training activities, including related travel. In addition, if you are placed on an approved work-based learning assignment, you are covered under the Workers' Compensation Act.

Copyright

You are asked to comply with Copyright regulations. Copyright is the legal protection of literary, dramatic, artistic and musical works, sound recordings, performances, and communications signals. Copyright protects only the way information is expressed, not the information itself. Copying ideas, facts, or information in your own words is not copyright infringement.

Further information can be found at CANCOPY's website located at www.accesscopyright.ca

Quick Reference Contact Information

Humboldt

Tel 1-800-667-2623 Toll Free or (306) 682-2623

Email humboldt@carltontrailcollege.com

Watrous

Tel (306) 946-2094

Email watrous@carltontrailcollege.com

Wynyard

Tel (306) 554-3767

Email wynyard@carltontrailcollege.com

Punnichy – Four Winds Learning Centre

Tel (306) 835-4000

Email punnichytc@carltontrailcollege.com

Find the Student Handbook and all related policies online at
www.carltontrailcollege.com