



## WESTSHORE LANGFORD: STUDENT HANDBOOK

[www.westshorecentre.com](http://www.westshorecentre.com)

### **WestShore Centre - Langford Campus**

Location: 101-814 Goldstream Avenue, Victoria V9B 2X7

Phone: 250-391-9002

Fax: 250-391-9007

### **WestShore - Colwood Campus**

Location: 2139 Sooke Road, Victoria, B.C. V9B 1W4

Phone: 250-474-2505

Fax: 250-474-6211

## **WELCOME FROM THE ADMINISTRATIVE TEAM**

### **Principal – Heather Lait**

**Thank you for choosing WestShore Centre as your school of choice for education and training. We consider it a privilege to lead and work alongside our students in reaching their goals! I am thrilled about the team that we have assembled for the school year and look forward in continuing to foster a positive learning and working environment that challenges and supports all of us to grow both personally and professionally. The pride we invest in our work is essential in creating an exciting and safe environment that respects student choice and flexibility in the delivery of our programs and services. Our Administrative team looks forward to supporting you and building positive relationships that will provide the foundation of a dynamic and satisfying experience for students and staff. Good luck and best wishes for the upcoming school year!**

## **OUR VISION & MISSION STATEMENT**

### **Our Vision**

Be a school of choice for all learners; continuously striving to provide an innovative and responsible learning community.

### **Mission**

Staff embed best practices in learning thus empowering students in their educational journey to see a future relevant to them in our global community.

- Creating a safe learning environment (emotionally, socially, spiritually, culturally and physically)
- Embracing the incorporation of technology into learning.
- Fostering a way and means of students to reach individual success.
- Guiding and motivating students to be independent, build self-confidence, and be critical thinkers



## **WEST SHORE CENTRE SUPPORT STAFF & STAFF MEETING DATES**

**Heather Lait**

Principal

**Phone: 250-391-9002**

**Email: hlait@sd62.bc.ca**

Registration & Program Support

**Phone: 250 391-9002**

**Email: westshore@sd62.bc.ca**

### **Office Hours:**

September to June: **Monday to Friday 8:30 am to 4:00 pm**

July & August: **Monday to Thursday 8:00 am to 3:30 pm Friday 8:00am to 1:00pm**

*Due to Covid 19, our office doors will remain locked to limit exposure. Most tasks can be handled over the phone, but if you are needing to come into the office, please knock and we will let you in. As a reminder, parents of students are not to enter the school.*

## **POLICIES & PROCEDURES & STUDENT RESPONSIBILITIES**

### **COVID 19 POLICIES AND PROCEDURES**

- All Students, staff, and visitors will need to preform a daily health check prior to attending school. If you are feeling ill, recently travelled, or come into contact with some with Covid 19, please stay home.
- All WCLT students are required to wear non-medical masks in all indoor areas.
- Upon arrival to school, all WCLT students and staff are to wash their hands.
- The Storefront will now be open by appointment only with limit spots. To access our appointment book system, please visit our website. Please arrive on time for your appointment (no more than 5 minutes early). Staff need time to sanitize in between appointments.

### **ADMISSIONS POLICY**

WestShore Centre for Learning & Training's Admission Policy & Process is as follows:

- Student Interview: a face to face meeting with our Academic Advisor prior to enrolment and registration. Due to Covid-19, most of these meetings will now be taking place virtually or over the phone.
- As part of the Student Interview process the following criteria is satisfied: evidence of meeting pre-requisites for the specific course or program as necessary, reviewing student background, the student expresses

confidence that confirmed enrolment meets their educational goals and needs and the student demonstrates an understanding of the nature of the course/program and the pathways to employment in the respective employment sector.

- Completion of Student Contract.
- Payment or agreement of a payment plan for registration fee, course/program fee and materials fee.

### **ATTENDANCE POLICY**

**Online Courses:** Students must participate in a minimum of 80% of the active learning components of the online program, for example online discussion groups / chat rooms and online labs, in order to successfully complete a course or graduate from a program. Students are expected to be punctual and to remain to the end of each online collaborative session as outlined by the instructor, if applicable.

In person attendance is not required at this time, but it is important that you are making regular progress within your courses and staying in contact with your instructor. In some situations, your instructor may require you to come into the school.

### **STUDENT CONDUCT**

Many different groups and individuals share our facilities. Every effort should be made to maintain a positive learning atmosphere. All students are expected to exhibit appropriate behaviour and respect towards school staff. Anyone demonstrating disrespectful behaviour or conversation will be asked to leave the premises. Also, anyone suspected of being under the influence of drugs or alcohol on school district premises will be asked to leave.

### **PLAGIARISM POLICY**

At WCLT, we respect the academic integrity of all students. As such, plagiarism (using someone's work as if it were your own) cannot be tolerated. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Check with your instructor for proper techniques for citations and attribution if you have any doubts. Any assignment that has been plagiarized will receive a zero grade, without the possibility of redoing the assignment.

### **FOOD AND BEVERAGE POLICY**

**To limit our risk of transmission, food and drink are not permitted in any of our classrooms.**

**Please keep our learning environment clean.**

### **SMOKING POLICY**

All schools and their properties in the Sooke School District are NON SMOKING environments.

### **STUDENT DISPUTE RESOLUTION POLICY**

Disputes that cannot be resolved between instructor and student or system complaints (registration, scheduling) are referred to the Principal. Individuals should always try to resolve issues informally, by first discussing concerns with the instructor or individual involved. If a more formal approach becomes necessary, WestShore Centre for Learning & Training provides the following fair and reasonable procedure for resolution:

- a) If appropriate, parties in the dispute are asked to file a written submission to the Principal. The complaint must be made within 6 months of the date of the contravention. All complaints will be treated in a confidential manner.
- b) The Principal, or designate, will respond verbally or in writing within five working days of receiving the written complaint.
- c) If appropriate, or on request of either party, a meeting (jointly or separately) will be arranged between the Principal, or designate, and the party(s), within ten working days of receiving the written complaint.
- d) If a resolution has not been achieved in Section (b) or (c), the Principal, or designate, will, within ten working days, issue the party(s) with a written decision based on his or her investigation of the issue(s).

- e) If the party(s) is not satisfied with the results of Section (d), he or she may make a written appeal to the Superintendent of Schools, School District #62 (Sooke). This written appeal must be made within four weeks of receiving the written decision of the Principal, or designate.

### **CHANGE OF INFORMATION**

Please contact the WestShore Centre registration office immediately if you move, change your address or phone number.

### **COURSE WITHDRAWALS**

Students must notify the WestShore Centre office of a course withdrawal, in person, by phone or in writing. Students have one calendar to year to completed their courses. However, regular progress is expected to be made throughout that year. If the student is absent from their online courses for a prolonged period of time, they may be withdrawn.

### **DISMISSAL POLICY**

The following may result in dismissal from your course or program.

- Cheating or plagiarism
- Physical or verbal abuse of WCLT or School District 62 staff
- Theft or non-accidental damage to WCLT or School District 62 property
- Behaviour displaying insubordination, refusal to cooperate with instructors and schedules
- The use of alcohol or nonprescription drugs is prohibited while in attendance at the institution
- Flagrant disrespect of WCLT rules of conduct and policies.

### **PROCEDURE FOR GRADE APPEAL**

- If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
- If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Educational Administrator.
- The Senior Educational Administrator will obtain a copy of the assignment/test in question from the instructor and will have another instructor conduct a review.
- If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
- Once the re-assessment is complete, the Senior Educational Administrator will review the process and, once his/her review is complete, the grade will be considered final and cannot be appealed.
- The decisions on the grade appeal will be provided to students within 30 school days of WestShore Learning & Training Centre's receipt of the written complaint.