



Solomon College Handbook

July 2022 to

June 2023

WELCOME TO STUDENTS

Thank you for choosing Solomon College to further your education. We are committed to providing you with the knowledge and skills necessary to succeed in your personal, academic, or career goals. Our focus is to give you a unique educational experience in a setting not often available at larger institutions.

Since its inception in 1994, Solomon College has been serving a variety of students with diverse cultures and backgrounds. We are proud of our modern facility, small class sizes, individual attention, specialized courses, and encouraging environment. You can be assured that the instructors at Solomon College are knowledgeable and caring individuals who will inspire you to achieve your full potential. Your success is our success.

Solomon College fosters a supportive and inclusive atmosphere in which students are valued and respected. This healthy learning environment spans the full range of programs offered at our college. We are confident that we can teach you the necessary skills that will empower you to achieve your goals.

We wish you a successful and enjoyable learning experience. Thank you for allowing us to be a part of your education journey.

Ms. Ping Ping Lee
Founder and Board of Directors, Chair

B.A. (English), Diploma (T.E.S.L.)
MA. (Comparative Literature)
B. Ed. (Adult Education)



MISSION STATEMENT

SOLOMON COLLEGE values knowledge and skills, believing they are the bases for understanding and rational judgment, and that they form the foundation of a satisfying and productive life.

Solomon College is committed to excellence in instruction, and teaches skills that will empower students to reach their goals.

PROGRAMS

We offer four English proficiency training programs.

1. **English as an Additional Language (EAL)** program (Full Time)
2. **Language Instruction for Newcomers to Canada (LINC)** program
 - Monday to Friday (Full Time)
 - Saturdays (Part Time)
3. **Food Service Supervisor Preparation** (Full Time - Certificate - CLB 5 +)
4. **Connections to Employment** (Full Time - Certificate - CLB 4 +)

ORIENTATION

All students are required to attend an orientation prior to or immediately after starting their program of study. At that session, students will review Solomon College's attendance policy and review any rules, regulations, and calendar dates specific to their program. Students will be advised of orientation dates in advance.

The orientation will also include an introduction to the digital platforms used in the classroom. Digital literacy is an important component of learning at Solomon College.

STUDENT CODE OF CONDUCT

Solomon College students must:

- Follow the policies and procedures outlined in this guide
- Respect students' and instructors' differences in culture, language, and religion
- Encourage each other to attend classes, study hard, and achieve educational success
- Avoid offensive and insulting language (swearing, yelling, and ridiculing)
- Treat everyone with politeness, respect, and honesty
- Notify instructors or management of any problems as soon as possible
- Be fragrance-free
- Smoke only outside of the school building
- Take only small snacks and drinks into class (not complete meals!) and use garbage containers. Keep the classrooms and kitchen areas tidy and clean.
- Answer cell phone calls outside of class time
- Give out the office phone number (780-431-1515) as an emergency contact number

USE OF SCHOOL FACILITIES AND COMMON AREAS IN BUILDING

- There is absolutely NO smoking allowed in the building, including washrooms and fire exit stairwells.
- Please be quiet in common areas as there may be a student writing an exam nearby.
- Students may use the Student Lounge to eat, chat, or study.
- Please keep the lounge tidy and clean.
- Washrooms are located across the elevator lobby. We share the washrooms with other people on these floors. Please leave the washrooms in good condition.
- Do not wear muddy or snow-covered boots. Clean them before coming onto the floor.
- Do not put anything other than toilet paper in the toilets.

DRESS CODE

Students have the freedom to express their own sense of fashion. There are some exceptions: no swimwear, and no clothing that is overly revealing or offensive. If you are unsure of an article of clothing, please talk to your instructor or the Program Coordinator.

COLLEGE FIELD TRIPS

Students are not permitted to bring children on college organized field trips. If a student brings a child(ren), they will need to take their child(ren) home and will be counted as absent. This policy will be enforced by all teachers and staff. No exceptions will be made.

Students will be required to fill out waiver forms for each field trip they attend. Your instructor will provide you with the waiver forms that need to be completed prior to the field trip date.

PRESENCE OF CHILDREN AND MINORS AT SOLOMON COLLEGE

To protect the safety of children, Solomon College will not allow minors (children under the age of 18) into offices, classrooms, computer labs, or student support areas at the college unless they are registered students.

There are potential risks to bringing children to Solomon College. Students, teachers, and staff should be aware of these risks and are responsible for all injuries or damages sustained to or by their child(ren) while at Solomon College. Solomon College will not be responsible or liable for any such injuries or damages.

STUDENT COMPLAINTS AND POSITIVE COMMENTS

COMPLAINTS

- Complaints about classes or instructors should be made first to the classroom instructor.
- If this is not possible, students may speak to the Program Coordinator or Managing Director.
- There are procedures for instructors, the Program Coordinator and the Managing Director to follow. Please follow the directions given to you.
- Formal complaints must be submitted in writing and signed.
- If students feel that their issue has not been addressed, they may contact Languages Canada (<https://www.languagescanada.ca/en/>) for support in finding a resolution.

POSITIVE COMMENTS

- We welcome all positive comments either orally or in written form.

PLAGIARISM AND CHEATING

PLAGIARISM means using another person's ideas or expressions (phrases, sentences) in your own essay or assignment without telling the reader (instructor) the source.

This happens when:

- you copy from a text such as *Coles Notes* without using quotation marks and without writing down "(Coles Notes)" at the end of the quotation.
- you copy another student's essay or a published essay - any part of it larger than a single word.
- you copy a text from the Internet.

**If you are unsure if you are plagiarizing,
ask your instructor for further instruction and/or clarification.**

CONSEQUENCES OF PLAGIARISM

For a first-time offence, students found guilty of plagiarism:

- Will be asked to re-write the whole assignment or the parts that are questionable (instructor's choice).

For a second-time offence, students found guilty of plagiarism:

- May be expelled from class without a refund of tuition
- Receive a final-grade penalty to be determined by the instructor, Program Coordinator, or the Managing Director.

CHEATING

If an instructor sees someone looking at another person's paper, or if unauthorized notes or texts are visible to the instructor, or if a student is caught whispering or speaking:

- The test may be taken away and a grade of zero may be given.

To appeal an instructor's decision on cheating:

- The instructor and student must jointly consult with the Program Coordinator and the Managing Director.

FINAL GRADE APPEAL PROCEDURES

EAL Program/Food Service Supervisor Preparation Program

To ensure that student evaluation procedures followed at Solomon College are fair, a student has the right to appeal the final school-awarded mark.

To appeal the final school-awarded mark, the student will:

1. Make the appeal to the instructor, individually and in private. (First)
2. Make an appeal in writing to the Program Coordinator and Managing Director within a week after the final school marks are released to students. (Second)

To review the basis of any final standing awarded to a student, the Managing Director may employ one or more of the following procedures:

- check accumulated records
- have a personal meeting with the student
- review evaluation procedures followed
- allow the student to see the graded final exam (high school programs only)

The Program Coordinator and the Managing Director will confirm with the student the outcome of the appeal. Solomon College accepts the Managing Director's decision as final. High school students may also appeal their Diploma Exam mark to Alberta Education in some cases, for a fee.

INFORMATION SPECIFIC TO FUNDED PROGRAMS

BOOKS/SUPPLIES FEES

Nonrefundable fees for textbooks, materials, photocopying, photo ID, computer lab, etc. are calculated when you make your application to Solomon College.

Your funding approval confirmation from Foundational Learning Assistance will clearly outline the amount and dates you will receive the books fee and supplies fee. Please note these fees are not part of your living allowance and are designated for the school.

TEXTBOOKS

Each learner is entitled to a personal copy of the textbook(s) used in any given class and are for learners to keep. Learners are entitled to new textbooks whenever they move to the next level.

Textbooks will not be handed out until the books/supply fees are paid.

ATTENDANCE POLICY

Students funded by Foundational Learning Assistance are expected to attend all classes. Students are permitted a limited number of absences during their term. More details regarding absences will be provided to students at the mandatory orientation.

Students need to inform both their teacher and the school if they anticipate being absent from class. Students may be required to provide supporting documents to ensure their attendance is updated correctly.

Students who are noncompliant with classroom expectations may be marked absent for the day the infraction occurs.

SCHOOL CALENDAR

Solomon College operates year round. The important calendar dates are:

| Month | Time Off |
|-------------|--|
| 2022 | |
| July | July 1 Canada Day July 25 – July 29, 2022 Summer Break (EAL/LINC) |
| August | August 1 Civic Holiday (Heritage Day) |
| September | September 5 Labour Day September 30 Truth and Reconciliation |
| October | October 10 Thanksgiving Day |
| November | November 11 Remembrance Day |
| December | December 18 to January 2 Winter Break |
| 2023 | |
| February | February 20 Family Day |
| March | March 27 to 31 Spring Break |
| April | April 7 Good Friday |

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|-----|---------------------------|
| | April 11 Easter Monday |
| May | May 22 Victoria Day |

Emergency Numbers

| Agency | Phone Number |
|-------------------------|----------------|
| Police, Fire, Ambulance | 911 |
| Power (Emergency) | (780) 412-4500 |
| Gas (Emergency) | (780) 420-5585 |
| Water (Emergency) | (780) 412-6800 |
| Child Abuse Hotline | 1-800-387-5437 |

Useful Numbers

| Agency | Phone Number |
|-----------------------|---------------------------|
| Edmonton Crisis Unit | (780) 422-2001 (Reg. Hrs) |
| Alberta Education | (780) 427-5732 |
| Canadian Red Cross | (780) 423-2680 |
| City Services | 311 (Phone and Online) |
| Human Services | 211 |
| Student Finance (FLA) | (780) 427-3722 |

Solomon College

Suite 228
10621 - 100 Avenue
Edmonton, Alberta

info@solomoncollege.ca
(780) 431-1515