WSÁNEĆ COLLEGE

STUDENT HANDBOOK

Resource document for students enrolled in programming at W̱SÁNEĆ College

W̱SÁNEĆ College
7449 W Saanich Rd
Brentwood Bay, BC
V8M 1R3

WSÁNEĆ COLLEGE

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W̱SÁNEĆ SCHOOL BOARD

As a legacy First Nations Education organization, the W̱SÁNEĆ School Board (W̱SB) is governed by the elected Chiefs and Councils (The Board) of W̱JOŁEŁP/Tsartlip, STÁUTW̱/Tsawout, BOKEĆEN/Pauquachin, and W̱SIḴEM/Tseycum First Nations. The W̱SB currently provides Educational Services and SENĆOŦEN Language Revitalization programs to over 400 learners in W̱SÁNEĆ territory.

In 2024, the W̱SÁNEĆ communities celebrated over 50 years of educational unity and leadership with continued growth of the SENĆOŦEN Language Immersion and ÁLEṈENEƛ (Learning from the Homelands), transformation of the Saanich Adult Education Centre into W̱SÁNEĆ College; and production of the documentary "I,ŚETEṈ E TŦE ĆESE ŚX̱ENÁṈs TEṈEW̱ – Walking in Two Worlds." These milestones reflect the vision and dream of W̱SÁNEĆ Elders both past and present, representing continued jurisdiction and sovereignty over education.

VISION

The W̱SÁNEĆ School Board's Vision is to provide lifelong learning opportunities for our future leaders grounded in speaking SENĆOŦEN language and living W̱SÁNEĆ culture, affirming jurisdiction and declaration over our lands and waters and inherent right to self-determination.

MISSION

W̱SÁNEĆ School Board's mission is to provide wholistic and inclusive learning environments that connect the cultural, emotional, physical, mental and spiritual needs of all learners based on our SENĆOŦEN SḴÁL, SNEPENEK, W̱SÁNEĆ Values and ĆELÁṈEN ŁTE.

The Legend of ŁÁU, WELṈEW

EDUCATION

- **SŁEŁEMW̱ Child Development Centre** (0-5yrs)
- **LE,NOṈET SCUL,ÁUTW̱** (SENĆOŦEN Immersion) - ŁTS & W̱LSS
- **ŁÁU, WELṈEW̱ Tribal School** (Preschool-Grade 6)
- **W̱SÁNEĆ Leadership Secondary School** (Grade 7-12)
- **W̱SÁNEĆ College** Adult Dogwood & Post-Secondary

SCAN ME

The W̱SÁNEĆ College logo has been thoughtfully designed by W̱SÁNEĆ artist PENÁĆ

ABOUT US

W̱SÁNEĆ College (formerly SAEC: Saanich Adult Education Centre) is here to serve the W̱JOŁEŁP/Tsartlip, STÁUTW̱/Tsawout, BOKEĆEN/Pauquachin, and W̱SIḴEM/Tseycum communities as well as many others. We are part of the W̱SÁNEĆ School Board and we offer a variety of programs that serve to meet the needs of individual learners - ages 17 and upward.

We offer a number of programs including Adult Dogwood programming and SENĆOŦEN language classes, as well as post-secondary programming through partnerships with Camosun College and the University of Victoria. W̱SÁNEĆ College features a variety of student services to ensure our learners are supported in aspects of their educational journeys.

VISION

W̱SÁNEĆ College is community-led, -owned, and -operated and upholds connections to our ancestral homelands and waters, our SENĆOŦEN language, our traditional ways and to one another as W̱SÁNEĆ people.

We aspire that through these connections:

- Students are empowered and fully supported in their educational journeys and successful in any educational path of their choosing.
- W̱SÁNEĆ members teach, support and mentor the next generation of learners.
- The W̱SÁNEĆ College creates and delivers localized curriculum and grants credentials at the post-secondary level.

MISSION

Guided by our W̱SÁNEĆ communities, W̱SÁNEĆ College provides:

Language & cultural educational opportunities
that enrich and honor individual, family and community connections.

ȾETXIŁĆ (Adult Dogwood) programming
that prepares learners for higher education and vocational training.

Post-secondary programs
that inspire learners and ensure they have the skills they need to succeed.

Holistic student support
that sustain learners while on their educational journeys.

PARTNERSHIPS & PROGRAMS

In addition to Adult Dogwood programming, W̱SÁNEĆ College has partnerships with local public post-secondary institutions so that Indigenous students can take Certificate, Diploma and Degree programs in W̱SÁNEĆ.

CAMOSUN COLLEGE

The W̱SÁNEĆ School Board and Camosun College have a relationship agreement that is over 30 years old. We have been offering post-secondary programming in partnership with Camosun to meet the needs of our community learners. Currently we offer the following post-secondary programs at W̱SÁNEĆ College:

- **SHOI SE ȻS ENÁ SCUȻEL SCÁ**
  Indigenous College Prep (ICP), 8-month certificate program
- **ŚW̱ ̓I'YNOŊET W̱ILNEW̱**
  Indigenous Community Wellness (ICW), 10-month certificate program
- **QENÁŁ TŦE MELEMI ̓MEN**
  Early Learning and Care (ELC), 2-year diploma program

UNIVERSITY OF VICTORIA

The W̱SÁNEĆ School Board and The University of Victoria have a relationship agreement that is over 20 years old. In partnership, we offer post-secondary SENĆOŦEN language programming to meet the needs of our community learners. Currently we offer the following partnership programs with the University of Victoria:

- **W̱,SENĆOŦEN,IST,W̱ Certificate/Diploma in Indigenous Language Proficiency SENĆOŦEN**
- **Bachelor of Arts in SENĆOŦEN**

The BA builds on the skills and expertise students develop in the certificate and diploma programs. There is also an option for students to transfer into the Bachelor of Education in Indigenous Language Revitalization, where, upon graduation, they will be certified to teach grades K-12 in band-run and public schools in British Columbia.

W̱SÁNEĆ COLLEGE STAFF & SUPPORT SERVICES

Staff Member	Position
Administration	
Kendra Underwood	Director
Dr. Nick Stanger	Associate Director
Erica Bisgrove	Registrar
Denise Sam	Post-Secondary Coordinator
On-call	College Secretary
Faculty & Teaching Team	
Nichola Kach	Dogwood Program Lead & Instructor
Dr. Nick Claxton	ICW Program Lead & Instructor
Sandee Mitchell	ICP Program Lead & Instructor
Kevin Monkman	Humanities Instructor
Kim Linkert	Inclusive Education Coordinator & Instructor
Robbie Louis	SENĆOŦEN Language & Culture Instructor
Ang Hamilton	Wellness Coordinator & Learning Facilitator
Caronline Stengl	Art Instructor
Carys Mitchell	Education Assistant II
Student Services	
Shelagh Tiesu	Counsellor & Educational Pathways
Marcey/Meli Louie	ICW Program Lead & Instructor

Staff Member	Position
Student Services	
Catherine Gervais	Adult Dogwood Homeschool Coordinator
Lateasha Elliott	Student Connections Facilitator
Rona Sylvester	Camosun Community Program Coordinator
Maui Sylvester	UVic Community Program Coordinator
Toby Joseph	Senior SENĆOŦEN Language Apprentice
Alex Wadsworth	IT Coordinator
Lois Underwood	Cook
Tanya Hall	Custodian
SŦÁ,SEN ŦTE SENĆOŦEN	
Tye Swallow	SŦÁ,SEN Facilitator
SX̱EDŦELISIYE Sampson	W̱,SENĆOŦEN,ISTW̱ Instructor
PENÁĆ Uderwood	W̱,SENĆOŦEN,ISTW̱ Instructor
PENÁW̱EN Elliot	W̱,SENĆOŦEN,ISTW̱ Instructor
MENEŦIYE Elliot	W̱,SENĆOŦEN,ISTW̱ Instructor
ȻOSINIYE Elliot	SELW̱ÁN Elder
J,SIṈTEN John Elliot	SELW̱ÁN Elder
SELILYE Belinda Claxton	SELW̱ÁN Elder

W̱SÁNEĆ COLLEGE CLOSURES

Statutory Holidays & Non-instructional Pro-D Days

Date	Closure
September 7, 2026	Labour Day
September 25, 2026	Non-instructional Day
September 30, 2026	Truth & Reconciliation Day
October 12, 2026	Thanksgiving
October 23, 2026	Non-instructional Day
November 11, 2026	Remembrance Day
November 27, 2026	Non-instructional Day
December 21, 2026 - December 31, 2026	Winter Break
January 1, 2027	New Years Day
February 12, 2027	Non-instructional Day
February 15, 2027	Family Day
March 15, 2027 - March 25, 2027	Spring Break
March 26, 2027	Good Friday
March 29, 2027	Easter Monday
April 19, 2027	Non-instructional Day
May 21, 2027	Non-instructional Day
May 24, 2027	Victoria Day
June 21, 2027	National Indigenous Peoples Day

BUS SCHEDULE

Leave W̱SB	8:20 am	3:15 pm
Tsawout	8:32 am	
Tseycum	8:42 am	
Pauquachin	8:49 am	
Arrive at W̱SB	8:55 am	

The scheduled times are approximate and subject to change. Pick up points will be at the Band Offices. The bus will not wait for students, so please be at the pick-up point on time. On dates when school is not in session at ŁTS and W̱LSS, arrangements will be made for an adult run only. Please refer to the W̱SÁNEĆ College Facebook page for busing updates on pro-d dates.

W̱SÁNEĆ COLLEGE DAILY SCHEDULE

9:00-10:15	Class time - Block 1
10:15-10:20	Break
10:20-11:35	Class time - Block 2
10:35-11:45	SNEPENEḴ
11:45-12:45	Lunch
12:45-1:50	Class time - Block 3
1:50-1:55	Break
1:55-3:00	Class time - Block 4
3:00	Dismissal

STUDENT SERVICES

Parking

Free parking is available for students in the Shaker Church parking lot. Please be respectful of reserved parking spaces for Elders and individuals with mobility challenges. Do not park in the front of or along the W̱SÁNEĆ College building. When necessary, the W̱SÁNEĆ School Board reserves the right to tow at the owner's expense.

Photocopiers

Copies are available to students for course purposes. See W̱SÁNEĆ College Secretary.

Fitness Room - QOM QOM SW̱ (8:00-3:30 Monday-Friday)

The Fitness Room is available for students with collaboration between your instructor and the fitness coordinator. Use of the Fitness Room is free for registered students. The facility is reserved for W̱SB staff daily from 12:00-1:00. Other members require permission from the Health & Wellness Coordinator to gain access during this time.

Academic and Personal Counselling

Academic and personal counselling is available to help you clarify career goals or help you deal with difficult personal situations. Confidentiality is guaranteed. Please make contact with our on-site Counsellor for support or ask your Instructor for assistance in connecting with our Counsellor. Please see the Post-Secondary Coordinator when necessary. When required, a referral can be made for off-site professional help as well. Camosun College provides an Indigenous Academic Advisor every Tuesday throughout the school year.

Elder-in-Residence Program

Elder-in-Residence is a program that provides W̱SÁNEĆ with access to mentoring and counsel that only Elders can provide. Elders are available to meet with individual students and staff. Please contact the Director to arrange for Elder visits throughout the school year, or visit our Elders during their scheduled Elder-in-Residence times in the Student and Elders Lounge from 10:00-12:00 every morning.

Coffee & Lunch Program

Coffee and refreshments will be available to all students and staff in the Student and Elders Lounge.The W̱SÁNEĆ College lunch program runs from Monday-Friday. Lunch will be served from 11:45-12:30. Meals are available to all W̱SÁNEĆ College students and staff.

Computer Resources

Computers will be available in each classroom for student, along with a laptop in school lending program is also available to students.

Daycare

Childcare is available to fee payers and those who qualify for child subsidy through the Ministry. Please see the Daycare Director, Gus Underwood, for further information, as there is a priority registration list. **Outstanding daycare fees**: when students have outstanding daycare fees, the fees will be paid from student incentives/stipends and/or post-secondary funding. If you are not attending regularly and withdraw, you may no longer be eligible for daycare or monthly support.

Lost & Found

Lost and found articles are located in the Secretary's office; they are kept for 2 months.

STUDENT CODE OF CONDUCT

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W̱SÁNEĆ COLLEGE COMMITMENT

1. W̱SÁNEĆ College Commitment

1.1 W̱SÁNEĆ College Values

In accordance with the W̱SÁNEĆ School Board campus, the W̱SÁNEĆ Values of ŚW̱ELOĶE (Family), W̱,Í,Í,Ȼe (Self-Respect), ŦELÁNEŢ (Initiative), ŁKIL (Confidence), QENÁŁ (Responsibility), ÁTOL E TŦE EŁŢÁNEW̱ SȻÁs I, TŦE SKÁLS (Respect for the rights & values of others), W̱U,IȻEN I, ĆǺ,ĆI OL ŚX̱ENÁNS (Positive attitude & willingness to work hard), MEŦENÁN (Pride), ŦE,ITĶEN (Honesty), and ÍY SLÁLE OL SŢO,TEM,ENEȻ (Safety) are expected to be upheld by all students and staff of the W̱SÁNEĆ College.

- We welcome all learners to study at the W̱SÁNEĆ College located in the W̱SÁNEĆ territory.
- As commuity members and visitors to our ÁLEṈENEȻ, we ask that you show up every day with respect and carry yourself in a good way.
- W̱SÁNEĆ College is committed to maintaining a culturally safe, inclusive, and welcoming learning environment where diversity is respected and upheld. These guidelines exist to support a learning environment where everyone can feel safe, respected, and supported in their educational journeys.

1.2 Philosophy of Education

We believe:

- That SENĆOŦEN language must be maintained, perpetuated, and protected.
- That teachings about W̱SÁNEĆ culture must be honoured and woven as a ppropriate into learning experiences.
- That the people of the W̱SÁNEĆ Nation, working with the W̱SÁNEĆ School Board, are leaders in the education of W̱SÁNEĆ learners, whether in the W̱SÁNEĆ Nation schools or elsewhere.
- That our children must be given every opportunity to attain the academic skills and the spiritual and cultural values that will allow them to live successfully as proud Indigenous people in their homelands and in multicultural society.
- That the non-Indigenous society should be given opportunities within reciprocal relationships to learn about the W̱SÁNEĆ history, culture, and language.

- That students should be provided with a broad holisitic education that includes academic, social-emotional, spiritual, physical, arts and cultural learning.
- That learners have both rights and responsibilities within the education program. These include:
  - The right to access a SENĆOŦEN Immersion learning environment.
  - The right to an equal, high-quality, culturally relevant and responsive education.
  - The responsibility to attend school and work to the best of their ability.
- That a learning environment must be provided for W̱SÁNEĆ W̱ILNEW̱ that is safe, inclusive, welcoming, responsive, and suitable for learning.
  that supports for overall well-being, in the areas of mental health and soial-emotional strength, are priorities for all learners.

ACADEMIC REGULATIONS & POLICIES

2. Withdrawal

2.1 Freedom of Information & Protection of Privacy

Our post-secondary programming is delivered in partnership with Camosun College and the University of Victoria. Students will be jointly registered with W̱SÁNEĆ College and the partner public post-secondary institution for the duration of their program. By becoming a student at W̱SÁNEĆ College, you acknowledge and consent to the collection, use, and disclosure of your personal information between W̱SÁNEĆ College and Camosun College or the University of Victoria, as applicable. This information may be shared for purposes related to your application, registration, program delivery, student support services, financial administration, and academic progress. Personal information will be handled in accordance with applicable privacy legislation and the privacy policies of the participating institutions.

Students have the right to request access to their personal information and student records held by W̱SÁNEĆ College. Requests for access to records or inquiries regarding the personal information maintained by the College may be directed to the Office of the Registrar. Requests will be processed in accordance with applicable privacy legislation and institutional policies.

2.2 Confidentiality of Student Records

W̱SÁNEĆ College endeavours to keep student records confidential and protect the privacy of the individuals. Students are entitled to a transcript of their academic record and to an explanation of any information recorded on it. Requests for transcripts or other information from a parent/spouse/relative, educational instituation, or community agency will not be honoured without the students's written consent. W̱SÁNEĆ College will give information to community and government agencies in aggregate for statistical uses and will honour requests in accordance with the provisions of the BC Freedom Information and Protection of Privacy Act.

STUDENT CODES OF CONDUCT

3. Student Codes of Conduct

3.1 Attendance

As learners at W̱SÁNEĆ College, students are expected to communicate with their instructors and support staff when they are unable to attend classes. It is the students's responsibility to inform their instructor of an absence and to discuss how missed learning activities or coursework can be addressed.

W̱SÁNEĆ College recognizes that attendance may be affected by circumstances such as family emergencies, illness, cltural responsibilities, or bereavement. Flexibility and understanding are supported in these situations. However, respect for others' time, effort, and learning is essential; therefore, clear and timely communication is expected.

Students are responsible for reviewing each course's syllabus to understand specfic expectations regarding attendance, field trips, assignments, assessments, and participation.

3.2 Compassionate Leave of Absence

If a student experiences the loss of a family member and needs to be absent from classes, the studeent should notify W̱SÁNEĆ College student support staff, faculty, or an instructor. Students who are unable to complete or succeed in their studies due to serious and extenuating circumstances, such as a sudden or serious illness or accident, health or mental health issues, or the loss of a family member, may request a medical or compassionate withdrawal.

3.3 Attendance and Sponsorship

W̱SÁNEĆ College upholds the attendance expectations outlined above while also adhering to guidelines established by the W̱SÁNEĆ School Board and Pauquachin First Nation as funding partners. These guidelines may apply particularly to situations involving repeated unexcused absences or a lack of communication from sponsored students.

If a student does not attend classes and does not officially drop on or before the add and drop deadlines, they will be required to pay all outstanding fees, or their funder will, and students may receive an "F" or "I" grade on their transcripts.

3.4 Classroom and Field Trip Conduct

While participating in learning on or off Campus, field trips, ÁLEṈENEȻ activities, and events at partner campuses (including the University of Victoria and Camosun College), students represent W̱SÁNEĆ College, the W̱SÁNEĆ School, and W̱SÁNEĆ communities. For the entire duration of a College-related activity - throughout the day and including any overnight stay - students are on institutional travel, and this Code applies at all times, on or off campus. Students always conduct themselves respectfully and od not torlerate harassment, bullying, intimidation, discrimination, threats, or violence, whether in person or electronic, on any ground protected under the BC Human Rights Code.

On Campus, in classrooms, on ÁLENENEȻ, and during other land-based actibities, students follow the direction of Elders, Knowledge keepers, and facilitators, observe protocal as it is shared, and approach sacred and ceremonial spaces with care. SENĆOŦEN names, songs, and teachngs are fifts; students do not record, reproduce, or share cultural activities, ceremonies, or knowledge Keepers without explicit permission.

Students follow all safety instructions, stay with the group, and do not leave an activity without informing staff. They prepare for the activity and weather, disclose relevant medical needs and emergency contacts in advance, arrive on time for departures, and travel safely, including wearing seatbelts. Students respect the property of the College, host sites, and others; theft, vandalism, and damage are prohibited and may result in repair costs. Students are responsible for the conduct of any approved guest.

Substance use during any College-related activity, including travel and overnight stays, is governed by they Substance Use policy. Conduct that breaches this Code may result in removal from the activity, return to campus or home at the student's expense, and referral to the College's student conduct process. The College favours educational and restorative responses where appropriate, while reserving the right to act immediately on safety concerns.

Please refer to the Field Trip Policy for procedures related to misconduct and disciplinary processes.

3.5 Substance Use

W̱SÁNEĆ College is committed to a safe and healthy learning environment. There is zero tolerance for alcohol drugs, or intoxication during any College-related activity, on or off campus, including classes, field trips, ÁLENENEȻ activities, travel trips, and other College functions. A student who is under the influence of alcohol or drugs on College property, or before or during a College activity, wll be required to leave and will not be permitted to take part in the activity; staff will support the student in arranging safe transportation. Smoking and vaping are not permitted on W̱SÁNEĆ College or W̱SÁNEĆ School Board property, and students follow the smoking and vaping policies of host sites. Substance use is a serious breach of conduct and may result in disciplinary action, up to and including withdrawal from a program. See the Sustance Use Policy for procedures and consequences.

3.6 Plagiarism

Plagiarism is a serious breach of student conduct. It is the intentional or unintentional act of presenting someone else's work, ideas, or expressions as one's own without proper acknowledgement. This includes copying or paraphrasing ideas, data, or concepts without citing the original source. Students are therefore responsible for ensuring their work is original and properly referenced. See the Plagiarism Policy for procedures, consequences, and student rights related to academic misconduct.

3.7 Artificial Intelligence (AI) Use

The use of artificial intelligence (AI) in all W̱SÁNEĆ College courses, programs, and assignments is determined by the instructor. Unless explicitly permitted, AI tools should not be used. When AI use is allowed, students must provide a brief statement identifying the tool used, its purpose, and how the output was verified.

3.8 Computer Use

W̱SÁNEĆ College provides access to computing resources to support student learning. Students must use all technology ethically, responsibly, and respectfully. College-owned equipment (including computers, printers, and accessories) must remain on campus, be used only as intended, and not be damaged, moved or misused without authorization. Personal devices must be turned off, silenced, or put away during class time. In emergencies, families may contact the College Receptionist at 250-652-5980. Failure to comply with these guidelines, including misuse, damage, or theft of equipment, may result in disciplinary action, including warnings, suspension, loss of privileges, or other measures as outlined in the Policy and Procedures of Computer Use.

3.9 Harassment Prevention

W̱SÁNEĆ College is committed to maintaining a safe, respectful, inclusive, and culturally grounded learning environment. All students are expected to treat others with dignity, respect, and care, in alignment with W̱SÁNEĆ values. Harassment of any kind is not tolerated.

Students must not engage in behaviour that is unwelcome, harmful, or disrespectful towards others. This includes:

- Discriminatory behaviour based on protected characteristics such as race, ancestry, place of origin, family status, disability, age, sex, sexual orientation, political beliefs, or other grounds protected under the British Columbia Human Rights Code
- Unwanted sexual behaviour, including sexual comments, attention, advances, coercion
- Intimidating, threatening, or aggressive actions that create an unsafe or uncomfortable environment

These expectations apply in all College-related settings including:

- On campus
- Online or virtual spaces
- Off-campus activities connected to the College and W̱SÁNEĆ School Board

All students share responsibility for contributing to a respectful school community. If you experience or witness harassment, you are encouraged to seek support or report the concern. For full definitions, reporting procedures, available support, and consequences, please refer to the Harassment Prevention Policy.

3.10 Sexual Harassment or Coercion Prevention

W̱SÁNEĆ College is committed to maintaining a safe, respectful, inclusive, and culturally grounded learning environment grounded in W̱SÁNEĆ values. Sexual harassment and coercion are not tolerated and are considered serious breaches of conduct.

Students must not engage in sexually orientated behaviour - verbal, physical, written, visual, or online - that is unwelcome or offensive to another person or that undermines their dignity, safety, or well-being. Sexual harassment occurs when:

- A person's behaviour is identified as unwelcome or objectionable; and
- The person continues the behaviour after being asked to stop
    - Sexual coercion includes any pressure, intimidation, or misuse of power to obtain sexual attention or compliance. Examples may include:
- Unwanted sexual attention or advances
- Sexual comments, jokes, or gestures

- Sexual comments, jokes, or gestures
- Sexually explicit messages or images
- Behaviour that creates and intimidating or unsafe environment

These expectations apply in all College-related settings, including:
- On campus
- Online or digital environments
- Off-campus activities connected to the College and W̱SÁNEĆ School Board

Any incident of sexual harassment or coercion may be reported verbally or in writing to any College staff member by the affected individual or a designate. there is no time limit for reporting. All students share responsibility for contributing to a respectful learning environment and are encourged to report concerns or seek support.

Sexual harassment or coercion is a serious breach of conduct and may result in disciplinary action, up to and including suspension or dismissal from W̱SÁNEĆ College and W̱SÁNEĆ School Board. Support is available to students who experience, witness, or are affected by sexual harassment or coercion. Please refer to the Sexual Harassment or Coercion Prevention Policy.

Any sexually oriented behaviour, either verbal or physical, of a fellow student or staff member, which is objectionable to another student or staff member, will be considered harassment if:
- The offending student/staff member is notified that the acton is considered offensive; and
- The offending student/staff member persists in the action after they have been requested to stop. Harassment and coercion will be considered a serious breach of conduct and subject to immediate dismissal from W̱SÁNEĆ College.

Any incident of sexual harassment can be reported in either verbal or written form to a staff member of W̱SÁNEĆ College by the offended party or their designate to warrant an investigation. In addition, there are no time limitations that impede the ability to act on the offense.

3.11 Dress Standards

Students are expected to dress in a way that supports a respectful, inclusive, and focused learning environment at W̱SÁNEĆ College. Clothing must not be distracting, offensive, or harmful to others, including items that promote alcohol or drugs, contain inappropriate language or imagery, express racism or discrimination, or are overly revealing. These expectations apply in all College-related settings, including on-campus and off-campus activities. Dress standards exist to promote a safe and welcoming community and to support learning. If a concern arises, students may be respectfully asked to take reasonable steps, such as turning the clothing inside out, changing attire, or removing an accessory.

3.12 Behavioural Misconduct

Any act that endangers the safety of students or staff in the college learning environment is considered behavioural misconduct and is subject to suspension or termination.

Violence, threatening statements, or aggression of any kind, including physical, verbal, or written toward instructors, staff, or fellow students, is deemed violence toward an individual and is punishable by law. When necessary, the Royal Canadian Mounted Police (RCMP) will be called to deal with any violence toward individuals and/or violent or aggressive behaviour generally. Discipline will include suspension from W̱SÁNEĆ College.

Student conduct that leads to damage or theft of school property, including private property of instructors, staff, and fellow students, is deemed damage to property. Disciplinary action will include suspension from W̱SÁNEĆ College.

Any behaviour that endangers the safety of students, staff, or the College community is considered behavioural misconduct. Student must not engage in:
- Violence, threats, or aggressive behaviour - including physical, verbal, or written actions toward instructors, staff, or fellow students
- Behaviour that creates a risk to safety in classrooms or College settings

- Damage to or theft of property, including College property or the personal property of others

Such behaviour may also constitute a criminal offence. When necessary, the Royal Canadian Mounted Police (RCMP) may be contacted. All incidents of behavioural misconduct will be addressed promptly to ensure safety and will be reviewed in accordance with the College and when needed, W̱SÁNEĆ School Board personnel and policies. Students may be temporarily removed from a classroom or campus with a safety concern. Behavioural misconduct is considered serious and may result in disciplinary acton, depending on the nature and severity of the behaviour, consequences may include suspension, removal from a course or program, and/or dismissal from school grounds. In cases involving property damage or theft, restitution may be required.

While safety and accountability are priorites, W̱SÁNEĆ College also recognizes the importance of support. Where appropriate, students may be offered guidance or access to support services. For full procedures, including investigation steps and appeal rights, refer to the W̱SÁNEĆ College Procedures for addressing Behavioural Misconduct Policy.

3.13 Academic Misconduct

Academic misconduct occurs when a student gains an unfair academic advantage through dishonest behaviour, such as cheating or plagiarism. This may include using another person's work without proper acknowledgement, giving, or receiving unauthorized help, accessing assessment materials without permission, or presenting false or misleading information. Academic misconduct also includes dishonesty during the admissions process, such as providing incomplete or inaccurate information. Students are expected to honour their own learning, respect the work of others, and seek guidance when unsure about academic expectations. Concerns about academic misconduct will be addressed through a fair and respectful process that supports understanding, reflection, and accountability. W̱SÁNEĆ College is committed to helping students learn from these situations and strengthen their academic integrity. Outcomes will depend on the nature and seriousness of the situation and may include opportunities for learning, revising work, or other academic consequences. For full procedures, support, and appeal processes, please refer to the Academic Misconduct Policy.

3.14 Academic Appeal

W̱SÁNEĆ College supports a fair, respectful, and timely process for reviewing academic decisions. Students may appeal to certain academic decisions, including final grades, in accordance with College policy.
Students are encouraged to first speak with the instructor to seek clarification or resolve concerns informally. If needed, students may also seek guidance from program staff or advisors. To proceed with a formal appeal, students must submit a written request to the Director as soon as possible, following established timelines (see Academic Appeal Policy for details). During the appeal process W̱SÁNEĆ School Board personnel, committees, and the Chief Executive Officer may be consulted, involved, or referred to, given the severity of the appeal.

Written appeals should clearly explain the concern and include any relevant information. All appeals will be reviewed in a fair and respectful manner. Students are expected to continue participating in their studies and communicate respectfully throughout the process. Students also reserve the right to withdraw their appeal at any stage of the appeal process.

3.15 Withdrawal Process

W̱SÁNEĆ College encourages students to seek support eaerly when considering withdrawal to make informaed decisions about their leaning and well-being. Students are expected to speak with their instructor or support staff to understand their options and how withdrawing may affect their studies, program progress, and finances. Funded or sponsored students should also confirm how withdrawal may affect their funding with the appropriate personnel. College staff will guide students through the withdrawal process, including supporitng students' review of the impacts, and helping them complete the required documentation.

Withdrawing without following the proper process may affect eligibility to return repeat courses, or access future programming. Academic consequences, such as probation or adjusted timelines, may also apply.

Students who withdraw, are suspended, or do not complete a program may request re-entry. Re-entry is completion of any required waiting periods, and alignment with College expectations.

For full procedures, supports, and re-entry requirements, refer to the W̱SÁNEĆ College Withdrawal and Re-entry Policy or speak with College staff.

3.16 Conflict of Interest

W̱SÁNEĆ College is committed to fair and trustworthy assessment. A conflict of interest occurs when a personal relationship between a staff member and a student could improperly influence - or reasonably appear to influence - the marking or evaluation of a student's work. To ensure fairness for students and staff alike, family members and those in close personal relationships should not mark, grade, or evaluate one another's work. This includes immediate and close extended family, spouses or partners, close friends, and members of the same household.

Recognizing that family and kinship ties are common in our community, this expectation is applied within reason: distant or incidental connections are not automatically a conflict. Staff and students share the responsibility for declaring any such relationship honestly and promptly, so that alternative marking arrangements can be made. No one will be disadvantaged for making an honest declaration. See the Conflict of Interest Policy for procedures, declaration requirements, and how conflicts are managed.

ACADEMIC ACCOMMODATIONS

4. Centre for Accessible Learning

4.1 University of Victoria

Explore the accessibility supports available through the University of Victoria here:

4.2 Camosun College

Explore the accessibility supports available through Camosun College here:

4.3 W̱SÁNEĆ College Contacts

First Aid & Inclusive Education Designate:

Kim Linkert
Email: klinkert@wsanecschoolboard.ca
Phone: 250-652-5980

W̱SÁNEĆ College Counselling Team:

Marcey/Meli Louie
mlouie@wsanecschoolboard.ca
Phone: 250-652-5980

Shelagh Tiesu
Email: stiesu@wsanecschoolboard.ca
Phone: 250-652-5980

GRADING & GPA

5. Grading and GPA

W̱SÁNEĆ College recognizes the two grading systems used by its post-secondary partnership institutions, Camosun College and the University of victoria, as well as the Adult Dogwood grading scale established by the Ministry of Education. All are used for academic programming.

Please see Camosun College's Competency Grading system here:

Please see the University of Victoria's Competency Grading system here:

Adult Dogwood Provincial Standard Grading		
Letter Grade	**Percentage Range**	**Standard**
A	86-100	Excellent or outstanding performance
B	73-85	Very good performance
C+	67-72	Good performance
C	60-66	Satisfactory performance
C-	50-59	Minimally acceptable performance
I	0-49	In Progress / Incomplete
F	0-49	Failed (or not meeting outcomes)

6. Disclaimer

As W̱SÁNEĆ College continues to grow and transition to college status, and in recognition of its Collaboration Education and Mutual Recognition Agreement (CEMRA) with Camosun College, policies and codes of conduct that have not yet been developed will be guided by our partner institution.

EMERGENCY PROCEDURES

In case of earthquake:

- Take immediate cover under table, desk, or other object that will offer protection against flying glass or debris, turn away from windows, and hold on to something solid. Duck, cover and hold.
- Do not stand in doorway if door is not braced as swinging door can cause injury.
- When building movement stops, count to 60 and then you may leave your area.
- After a major shock, evacuate the building as after-shocks may occur. Be careful of downed electrical wires, gas leaks, or falling objects.
- Keep calm, do not run.
- Proceed to designated area if it is safe to do so, otherwise move away from the building.
- If you are qualified in First Aid, help those who are injured. If you are not qualified in First Aid, please act as an assistant.
- Communication is the key. Report any persons missing to the leaders in charge of your group, and report fires. The leaders of the group are responsible to communicate with the emergency teams your concerns.
  Do not use telephones; they are for emergency use only.

If you discover a fire:

- Get everyone out of the danger area
- Close the door to the room or area
- Activate the fire alarm pull station immediately
- Phone 911, be sure to inform them of the condition of the fire and the school's address and the location of the fire ***"7449 W Saanich Rd, W̱SÁNEĆ School Board, Administration Building"***
- Leave the building through the stairwells
- Escort people with disabilities (i.e. wheelchairs) to a safe distance away from the flames
  Report to the front of the building entrance or the designated meeting area (field)

At the sound of the fire alarm:

- Proceed to the stairwells. Walk, do not run
- Follow the instructions of the leader in charge
- Shut all doors behind you and proceed down the stairwell quietly and orderly
- If you encounter smoke, keep low and crawl. Use the wall as a guide to the exit. If a route is blocked, use an alternate exit
- When outside, move away from the building towards your designated area (field)
- Do not go back into the building until officially advised by the fire department or by the W̱SB maintenance crew

Instructors are to ensure that all students in their classroom are accounted for; bring a class list with you to the designated meeting area (field) and do a quick check. Inform fire department or maintenance if a student is missing.

Remember the primary rules are:

UP - be cautious of things above, earthquakes cause danger above you. Avoid heavy objects that may fall from above you, like flying glass, light fixtures, book shelves, filing cabinets, electric wires or other objects.

COMMUNICATE - communicate quickly any dangers. Communication is listening and talking.

CALM - stay calm.



W̱SÁNEĆ COLLEGE CALENDAR 2026-2027

ĆENŦÁWEN	
August 18, 2026	Tuition & Fee Payment Deadline for Fall Term (Post-Secondary)
ĆENQOLEW̱	
September 7, 2026	100% Tuition Refund Deadline for Fall Term (Post Secondary) - Courses dropped by this date will not owe tuition (or will be refunded if paid)
September 8, 2026	First Day of Fall Term
September 14, 2026	W̱SÁNEĆ College Orientation
September 14, 2026	Course Add/Drop Deadline for Fall Term (Post-Secondary) - Courses added after this period require permission
September 14, 2026	80% Tuition Refund Deadline for Fall Term (Post-Secondary) - Courses dropped by this date will be refunded 80% of tuition (or will owe 20% if not paid). Courses dropped after this date are ineligible for a refund.
September 15, 2026	Status Card Clinic (1:00 pm - 3:00 pm)
September 22, 2026	Deferred Tuition & Fee Payment Deadline for Fall Term (Post-Secondary) - Tuition and fees are due for students with approved tuition and fee deferrals and for courses added after August 18th. Registrations completed after September 22nd require immediate payment of tuition and fees.
September 22-23, 2026	W̱SÁNEĆ College Goldstream Camping Trip - Check in Sept 22rd at 1:00 pm, and Check out Sept 23th 11:00 am
PECKELÁNEW̱	
October 14, 2026	W̱SÁNEĆ Scholars Speaker Series (1:00 pm - 3:00 pm)
October 30, 2026	Halloween Activities
W̱ESELÁNEW̱	
November 4, 2026	ŁÁUSET HÁLE - Fall Health Fair
November 17, 2026	Status Card Clinic (1:00 pm - 3:00 pm)
November 24-25, 2026	Drum Making Workshop for W̱SÁNEĆ College Students - Each cohort will be assigned a date and time

SJELȻÁSEN̓/ SIS̓ET	
December 9, 2026	W̱SÁNEĆ College Holiday Craft Fair (10:00 am - 1:00 pm)
December 11, 2026	Last Day of classes for Fall Term (Post-Secondary)
December 12, 2026	Last Day to Withdraw without Academic Penalty for Fall Term (Post-Secondary)
December 14, 2026	Tuition & Fee Payment Deadline for Winter Term (Post-Secondary)
December 17, 2026	Last Day of Fall Term
December 17, 2026	Student & Elders Breakfast (9:00 am - 12:00 pm)
December 21-31, 2026	Winter Break (College is Closed)
N̓IN̓ENE	
January 3, 2027	100% Tuition Refund Deadlinefor Winter Term (Post-Secondary) - Courses dropped by this date will not owe tuition (or will be refunded if paid)
January 4, 2027	First Day of Winter Term
January 10, 2027	Course Add/Drop Deadline for Winter Term (Post-Secondary) - Courses added after this period require permission
January 10, 2027	80% Tuition Refund Deadline for Winter Term (Post-Secondary) - Courses dropped by this date will be refunded 80% of tuition (or will owe 20% if not paid). Courses dropped after this date are ineligible for a refund.
January 13, 2027	W̱SÁNEĆ Scholars Speaker Series (1:00 pm - 3:00 pm)
January 18, 2027	Deferred Tuition & Fee Payment Deadline for Winter Term (Post-Secondary) - Tuition and fees are due for students with approved tuition and fee deferrals and for courses added after December 14th . Registrations completed after January 18th require immediate payment of tuition and fees.
WEXES	
February 8, 2027	South Saanich Douglas Treaty (Feb. 7th)
February 9, 2027	W̱SÁNEĆ New Year
February 11, 2027	North Saanich Douglas Treaty
February 25, 2027	W̱SÁNEĆ College Education & Career Fair (12:00 pm - 3:00 pm)

February 28, 2027	W̱SÁNEĆ School Board Post-Secondary Education Funding Deadline
PEXSISEṈ	
March 3, 2027	ŁÁUSET HÁLE Spring Health Fair
March 15-25, 2027	Spring Break
SX̱ÁNEŁ	
April 12, 2027	Tuition & Fee Payment Deadline for Spring Term (Post-Secondary)
April 14, 2027	W̱SÁNEĆ Scholars Speaker Series (1:00 pm - 3:00 pm)
April 23, 2027	Last Day of Classes for Winter Term (Post-Secondary)
April 24, 2027	Last Day to Withdraw without Academic Penalty for Winter Term (Post-Secondary)
April 30, 2027	Last Day of Winter Term
PENÁW̱EṈ	
May 2, 2027	100% Tuition Refund Deadline for Spring Term (Post-Secondary) - Courses dropped by this date will not owe tuition (or will be refunded if paid)
May 3, 2027	First Day of Spring Term
May 9, 2027	Course Add/Drop Deadline for Spring Term (Post-Secondary) - Courses added after this period require permission
May 12, 2027	W̱SÁNEĆ Scholars Speaker Series (1:00 PM - 3:00 PM)
May 17, 2026	Deferred Tuition & Fee Payment Deadline for Spring Term (Post-Secondary) - Tuition and fees are due for studetns with approved tuition and fee deferrals and for courses added after April 12th . Registrations completed after May 17th require immediate payment of tuition and fees.
ĆENŦEḴI	
June 10, 2027	W̱SÁNEĆ College Community Craft Market (10am - 2pm)
June 12, 2027	Last Day to Withdraw without Academic Penalty for Spring Term (Post-Secondary)
June 18, 2027	Last Day of Spring Term
June 22-24, 2027	Graduation Events and Convocation

WSÁNEĆ



COLLEGE

HÍ,SW̱KE SIÁM

We are honored you've chosen to learn with us

Contact Information:

250-652-2214 ext. 5980

www.wsaneccollege.ca

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