

STUDENT RIGHTS AND RESPONSIBILITIES POLICY

1. Policy

Each student registered at HLS Language School (hereinafter 'HLS') is a member of the HLS. As a member of the HLS, each student is entitled to having certain rights be recognized by the HLS and, in the same way, the HLS is entitled to expect responsible behaviour from the individual student. This document is by no means a contractual agreement or a lawfully binding contract between HLS and its students. It is intended to reflect HSL's intention to respect the rights of students and to require students to observe the rights and regulations set out by HLS.

Nothing in this document affects:

- a) the rights and duties of individuals under the general laws of Canada, Ontario and any local government having jurisdiction; and
- b) the relationship between sponsored students and the agency sponsoring such students.

This document is based on the following premise: HLS maintains that all students are responsible members of the HLS and, therefore, accountable for their actions while at the campus.

2. Student Responsibilities

2.1. Fundamental Responsibilities

- 2.1.1. All official registration forms (including student enrolment contracts) must be signed and completed, and all fees must be paid in accordance with HLS regulations before an applicant can be considered as a student.
- 2.1.2. Students must respect the rights of other members of the HLS to a safe and pleasant environment and therefore must refrain from any misconduct.
- 2.1.3. It is expected that students will take reasonable care of any property or facilities at HLS and will leave such property or facilities in a state in which they can be enjoyed and used by other members of the community. Any abuse of these areas will not be tolerated and may result in the loss of their use.
- 2.1.4. Students must obtain the approval of HSL before soliciting money for any purpose. Approval must also be obtained if an individual or student group wants to solicit money for HLS events on HLS property.
- 2.1.5. Students require approval from the Principal or designate when holding a student-related event.
- 2.1.6. Students must obtain approval from the Principal or designate before posting any poster on any surface on campus other than designated student bulletin boards.

- 2.1.7. Students must behave according to the standards delineated in HLS policies including the Code of Conduct.

2.2 Academic Responsibilities

Students are expected to:

- 2.2.1 Acquaint themselves with the procedures to be followed to register for and change/withdraw from a course and/or program, including the Tuition Refund Policy.
- 2.2.2 Arrive to class on time and remain for the duration of scheduled classes and activities.
- 2.2.3 Respect the instructor's right to formulate and enforce attendance policies.
- 2.2.4 Respect the instructor's right to determine course content, methodology, and evaluation within the guidelines set by the Academic Department.
- 2.2.5 Respect the instructor's right to set deadlines for assigned work, their right to expect assignments to be submitted at the date and time specified, and their right to establish penalties for failure to comply with deadlines.
- 2.2.6 Ensure that all assignments are given directly to the instructor unless it has been specified otherwise in a particular instance.
- 2.2.7 Respect the instructor's right to expect assignments to be neatly presented (typed or handwritten) with the appropriate identification (name, student number, course title).
- 2.2.8 Submit work that is their own. It is the student's obligation to know what cheating and plagiarism are, and to be familiar with the consequences.
- 2.2.9 Bring instances of cheating to the attention of the appropriate instructor.
- 2.2.10 Write tests and final examinations at the dates and times scheduled by the instructor or HLS Academic Administrator.
- 2.2.11 Assume responsibilities for classes missed. Instructors are not obligated to provide for missed tests or examinations. Students must be prepared to forfeit marks allocated to such work during their absence.
- 2.2.12 Respect the instructor's right to expect appropriate classroom conduct by all students. Should a student be disruptive and/or disrespectful, the instructor has the right to take action to exclude the disruptive student from any learning activities.
- 2.2.13 Be responsible for keeping all quizzes, tests, papers, essays, or other assignments returned to them in the event of a grade review. It is highly recommended that students should always keep a photocopy of work submitted as a protection against loss.
- 2.2.14 Wait at least fifteen (15) minutes for a teacher to arrive unless they have been notified otherwise in a specific instance.
- 2.2.15 Become familiar with the rules and HLS's policies. Policies and procedures can be accessible from Student Services and the website.
- 2.2.16 Fulfill the requirements of the agency sponsoring their study.

3. Students Rights

3.1. Fundamental Rights

- 3.1.1. Every student has a right to equitable treatment by HLS. This right must not be impaired by discrimination based on race, ancestry, place of origin, creed, colour, ethnic origin,

citizenship, political conviction, the receipt of public assistance, religion, age, sexual orientation, gender identity, gender expression, disability, marital status, family status, sex, or pregnancy.

- 3.1.2. Students have the right to express themselves, either individually or as a group, on any subject without hindrance, and to publish and distribute opinion on HLS property, either personally or through the campus media, provided that these rights are exercised reasonably and in good taste, with due regard for others and in accordance with the general law (including the laws of defamation).
- 3.1.3. Students have the right to organize and take part in orderly and peaceful assemblies provided that such assemblies do not interfere with regular activities of the school or any members of the HLS community.
- 3.1.4. Students have the right to form, join, and take part in any lawful group or organization for intellectual, religious, social, economic, political, cultural, or recreational purpose.
- 3.1.5. Students have the right to use facilities designated by HLS as available for student use and agree to abide by the regulations of HLS in regard to such use.
- 3.1.6. Students have the right to have published and made available on request the rules and regulations of HLS affecting students.
- 3.1.7. Students have the right to inquire into and be informed honestly and fully about the reason for such rules and regulations.
- 3.1.8. Students have the right to make representations to appropriate authority of HLS for changes in such rules and regulations.
- 3.1.9. Students have the right to make, without fear of reprisal, a reasonable complaint or petition to the appropriate authority of the HLS.
- 3.1.10. Students have the right to a learning environment that is safe.
- 3.1.11. Every student has the right to be free from any and all harassment.

3.2 Right to Student Supports

3.2.1 Students have the right to request for and receive, when appropriate, student supports and services including (but not limited to):

- HLS Policies, including Tuition Refund Policy and Student Complaint Policy
- New Students Orientation
- Payment assistance
- Course registration
- Student Files
- Health insurance
- Enrolment letters
- Transcripts or Letters of Completion
- Grade inquiries.
- Events/activities
- Referrals and links to Community Resources

These services are offered by the Student Services Department.

- 3.2.2** Any additional requests, concerns, inquiries, and suggestions related to student supports and services can be directed to the Student Services Officer

4. Academic Rights

- 4.1.** Every student has the right to a quality education; HLS makes every reasonable effort to maintain the quality of education it dispenses.
- 4.2.** Students have the right to know the course content, policies, and procedures prior to the beginning of the program and to be assured that the course will not be substantially changed after registration.
- 4.3.** Students have the right to information concerning program and program completion requirements, academic policies, and admission requirements. This information should include, where appropriate:
- a)** Pre-requisites for courses
 - b)** Course descriptions
 - c)** Course availability
 - d)** The method(s) of evaluation
 - e)** Timetables
 - f)** Fees
- 4.4.** Students have the right to be given a written course outline at the beginning of each course which states the objectives of the course, the teaching methods, the evaluation system, including penalties, and the schedule for assignments, tests, and examinations.
- 4.5.** Students have the right to know the HLS definitions of cheating and the consequences of their detection.
- 4.6.** Students have the right to expect that adequate measures will be taken by the instructor to ensure that cheating during testing does not occur.
- 4.7.** Students have the right to know what is expected with regard to class attendance and punctuality.
- 4.8.** Students have the right to receive instruction for the number of hours specified on their timetables.
- 4.9.** Students have the right to be notified of class cancellation as soon as possible. It is the responsibility of the teacher or department to post all cancellations and to make certain that all students have been notified.
- 4.10.** Students have the right to expect that classes will start and end on time.
- 4.11.** Students have the right to a notice in writing of any rule changes with regard to classroom procedures. The course outline is a binding document. Consensus should be obtained between the student and the instructor if any changes are to be made to the outline once classes are in session.
- 4.12.** Students have the right to expect the teacher to grade and return enough material to evaluate their progress in the course by two days after the deadline.
- 4.13.** Students have the individual right to privacy as described in the Freedom of Information and Protection of Privacy Act, 1990. For this reason, HLS will regard each student record as a unique, private document to which access is strictly controlled and governed essentially by the student's

wishes and the responsibility of HLS. Access, contents, and regulation of student records are outlined in HLS's Official Student Record Policy.

- 4.14. Students have the right to have their grades and records viewed as confidential.
- 4.15. Students have the right to see and review all graded work with the teacher.
- 4.16. Students will be notified on the length of time that the graded work will be kept by the faculty member in question.
- 4.17. Students own any original work they have produced (e.g. their own work or ideas).
- 4.18. Students may have their work to be returned promptly, except in cases where cheating may be involved.
- 4.19. The departments may retain actual test questions, examinations, and quizzes, and need not supply copies to the students.
- 4.20. Students have the right to view any official record that exists in their file.