
Heritage College Administrative Procedure #6 Relating to Breaches of the Rules of Student Conduct

Subject: Procedures relating to breaches of the rules of student conduct as set out in *Heritage College Policy #24 concerning Standards of Student Conduct*.

Administrator: Director of Student Services.

Issuing Service: Student Services

Coming into Force: April 9, 2015

Revised: Revised August 9, 2016

Purpose

The purpose of this document is to provide standard procedures relating to the application of *Cégep Heritage College Policy #24 Concerning Standards of Student Conduct*.

Application

These procedures apply to all students of Cégep Heritage College.

The student may be asked to show and/or relinquish their I.D. card by a teacher, security guard or staff member at any time.

Procedures

1. Infractions/Misconduct

All members of the College community have the responsibility to intervene in order to deal promptly and effectively with an infraction, provided that the member does not put themselves at risk in doing so.

1.1 Minor infractions/misconduct:

- 1.1.1 In cases of minor infractions, a verbal reprimand may be given by a teacher/staff member.
- 1.1.2 For minor infractions in the class, or a specific area of the College (e.g. the Library/Fitness Centre), a short-term suspension (up to one day) may be applied by the teacher/staff member and the Director of Student Services is informed.

Heritage College Administrative Procedure #6 Relating to Breaches of the Rules of Student Conduct

1.2 Repeated infractions/misconduct:

- 1.2.1 In cases of repeated minor infractions, the student will be referred to the Director of Student Services as soon as possible along with a record of the repeated infractions..
- 1.2.2 An investigation will be arranged by the Director of Student Services and the Academic Dean or delegate(s) with the student(s) involved and all relevant parties, as soon as possible, to review the case and determine the sanction (see section 2), if required. Confidentiality is assured to all parties involved in the investigation.
- 1.2.3 The Director of Student Services may draw up and put into effect a Conduct Contract between the student(s) and the College, a breach of which could result in further sanctions/loss of privileges/disciplinary action.
- 1.2.4 The student will be advised in writing of the sanction.
- 1.2.5 A record of the infraction will be kept in Student Services.

1.3 Serious infractions and/or misconduct involving danger, risk of danger, or perceived threat of danger:

- 1.3.1 Incidents that involve immediate and serious danger, or risk of danger, or a perceived threat of danger, to any member of the College community or to College property, should be referred to the Security Officer, Director of Student Services, or Associate Academic Dean immediately.
- 1.3.2 Student Services in consultation with Academic Services will conduct an investigation with the student and all relevant parties as soon as possible, and determine the sanction (see section 2). Confidentiality is assured in all investigations.
- 1.3.3 The student may be required to leave the College immediately under an interim suspension, and remain suspended until further notice while a threat assessment is conducted with the Crisis Emergency Response Team (CERT) to help determine a course of action. Parents of minors will be notified in advance of the interim suspension. The student will be informed in writing of the sanction before he/she is asked to leave the College grounds.
- 1.3.4 The police may be notified and a report filed.
- 1.3.5 The Director of Student Services may draw up and put into effect a contract between the student and the College, a breach of which could result in further sanctions/loss of privileges/disciplinary action.
- 1.3.6 The student will be advised in writing of the sanction.
- 1.3.7 A record of the infraction will be kept in Student Services.

Heritage College Administrative Procedure #6 Relating to Breaches of the Rules of Student Conduct

2. Sanctions:

The following sanctions may be applied in the event of a breach of the rules of student conduct.

2.1 Verbal warning

The student is advised of the inappropriate conduct and warned verbally that further misconduct may result in disciplinary action.

2.2 Short-term class suspension

The teacher requires the student to leave the classroom for the remainder of the class. Student is held accountable or penalized for work missed in such cases.

2.3 Written warning

The student is warned in writing of the seriousness of the misconduct and that further misconduct will result in disciplinary action. The student may be required to sign a Student Conduct contract with the Director of Student Services.

2.4 Apology

The student is obliged to issue a verbal or written apology to persons, groups or organizations offended by the student's behaviour.

2.5 Payment of damages

A student may be required to pay the costs of repairing or replacing College property which was damaged or stolen by the student.

2.6 Loss of privileges

Revocation of specific privileges or exclusion from participation in extracurricular College activities and/or exclusion from using certain College facilities may be imposed.

2.7 Suspension

The student is suspended from the class, an activity, a course, an area of the College (e.g. the Library), or the College grounds, for a specified period of time. Student is held accountable or penalized for work missed in such cases.

2.8 Interim suspension

An immediate suspension prior to a hearing or an investigation will be imposed when there is a perceived threat to any person in the College in order to ensure the safety and well-being of the student and the College community. A threat assessment, an investigation and a hearing will be conducted as soon as possible after the interim suspension. During the interim suspension, the student will be denied access to all College functions on or off the campus. If the student is found not responsible for any threat, the student will be accommodated in making up work missed in this situation.

Heritage College Administrative Procedure #6 Relating to Breaches of the Rules of Student Conduct

2.9 Police Report

The College will lodge a report of criminal misconduct with the police department if required.

2.10 Expulsion

The student may be permanently banned from registering in the College, from the College grounds, and from participating in College sanctioned events. The Director General of the College makes the final decision concerning expulsion.

2.11 Legal action

The College may press charges against the student.

2.12 Conduct Contract

A document outlining the infraction(s) committed and the sanction(s) imposed, and additional conditions which the student is expected to comply with and the consequences of not meeting the conditions or committing further infractions under the Policy.

Heritage College Administrative Procedure #6 Relating to Breaches of the Rules of Student Conduct

Appeals

A student has the right to appeal a sanction imposed under this policy.

- 3.1 An appeal must be submitted to the Director of Student Services within five College days of the imposition of the sanction.
- 3.2 The Director of Student Services in consultation with the Academic Dean (or delegates) strikes the Appeal Committee.
- 3.3 All relevant parties in the initial investigation, including the student, may be re-interviewed by the Appeal Committee. The student will be informed of the findings of the investigation.
- 3.4 The student has the right to a support person or student representative throughout the proceedings, but they are not permitted to address the Committee.
- 3.5 The Committee will determine if due process was followed, all the information was presented, and that equity and fairness was applied in the application of the sanction(s), that the sanction(s) are valid, and make recommendations to the Director General within ten College days of receiving the appeal request.
- 3.6 The Director General will communicate the decision to the student within two College days of receiving the Committee's recommendations.
- 3.7 The Director General's decision is final.

Revision

These procedures will be reviewed at least every three years or when deemed necessary.

Related Documents

This document is to be used in conjunction with:

- *Heritage College Policy #24 concerning Standards of Student Conduct.*
- *The Heritage College Charter of Rights and Responsibilities.*
- *Heritage College Policy #6 concerning a Respectful Workplace Free of Discrimination and Harassment.*
- *Heritage College Policy #7 concerning Parking*
- *Heritage College Policy #19 concerning Conditions of Eligibility for a Work Term.*
- *Heritage College Policy #21 concerning Tobacco Usage*
- *Heritage College Policy #23 concerning the Use of Electronic Networks.*
- *Heritage College Policy #33 concerning Academic Integrity.*

Heritage College Administrative Procedure #6 Relating to Breaches of the Rules of Student Conduct

- *Heritage College Procedure #16 relating to a Respectful Workplace Free of Discrimination and Harassment.*
- *Heritage College Guidelines for Fundraising for and by Students*

Copies of these documents are available on the College website.