

AC830: Student Code of Conduct

Policy Title:	Student Code of Conduct
Policy Number:	AC830
Owner:	Director, Student Services
Approved by:	College Executive Team
Effective Date:	September 1, 2018
Reference:	
Links to Other Policy:	

St. Lawrence College is committed to making our resources usable by all people, whatever their abilities or disabilities. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Behavioural contract - an agreement, signed by the student that specifies conditions which a student must meet and adhere to in order to remain in, or return to, class, placement or a College approved activity.

Conduct probation – specific conditions a student must adhere to in order to remain in class, placement or a College approved activity; can be issued in place of a behavioural contract if a student refuses to sign a contract.

Expulsion – an order that immediately terminates a student’s contractual relationship with the College resulting in: removal from all programs, courses and activities and assignment of failing grades in all active courses; no fee refunds for current term; removal from Residence with no refunds for current term.

Intoxication – generally defined as when a person, due to drinking alcohol or using narcotics: is unable to care for themselves; is dangerous to themselves or others; is causing a disturbance; and/or refuses to respond to requests from a college official.

Long-term suspension - an order suspending a student from participation in all or specified College activities for a period beyond 5 business days. Typically, except for Residence students, suspension entails a ban from College property. Residence

students have specified limited access to College property.

Loss of privileges – loss of specified privileges to access or use College facilities and services for a designated period of time.

No trespass notice – a notice under the Trespass to Property Act advising a student or former student that they must not trespass on College property.

Oral warning and/or temporary dismissal – oral warning provided by a College official and, as appropriate, temporary dismissal of a student from a relevant area.

Prohibition – an order that prohibits former students who breached the Code from participating in all College programs, courses and activities.

Restitution order – an order requiring a student to compensate another College community member, or any other affected party, for loss or damage to property.

Short-term suspension – an order suspending a student from participation in all or specified College activities for a period of 1 to 5 business days. Typically, except for Residence students, suspension entails a ban from College property. Residence students have specified limited access to College property.

Violation notice (for minor conduct offences) – written notice by a College official identifying a minor breach of the Student Code of Conduct.

Written warning – written notice to a student that they have violated the Code of Conduct, typically outlining that further incidents may result in Code sanctions.

Purpose:

The College believes all members of the College community have the right to study or work in an environment that is safe, secure and supportive. The College expects students to be responsible for conducting themselves in a manner that respects the rights of employees, other students and College property. The Student Code of Conduct policy defines the general standard of conduct expected of students, provides examples of conduct that may be subject to disciplinary action by the College and outlines potential disciplinary sanctions that may be imposed as a result of violation of this Code of Conduct.

Scope:

Each student, upon enrolment in the College, is governed by the rules and regulations of the College, including the Student Code of Conduct (“the Code”). Students are expected to conduct themselves in a manner consistent with the educational objectives of the College in accordance with generally accepted standards of behavior, and in accordance with published College policies. The Code applies to conduct that: takes place on college property; occurs during field placements or other work placements; takes place when students are representing the College during activities off campus; takes place off campus but adversely affects the rights of a member of the College community to use and enjoy the College’s learning and working environment or adversely affects the health and safety of a College community member; and/or occurs during activities related to student committees, clubs, boards, councils and associations.

POLICY STATEMENTS

1. The College supports the following rights of students:
 - a) to express themselves individually or as part of a group, except where the exercise of such rights is prohibited under this Code or other College policies, under the Ontario Human Rights Code, or under municipal, provincial, or federal law
 - b) to be free from discrimination and harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identification, sexual orientation, age, marital status, family status and disability. Complaints under this section are dealt with under the College policy on Harassment, Discrimination and Bullying
 - c) to make reasonable complaints and/or to participate in College proceedings without fear or threat of reprisal
 - d) to use as intended, College facilities and equipment
 - e) to have a safe and positive learning environment
 - f) To transparent processes based on procedural fairness in all matters that may lead to sanctions within this policy.

2. Students’ responsibilities include, but are not necessarily limited to:
 - a) to uphold the laws of the land, the Ontario Human Rights Code and College policies. Examples of behaviours that breach the laws, codes and College policies include but are not limited to: vandalism; trespassing, possession or use of a weapon, firearm, explosives, or incendiary devices; possession or consumption of, or dealing in, illegal drugs; smoking of legal substances outside designated areas; theft of College or private property including intellectual property; harassment; disorderly or indecent conduct; sexual harassment; discrimination (including racial

- discrimination)
- b) to behave in a manner that is consistent with an environment that is free from discrimination, harassment or hate and to refrain from any conduct which infringes on the rights of others
 - c) to comply with the directions of any College employee who is acting in the proper performance of his/her duties
 - d) to refrain from uttering threats or acting against a person's physical or mental wellbeing that endangers or threatens to endanger the safety, health, life, dignity or freedom of any person. Examples of behaviours that breach this standard include but are not limited to: assault, verbal and non-verbal aggression, physical abuse, intimidation, stalking or hazing.
 - e) to refrain from using information and communication technologies, such as e-mail, cell phones, text or instant messaging, social media, AirDrop technology (Bluetooth messaging) and websites to engage in deliberate, repeated and/or hostile behaviour that has a negative impact on another person's dignity, causes harm or makes a person feel unsafe.
 - f) to refrain from bringing unfounded complaints with malicious, frivolous, or vexatious intent against another member of the College community.
 - g) to be honest in all academic and College matters. This includes but is not limited to: not presenting false identification or misrepresenting oneself; falsifying, fabricating or in any way modifying, either through omission or commission, a document to the College or to a program including submission of an academic credential such as a transcript, diploma, letter of recommendation, a physician's letter/form or any other document used in support of an academic application, record, petition/appeal or endeavour (issues related to academic integrity are dealt with under the Colleges' Academic Integrity Policy).
 - h) to refrain from engaging in activities that obstructs or disrupts College activities, or impedes the educational objectives of the College. This includes but is not limited to: making or causing excessive noise; setting off false fire alarms; bomb threats; blocking exit routes.
 - i) to refrain from activities that may cause damage to property that is not the student's own.
 - j) to refrain from entry on College premises, or from engaging in any College activity, while in a state of intoxication or while under the influence of any substance prohibited by the Controlled Drugs and Substances Act.
 - k) to refrain from taking or using property that is not the student's own or that the student is not authorized to take or use.
 - l) to refrain from entering or attempting to enter closed College facilities.
 - m) to exit College facilities when asked to do so by College officials
 - n) to participate in an investigation brought about under this policy when requested to do so. This includes but is not limited to attending meetings or hearings

regarding alleged breaches to this Code, and to abide by decisions that result from these processes.

3. This Code applies to all students registered at St. Lawrence College in full-time and part-time courses and is used to regulate student conduct and discipline arising in non-academic contexts.
 - a) The conduct provisions of the Code apply to:
 - actions on property within the physical boundaries of the College, including College residences.
 - actions in College owned or controlled property, including College vehicles being used for traveling between study locations.
 - actions on the internet directed at college community members.
 - use of communication and information technologies, on and off campus, which are directed at college community members.
 - actions on student placement sites.
 - actions at events off-campus that are readily identifiable with the College or any part of it.
 - actions off campus against other college community members.
4. The College may impose one or more disciplinary sanctions where a Student has been found to have breached the Code. Penalties imposed for misconduct will be appropriate to the nature and seriousness of the offence and will consider the student's offence history. Sanctions may be issued by the College's Student Rights and Responsibilities Officer and/or the Office of the Director, Student Services, in consultation with the College's Behavioural Intervention Team. Sanctions may include:
 - a) oral warning and/or temporary dismissal
 - b) violation notice (for minor conduct offences)
 - c) written warning
 - d) behavioural contract
 - e) conduct probation
 - f) loss of privileges
 - g) restitution order
 - h) short-term suspension (1 to 5 days)
 - i) long-term suspension (>5 days)
 - j) investigative suspension order
 - k) expulsion
 - l) prohibition
 - m) no trespass notice

Each of the listed sanctions may have specific conditions tied to them which a student will be required to satisfy. Expulsion from the College requires consultation

with the Vice-President Student Services and Human Resources. Disregard for sanctions, or failure to meet conditions of any sanctions, may result in additional sanctions.

5. The highest degree of confidentiality possible will be maintained for complaints and investigations under this policy, having regard to the circumstances surrounding the complaint and subject to any legal obligations the College may face related to a complaint.

Parties and witnesses involved in a complaint or investigation are expected to keep any related information discussed confidential. Unwarranted breaches of confidentiality will result in disciplinary action or sanctions.

Any findings, sanctions issued or ongoing case management of incidents will be kept confidential to the Office of the Director, Student Services and the College's Behavioural Intervention Team except to the extent necessary to implement and/or defend related decisions, or as required by law.

6. The College prohibits reprisal or threat of reprisal against any individuals who exercise their rights under this policy or who participate in any proceedings related to this policy. Individuals who violate these provisions shall be subject to discipline or other corrective action.

7. Appeals of sanction decisions may be made within 10 business days to the Vice President, Student Services and Human Resources. Grounds for appeal are limited to:

- a substantial procedural error was committed
- sanctions imposed are patently unreasonable or substantially disproportionate to the circumstances or offence.

MONITORING

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POLICY REVISION DATE

September 2023

SPECIFIC LINKS

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APPENDIX A AND ATTACHMENTS

Enter Text (see note for information)