

## **STUDENT CODE OF CONDUCT RESPONSE PROCEDURES**

This procedure applies to Langara students whose behaviour is governed by the Student Code of Conduct Policy. See Policy E1003 for definitions that apply to these procedures.

### **AUTHORITY**

**Employees**, within the scope of their responsibilities, may intervene immediately as outlined in the steps below, when the conduct of a student is disruptive to the business of the College or is unsafe.

**Instructors** have the authority to manage the classroom and to take reasonable steps to correct student behaviour when the conduct of a student is disruptive to the classroom or other instructional activities such as meetings, on-line discussions, College-sponsored field trips, practicum settings, etc., or is unsafe.

**All members of the College community** have the authority to refer any student behavioural concern to Campus Safety and Security or the Office of Student Conduct and Judicial Affairs for attention and response.

**Manager, Campus Safety and Security (or delegate)** has the authority to:

- a) Intervene in situations where behaviour poses an immediate risk of harm to self or others, or is disruptive;
- b) Temporarily remove a student from the College pending the outcome of an investigation, when removal necessary to ensure the environment meets normal expectations of safety.

**Manager, Student Conduct and Judicial Affairs (or delegate)** has the authority to:

- a) Investigate or otherwise assess reported violations of the Student Code of Conduct;
- b) Make determinations regarding whether the Code has been violated;
- c) Impose sanctions including conditions on continued participation in College related activities as defined in the Student Code of Conduct Policy;
- d) Make recommendations involving suspension from the College; and,

When necessary to ensure an environment that is safe and conducive to working and learning, or pending the outcome of an investigation, the Manager, Student Conduct and Judicial Affairs has the authority to:

- e) Set conditions for continued attendance and participation in College related activities;
- f) Temporarily remove a student from College-related activities;
- g) Temporarily restrict registration in a course or program;
- h) Temporarily restrict access to College services, programs, classes, campus facilities, individuals or events.

**Dean, Student Services (or delegate)** has the authority to hear appeals of sanctions, other than suspension.

**President** has the authority to suspend a student from the College.

**Board of Governors** has the authority to hear appeals of suspensions from the College.

### **IMMEDIATE INTERVENTION**

Where the conduct of a student is disruptive to the operation of the College employees/instructors should immediately intervene in the following manner:

- a) Inform the student that the behaviour is inappropriate and must stop;
- b) Inform the student that continued misconduct may result in the student being asked to leave the environment; and
- c) Notify his or her supervisor of the incident.

Where the conduct of a student is, or appears to be, unsafe employees should immediately contact Campus Safety and Security.

Where a student disregards the employee's direction to stop the disruptive conduct, the employee may, at his or her discretion, direct the student to leave the environment immediately.

If a student is directed to leave the environment, the employee shall document the incident and notify his or her supervisor and the Office of Student Conduct and Judicial Affairs. The student may be required to meet with the Manager, Student Conduct and Judicial affairs before returning to the environment.

Where a student is directed to leave the environment and refuses to do so, the employee shall contact Campus Safety and Security for assistance.

### **REPORTING**

All members of the College community shall report alleged violations of the Student Code of Conduct to the Office of Student Conduct and Judicial Affairs. The allegations should be reported in writing, preferably electronically, and include the following:

- a) Name of student and student number, if known;
- b) Date and time of the incident;
- c) Nature of the behaviour;
- d) Action taken to correct the behaviour, if any; and
- e) Other relevant information.

### **BEHAVIOURAL INTERVENTION TEAM**

The Behavioural Intervention Team (BIT) identifies, assesses, and monitors students displaying serious or repeated distressed, disruptive or threatening behaviour, including behaviour that may cause harm to self, others or to the academic mission of the College.

The Manager, Student Conduct and Judicial Affairs may, at his or her discretion, refer a student conduct matter to the Behavioural Intervention Team or may consult with the Behavioural Intervention Team on any student conduct matter. The Behavioural Intervention Team may make recommendations to the Manager, Student Conduct and Judicial Affairs or members of the college community, including the President, on any student conduct matter.

### **STUDENT CONDUCT MEETING**

When the Office of Student Conduct and Judicial Affairs receives a report of an alleged violation of the Student Code of Conduct, the Manager will determine if a Student Conduct Meeting is required.

If the Manager, Student Conduct and Judicial Affairs determines that a Student Conduct Meeting is required, a student who is alleged to have violated the Student Code of Conduct must attend the meeting.

A student may be accompanied to a Student Conduct Meeting by a support person who is a member of the College community. Attendance at a Student Conduct Meeting by a person, other than a member of the College community, shall be at the discretion of the Manager, Student Conduct and Judicial Affairs.

The Student Conduct Meeting will:

- a) Afford the student with an opportunity to receive information regarding the allegations.
- b) Afford the student with an opportunity to respond to the allegations and relevant information.

Where it appears during the Student Conduct Meeting that there is a dispute about the facts relating to the alleged violation, the Manager, Student Conduct and Judicial Affairs will undertake an investigation.

Following a Student Conduct Meeting, and investigation if necessary, the Manager, Student Conduct and Judicial Affairs will determine whether the student has violated the Student Code of Conduct.

Where a student fails to attend a Student Conduct Meeting, the Manager, Student Conduct and Judicial Affairs may:

- a) Temporarily remove a student from the learning environment until such a meeting takes place;
- b) Place an administrative hold on a student's account until a meeting takes place; or

- c) Determine whether the student has violated the Student Code of Conduct based on the available information.

Where the information does not confirm a violation of the Student Code of Conduct, no further action will be taken, and the student will be notified.

### **SANCTIONS**

Where a student is found to have violated the Student Code of Conduct, the Manager, Student Conduct and Judicial Affairs will:

- a) Impose sanctions commensurate with the nature and severity of the violation.
- b) Notify the student in writing of the:
  - i. Decision made with regard to the allegations.
  - ii. Sanction(s) imposed, including duration of the sanction or other conditions in relation to the sanction.
  - iii. Appeal options, as applicable.
- c) Notify the department of the sanction in situations where the sanction may impact the student's participation in the classroom or in department activities.
- d) Implement the sanction and monitor compliance.

A list of possible sanctions which may be imposed by the College is found in Appendix A.

### **SUSPENSION**

Where the Manager, Student Conduct and Judicial Affairs is of the view that suspension is the appropriate sanction, the Manager shall inform the President in writing of the proposed sanction, including the reasons for the sanction.

If the President agrees that suspension is the appropriate sanction, the President shall impose the sanction.

If the President does not agree that suspension is appropriate, the President will refer the matter back to the Manager, Student Conduct and Judicial Affairs.

### **PRIOR TO A RETURN FOLLOWING SUSPENSION**

A student who has been suspended from the College is required to meet with the Manager, Student Conduct and Judicial Affairs prior to registration to review the College's expectations regarding student behaviour.

### **RECORD RETENTION**

All records relating to the Student Code of Conduct will be maintained in the Office of Student Conduct and Judicial Affairs for a period consistent with Langara's records retention policy.

Where the sanction imposed affects a student's standing with the College, the Registrar will receive documentation from the Office of Student Conduct and Judicial Affairs and/or the Office of the President.

## Appendix A

Sanctions may include any of the following:

<b>Coaching</b>	One-to-one coaching session(s) designed to improve behaviour to meet Langara's expectations regarding student conduct.
<b>Community Service</b>	A service obligation to Langara or the community by which the student makes amends for the behaviour.
<b>Educational Projects or Assignments</b>	Educational projects, papers, or assignments, in which the student acknowledges his or her violation of the Student Code of Conduct and demonstrates an understanding of, and responsibility for, the violation.
<b>Formal Apology</b>	A written apology provided to the offended party.
<b>Letter of Expectation</b>	A written document specifying the College's behavioural expectations, outlining areas for improvement, and identifying activities that will support behavioural improvement, which may include conditions for continued participation in the educational environment.
<b>Letter of Reprimand</b>	A formal, written discipline of the student for the policy violation, which may indicate that further violations may result in the imposition of more severe disciplinary sanctions.
<b>Loss of Privileges</b>	A denial of, or conditions imposed upon: <ul style="list-style-type: none"><li>a) a student's right of access to or use of some or all of the College's lands, equipment, facilities or services; or</li><li>b) a student's right to participate in some or all College-related activities.</li></ul>
<b>Mediation/Alternate Dispute Resolution</b>	A facilitated process between the student and other affected parties, designed to resolve a dispute and allow the parties to arrive at a mutually acceptable agreement.
<b>Monetary Restitution</b>	Financial compensation for wilful damage to the College, a member of the College community, or any other affected party.
<b>No Contact Directive</b>	A formal written communication to a student prohibiting contact with a named person or persons for a specified period of time.
<b>No Trespass Direction</b>	A formal written communication to a student prohibiting attendance on Langara property.

<b>Probation</b>	A designated period of time during which: <ul style="list-style-type: none"><li>a) the student's fitness to remain or continue to be a member of the College community is evaluated;</li><li>b) the student must fulfill the conditions set out in the decision placing the student on probation.</li></ul>
<b>Restorative Conference</b>	A facilitated, structured meeting between the student and others impacted by the student's behaviour, where those participating address the effects and consequences of the behaviour.
<b>Restriction</b>	A limitation or constraint on a student's participation in College-related activities that may be imposed until predefined conditions are met.
<b>Suspension</b>	An interruption of the student's right to register and participate in College related activities, including the right to register in any courses, for a specified period of time.
<b>Verbal Warning</b>	A verbal communication advising that the conduct in question violates Langara's Student Code of Conduct.
<b>Workshop/Training Attendance</b>	Required participation in training (in-person, on-line or through some other format) designed to address the student's behaviour.
<b>Other</b>	The Manager, Student Conduct and Judicial Affairs may, at his or her discretion, impose any other sanction to address the violation.