



Respectful and Fair Treatment Policy

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Name of Policy

Senior Education Administrator

Position(s) Responsible

Effective Date: Feb 2020

PTIB Institution No: 1682

Policy:

CAMBRIDGE COLLEGE is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on **CAMBRIDGE COLLEGE** premises or in the course of activities or events hosted by **CAMBRIDGE COLLEGE** the following activities are prohibited:

- Bullying
- Harassment
- Discrimination
- Abuse of any nature
- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

Any of the them, if substantiated, will result in immediate dismissal without a warning letter or probationary period



Respectful and Fair Treatment Policy

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the Senior Educational Administrator. Concerns may be brought by staff, students or the public.
- 2) The Senior Educational Administrator will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Senior Educational Administrator will meet with the student as soon as practicable.
- 3) Following the meeting with the student, the Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The Senior Educational Administrator will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the student a warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Recommend that the student be dismissed from the Institution.
- 6) The Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student and the original will be placed in the student file.
- 7) If the student is issued a warning or placed on probation, the Senior Education Administrator and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.



Respectful and Fair Treatment Policy

- 8) If the recommendation is to dismiss the student, the Owner of the school will meet with the student to dismiss him/her from study at the school. The Owner of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.