

STUDENT CONDUCT DISCIPLINARY POLICY

The Health Care Aide Academy is a community that values and promotes respect, integrity, diversity and accountability among all members of the Academy. These values can only be achieved in an environment that supports and protects the safety and security of its members. The Policy on Student Conduct defines and guides standards of student behaviour at the Academy to uphold these values and ensure that behaviour contrary to these standards are dealt with in a manner that is fair, open and effective.

Standards of Student Conduct

The Health Care Aide Academy strives to provide a safe environment free of discrimination, injustice and violence by instilling in its members' the values of civility, responsibility and respect. As such the Academy depends on all members to promptly report on any activity or behaviour that may threaten or endanger the safety and security of the community and its members.

Students have a responsibility to familiarize themselves with The Health Care Aide regulations and the conduct that is expected of them while studying at the Academy, which includes but is not limited to:

1. Abiding by the Health Care Aide Academy regulations, policies and complying with directions of Academy officials, police or other law enforcement officers acting in the performance of their duties;
2. Respecting the rights of other members of the Academy community who study, work and live within it and refraining from conduct that endangers the physical and mental well-being, health, safety, civil or human rights and property of self and/or others within the Academy community or visitors to the Academy;
3. Refraining from conduct that may damage, destroy, or constitutes fraudulent use of Academy property;
4. Refraining from conduct that jeopardizes the good order and proper functioning of the programs and activities of the Academy and its offices;
5. Refraining from making allegations or complaints against other members of the Academy community that are frivolous, vexatious or made in bad faith, and from retaliating against individuals for participating in proceedings under this policy; and
6. Abiding by federal, provincial and municipal laws.

Students are not immune from criminal and civil laws while attending the Health Care Aide Academy. Conduct that constitutes a breach of the Criminal Code or other statute, or that would give rise to a civil claim or action, should be dealt with by the appropriate criminal or civil court.

Disciplinary procedures may be applied regardless of whether the alleged offence was committed knowingly or recklessly or under the influence of drugs or alcohol.

By registering at The Health Care Aide Academy, students accept the regulations and policies of the Academy and acknowledge the right of the Academy to take disciplinary action.

Scope and Authority

This policy applies to students who are registered in any course or program of study at the Health Care Aide Academy at the time an alleged offence takes place and are therefore bound by the regulations and policies of the Academy. This policy applies to conduct which may occur on the Academy campuses or related to the use of Academy owned or run property or equipment (e.g., computer networks, telephones), as well as conduct not on an Academy campus but which has a real and substantial connection to the Academy (e.g., practicum or preceptorship placements, events held off campus by a student group, events supported by or publicly connected with the Academy, etc.).

The President has overall responsibility for the supervision and administration of the Academy, including its students. The president has assigned responsibility to the Director for establishing and overseeing procedural aspects related to student conduct and the enforcement of student discipline. The Director has responsibility for ensuring that established protocols are carried out.

Adopted: September 1, 2019

Reviewed/Revised: August 23, 2021 – Dan Cavanagh, B.Ed, M.Ed, August 26, 2024 TB