canadianavalancheassociation

Dismissal Policy

CAA Industry Training Program

Dismissal Policy	May 1, 2003
Name of Policy	Implementation Date
Industry Training Program Manager	May 19, 2010
Position(s) Responsible for Administering this Policy	Date of Last Revision
	August 29, 2011
	Education Committee Approval

Policy:

CAA Industry Training Program expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive and students should request clarification from the Industry Training Program Manager if they have any questions.

"Student" is defined as including prospective students as well as those currently registered or enrolled in any Industry Training Program courses or activity.

The Code of Conduct Student's are expected to follow include:

- Attend school in accordance with the Attendance Policy.
- Refrain from behaviour displaying insubordination, refusal to cooperate with instructors and schedules.
- Refrain from any disruptive or offensive classroom behavior.
- Refrain from cheating or plagiarism
- Theft or non-accidental damage to institution's property or that of the host facility
- Refrain from bringing any alcohol or any prohibited mood altering substances to the Institution.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.

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

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.

- Verbal abuse or threats.
- Vandalism of school property.
- Theft.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Concerns related to a student's conduct shall be referred to the Industry Training Program Manager to process in accordance with this Policy.

Procedure:

1) All concerns relating to student misconduct shall be directed to the Industry Training Program Manager. Concerns may be brought by staff, students or the public.

2) The Industry Training Program Manager will contact the student to discuss the concern(s) after receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Industry Training Program Manager will contact the student as soon as practicable.

3) Following the contact with the student, the Industry Training Program Manager will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.

4) The Industry Training Program Manager will follow-up 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.

5) The Industry Training Program Manager 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.

6) If the student is issued a warning or placed on probation, the Industry Training Program Manager 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.

7) If the recommendation is to dismiss the student, the Owner 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.

8) If a refund is due to the student, the head of school will ensure that a cheque is forwarded to the student.

9) If the student owes tuition or other fees to the school, the head of the school will undertake the collection of the amount owing.