

“Eaton Arrowsmith” refers to Eaton Arrowsmith locations in Vancouver, Redmond and White Rock and Eaton Arrowsmith Adults in Vancouver and Redmond.

Eaton Arrowsmith may add, modify or remove portions of this Code of Conduct when it is considered appropriate to do so. Any changes will be effective upon the posting of the revised Code. The most recent version can be found on our website.

Eaton Arrowsmith Adults

Code of Conduct

POLICIES

Please see our website for the:

- **Registration (including withdrawal) Policy**
- **Tuition Refund Policy**

Please see below for the:

- Student Dismissal Policy and Procedure
 - Students who have grounds for believing that they have been treated unfairly or inappropriately in the course of their dealings with an Eaton Arrowsmith Adults representative are encouraged to address their concerns in the first instance directly with the representative in question or the representative's immediate supervisor. Where this does not lead to a satisfactory resolution, students may wish to consult the Eaton Arrowsmith Adults Director for advice regarding formal avenues of appeal. Formal appeal procedures are available as outlined below.
- Attendance Policy and Procedure
 - Regular and punctual attendance is expected of the students to succeed in the Arrowsmith Program. Students who are late or absent for over 10 instructional days without providing prior notice may be subject to meeting with the Eaton Arrowsmith Adults Director to develop a course of action to improve attendance and discuss the possibility of postponing their year-end assessment.
- Procedure:
 - Instructors will mark student's attendance daily.

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VANCOUVER

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WHITE ROCK

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REDMOND

17946 NE 65th Street
Redmond, WA 98052

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- Students who know in advance that they will be late or absent should contact an Eaton Arrowsmith Adults Instructor or the Eaton Arrowsmith Adults Director.
- If student is absenting for significant number of days, Instructor or Eaton Arrowsmith Adults Director will contact the student.
- Since the students are working on an individualized Arrowsmith Program, there are no automatic consequences of poor attendance which result in penalties against grades or marks. However, if the student is absenting for a significant amount of days, they will most likely not see improvements in their cognitive ratings as determined through their year-end Arrowsmith Assessment and progress reports produced throughout the school year. If the student is absenting for over 10 instructional days throughout the school year, the Arrowsmith Program reserves the right to postpone their year-end assessment.
- Safety Policy
 - Eaton Arrowsmith Adults is committed to providing a safe environment for students, instructors and employees. Eaton Arrowsmith Adults makes every effort to ensuring all machinery and equipment are properly maintained and any required safety devices are in working order. Any concerns or issues must be reported to the Eaton Arrowsmith Adults Director. For serious concerns or issues with equipment, the Eaton Arrowsmith Adults Director will report to the CIO and Facilities Manager.
 - For more information on student safety, please refer to the Eaton Arrowsmith Adults Student Code of Conduct.

Eaton Arrowsmith Adults - Student Code of Conduct

OVERVIEW OF STUDENT CODE OF CONDUCT

Eaton Arrowsmith Adults is a distinct community of students, staff and faculty, involved in learning, teaching, research and other activities. Students become a member of this community for the period of their registration in the program to which they have been admitted and, as such, assume the responsibilities that such registration entails.

This Student Code of Conduct, along with related policies and procedures, is intended to foster a culture of respect and safety within Eaton Arrowsmith Adults' environment to facilitate the achievement of Eaton Arrowsmith Adults' vision and values. This Code articulates the rights and responsibilities which Eaton Arrowsmith Adults students have while they are members of the Eaton Arrowsmith Adults community, and clearly defines behaviours which are not acceptable.

All members of the Eaton Arrowsmith Adults community have the right to live their lives, to study, to learn and to work without unreasonable interference, disruption, or upset caused by the actions of another person. All members of the community are expected to support an environment that is conducive to the personal and professional growth of all who study and work within it.

Eaton Arrowsmith Adults students have the responsibility to respect the rights of other members of the Eaton Arrowsmith Adults community and to refrain from taking any actions, intentionally or recklessly, which interferes with, disrupts or hinders the rights of other members of the Eaton Arrowsmith Adults community. All Eaton Arrowsmith Adults students have the right to be treated in a manner which is respectful, honest, and free from discrimination or harassment. Eaton Arrowsmith Adults students have the responsibility to treat other members of the Eaton Arrowsmith Adults community in a manner which is honest, respectful and free from discrimination or harassment.

As a place of learning, Eaton Arrowsmith Adults governs the activities of all its members and sets standards of behaviour in order to promote and maintain an environment of mutual respect for the rights, responsibilities, dignity and well-being of others and the larger community. Eaton Arrowsmith Adults must therefore make provisions for student discipline with respect to conduct that jeopardizes the good order and proper functioning of the programs and activities of Eaton Arrowsmith Adults, that endangers the health, safety, rights or property of its members or visitors, or that adversely affects the property of Eaton Arrowsmith Adults or bodies related to it. The primary objective of this Code is not to be punitive but rather to be a guideline for appropriate behaviour in a diversified educational environment. Where possible and appropriate, education and provision of support services shall be used to attempt informal resolution of a matter before proceeding to formal disciplinary procedures.

Eaton Arrowsmith Adults sponsors and will, at times, encourage many activities of its members that are not an official part of the student's program, both on and off Eaton Arrowsmith Adults

premises. These activities, though generally separate from the defined requirements of students' programs, are recognized by Eaton Arrowsmith Adults as a valuable and important part of the life of Eaton Arrowsmith Adults students. While such activities are encouraged, they should be done in accordance with students' responsibilities under this Code.

PURPOSE

This Code has several purposes:

- to identify guidelines for appropriate student behaviour while at Eaton Arrowsmith Adults,
- to identify behaviour that is considered non-academic student misconduct and set out procedures for addressing such misconduct, and
- to set out procedures for responding to students-at-risk and their behaviour.

SCOPE

This Code applies to the conduct of students:

- while on Eaton Arrowsmith Adults premises,
- while participating in Eaton Arrowsmith Adults' online or E-learning learning environments,
- where the conduct is alleged to adversely affect, disrupt, or interfere with another person's reasonable participation in Eaton Arrowsmith Adults programs or activities;
- occurs in the context of a relationship between the student and a third party that involves the student's standing, status, or academic record at Eaton Arrowsmith Adults, or
- when acting as a delegate or designated representative of Eaton Arrowsmith Adults and/or of a student group in events held off Eaton Arrowsmith Adults premises.

Students are expected to be individually responsible for their actions whether acting individually or in a group. Eaton Arrowsmith Adults takes the position that students have an obligation to make legal and responsible decisions concerning their conduct as, or as if they were, adults. Eaton Arrowsmith Adults has no general responsibility for the moral or social behaviour of its students. In the exercise of its disciplinary authority and responsibility, Eaton Arrowsmith Adults treats students as free to organize their own personal lives, behaviour and associations subject only to the laws of the land and to Eaton Arrowsmith Adults' regulations that are necessary to protect the integrity and safety of Eaton Arrowsmith Adults activities or the freedom of members of the Eaton Arrowsmith Adults community to participate reasonably in the programs of Eaton Arrowsmith Adults and in activities in or on Eaton Arrowsmith Adults' premises. Strict regulation of such activities by Eaton Arrowsmith Adults is otherwise neither necessary nor appropriate.

Under some circumstances, such as when a student has not yet reached the legal age of majority, additional limitations on student conduct may apply.

Any student reported for alleged misconduct is subject to informal or formal disciplinary procedures within this Code, regardless of the action or inaction of civil/criminal authorities. Misconduct by a student may also constitute a violation of other Eaton Arrowsmith Adults policies, such as those related to human rights, drug and alcohol use, and use of information technology services. Where there are questions about the application of this Code and/or related policies, they shall be determined by the Eaton Arrowsmith Adults Director or designated administrator of the relevant policies involved. Where the alleged misconduct is processed solely under this Code, the sanctions in the other relevant policy or policies are deemed to be incorporated in their entirety into the terms of this Code

POLICY

1. Statement on Students' Rights and Responsibilities

Students may think, speak, write, create, study, learn, pursue social, cultural and other interests and associate together for these purposes subject to the principles of mutual respect for the dignity, worth and rights of others as outlined by the British Columbia Human Rights Code. All members of the Eaton Arrowsmith Adults community, as members of society at large, are responsible to abide by federal, provincial and municipal laws in addition to Eaton Arrowsmith Adults regulations.

Every student has the right to be promptly informed in writing of the nature of any charge or complaint against them alleging improper conduct or behaviour and to be afforded an opportunity to respond to any such complaints. Eaton Arrowsmith Adults reserves the right to require a student who is the subject of a complaint not to be present on Eaton Arrowsmith Adults premises pending the outcome of any investigation into the complaint. Any direction by Eaton Arrowsmith Adults to a student to not attend Eaton Arrowsmith Adults premises pending the completion of an investigation will not be considered discipline or sanction against the student.

2. Advisory Regarding On-Line Postings

Eaton Arrowsmith Adults is committed to building and maintaining a diverse and inclusive community where our students, staff, faculty and visitors can work and learn in an environment that supports the academic mission of Eaton Arrowsmith Adults, adheres to Eaton Arrowsmith Adults policies, and respects the dignity and worth of members of the Eaton Arrowsmith Adults community. The means through which we express ourselves as members of this community continue to evolve with the advent of technology. Eaton Arrowsmith Adults is supportive of these types of communication, as they can greatly enhance the social and learning experiences for people working and studying at Eaton Arrowsmith Adults. The use of such technologies comes with both rights and responsibilities.

Students are reminded that images, postings, dialogues, and information about themselves or others posted on the internet (e.g. on social networking sites such as Facebook and Twitter) are public information. While Eaton Arrowsmith Adults officials do not actively monitor these sites,

content that is brought to the attention of Eaton Arrowsmith Adults which describes or documents behaviour that reasonably suggests breach of Eaton Arrowsmith Adults policies or this Student Code of Conduct is subject to further investigation. Eaton Arrowsmith Adults reserves the right to appropriately respond to these incidents, which may include disciplinary action.

3. Recording Policy

Without expressed consent from course instructors, students are not permitted to tape record, video record, or otherwise record classroom activities.

In instances where consent/accommodation has been granted, the information contained in the recordings is solely for the personal use of the student receiving consent/ accommodation. Recordings that have been made for this purpose may not be shared with other people without the expressed written consent of the instructor. Recordings of this nature may not be used in any way against a staff member or students whose classroom comments are recorded during the normal course of the lecture. Students are cautioned that conversations/lectures, demonstrations, and any other course material produced by an instructor are the intellectual property of the instructor. Information contained in the recordings may not be published or quoted without the expressed written consent of the instructor. Misuse of these recordings will be considered non-academic misconduct.

4. Teaching Environment

It is expected that students attending Eaton Arrowsmith Adults act in a respectful manner that is compassionate and supportive of all community members. Because the work that is done at Eaton Arrowsmith Adults requires focus it is important that the classroom environment provides each community member with the best environment to learn in. Accordingly, students must:

- respect that Eaton Arrowsmith Adults is a scent free environment and not wear fragrances;
- not use cell phones or any other device in class that if activated would reasonably be expected to disrupt the classroom environment;
- dress appropriately for a classroom environment and not wear clothing or accessories that would reasonably be expected to offend, disrupt or interfere with the classroom environment.

OFFENCES

Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the integrity or the proper functioning of Eaton Arrowsmith Adults, or the health, safety, rights, or property of Eaton Arrowsmith Adults or its members and visitors, is subject to discipline under this Code. The following list sets out specific examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline. It is not an exhaustive list and students should be aware that their conduct may still be considered prohibited conduct under this Code even if it does not appear in the list below.

1. Recording

Without expressed consent from course instructors, students are not permitted to tape record, video record, or otherwise record anything at Eaton Arrowsmith.

2. Disruptive Behaviour

No student shall, by actions, words, written, use of informational resources, or by any other means, obstruct Eaton Arrowsmith Adults activities or services. Eaton Arrowsmith Adults activities and services include but are not limited to teaching, research, studying, student events, administration, meetings and public service.

3. Verbal Abuses/Threat of Bodily Harm

No student shall, implicitly or explicitly threaten any member of the Eaton Arrowsmith Adults community or cause any other member of the Eaton Arrowsmith Adults community to fear harm.

4. Physical Abuses/Infliction of Bodily Harm

No student shall, physically abuse, or inflict bodily harm upon others.

5. Threatening Behaviour/Dangerous Activity

No student shall, create a condition which endangers or threatens the health or safety of themselves or others.

6. Inciting Violence

No student shall, on Eaton Arrowsmith Adults premises or while engaged in Eaton Arrowsmith Adults related activities, individually or with a group:

- (a) Use words which threaten violence or physical abuse to any group or individual,
- (b) Use words in a situation of clear and imminent danger which incite others to behaviour which violates any provision of this Code.

7. Harassment

No student shall, harass another person. Harassment is defined as a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Single acts of sufficient severity may also constitute harassment. Harassment may include: verbal, written (including electronic, digital communications whether by email, text messages, posting on internet sites or otherwise), and/or actual or threatened physical actions directed at an individual or group by another individual or group who know(s) or reasonably ought to know that the behaviour is unwanted.

8. Damage and Destruction of Property No student shall:

- (a) misappropriate, destroy or otherwise damage Eaton Arrowsmith Adults property including any electronic or information resources;
- (b) misappropriate, destroy or otherwise damage any property not the person's own on Eaton Arrowsmith Adults property;
- (c) deface the inside or outside of any building or property of Eaton Arrowsmith Adults;
- (d) possess food or drink in any area where prohibited;
- (e) smoke or vape in any area where prohibited.

9. Unauthorized Use of Facilities, Equipment, Materials or Services No student shall:

- (a) use any facility, equipment, material or service (including any of Eaton Arrowsmith Adults' information resources) contrary to express instruction or without proper authority;
- (b) obtain and/or use any Eaton Arrowsmith Adults equipment, material or service by fraudulent means or by providing false information.

10. Misuse of Eaton Arrowsmith Adults Supplies or Documents

No student shall, without proper authority, make, alter, use, receive or possess Eaton Arrowsmith Adults supplies or documents. Eaton Arrowsmith Adults supplies and documents include but are not limited to equipment, keys, records, permits, letterhead, stationery and envelopes.

11. Misuse of Information Resources

No student shall:

- (a) Remove books or other material from Eaton Arrowsmith Adults without proper authorization;
- (b) Mutilate or deface books or material;

- (c) Purposefully misplace books or material or in any way deprive others of access to library resources;
- (d) Abuse any Eaton Arrowsmith Adults information resources, including (without limitation) computer or computer related facility or software, alter or remove computer files or software without proper authorization, purposefully misplace them, or deprive others of access to information resources;
- (e) use computer equipment on Eaton Arrowsmith Adults premises to download, distribute or send offensive, discriminatory, and/or harassing material.

12. Aiding and Abetting

No student shall, knowingly encourage, aid, or conspire with another student in the commission of prohibited conduct, or encourage or aid behavior by a non-student which, if committed by a student, would be prohibited conduct under this Code. Students who assist in misconduct will be equally liable.

13. False Charges

No student shall, knowingly bring a false charge against any member of Eaton Arrowsmith Adults community.

14. Misconduct Related to the Use of Alcohol and Drugs

No student shall use, possess, or distribute a controlled or restricted substance or contravene provincial liquor or marijuana laws governing the possession, distribution, and/or consumption of alcoholic beverages or marijuana.

NOTE: Intoxication is never grounds for leniency. Rather, excessive drinking and/or use of drugs is subject to sanctioning, notwithstanding and in addition to sanctions imposed for misconduct associated with drinking.

15. Theft, Illegal or Unauthorized Possession

No student shall:

- (a) While on Eaton Arrowsmith Adults property or involved in any Eaton Arrowsmith Adults activity, steal anything that belongs to Eaton Arrowsmith Adults or another or otherwise convert to his/her own use the property of Eaton Arrowsmith Adults or another person without the permission of Eaton Arrowsmith Adults or the other person;
- (b) Possess Eaton Arrowsmith Adults property or the property of any member of the Eaton Arrowsmith Adults community without the permission of the rightful owner.

16. Bringing Weapons onto Eaton Arrowsmith Adults Property or to an Eaton Arrowsmith Adults Activity

No student shall, bring a firearm (including air guns and replica or imitation firearms), explosives (including fireworks), other weapons or dangerous chemicals onto Eaton Arrowsmith Adults property or to any Eaton Arrowsmith Adults related event or activity.

17. Failure to comply

No student shall:

- (a) Fail to comply with the reasonable directions of Eaton Arrowsmith Adults teachers, administrators, staff or law enforcement officers acting in performance of their duties;
- (b) Fail to comply with published Eaton Arrowsmith Adults policies, rules or regulations.

PROCESS AND PROCEDURES FOR ADDRESSING STUDENT MISCONDUCT

1. Minor Offense Procedures: The teacher or administrator or other Eaton Arrowsmith Adults representative will notify the Eaton Arrowsmith Adults Director when:

- (a) Satisfactory resolution of minor allegations and sanctions cannot be achieved between the student and the Eaton Arrowsmith Adults representative;
- (b) Minor infractions are repeated by the same student;
- (c) the Eaton Arrowsmith Adults representative believes the infraction warrants a sanction greater than the minor offense sanctions listed below.

Students who wish to appeal minor offence decisions should do so with the Eaton Arrowsmith Adults Director.

2. Other Eaton Arrowsmith Adults Offence Procedures: Notice of an alleged offense under this Code may be filed with the Eaton Arrowsmith Adults Director by any member of the Eaton Arrowsmith Adults community within ten (10) working days of the incident in question. This time period for filing notice of an alleged offence may be extended at the discretion of the Director/instructor. Incident report forms must be completed in full and are available from the Director/instructor.

3. The Director may:

- (a) dismiss the matter;
- (b) interview the student independently and, if satisfied that the offence has been committed, impose any of the offence sanctions listed below;

(c) refer the matter for further investigation and take such action as the Director deems necessary on an interim basis and upon conclusion of the further investigation, including the imposition of any of the offence sanctions listed below.

4. Informal Appeals: Students who have grounds for believing that they have been treated unfairly or inappropriately in the course of their dealings with an Eaton Arrowsmith Adults representative are encouraged to address their concerns in the first instance directly with the representative in question or the representative's immediate supervisor. Where this does not lead to a satisfactory resolution, students may wish to consult the Director/instructor for advice regarding formal avenues of appeal. Formal appeal procedures are available as outlined below.

5. Eligibility for Appeal: Students may appeal the decision of the Director with respect to student conduct or discipline, under the following circumstances:

- (a) Where evidence emerges, which was not available to a party at the time of the original hearing;
- (b) There was clear evidence of bias; or
- (c) Where the disciplinary procedures were not followed and where the outcome may have been substantially affected thereby.

If there are insufficient grounds for appeal, the student shall be notified in writing within ten (10) working days of having filed the request for an appeal.

6. Appeals from sanctions applied by Eaton Arrowsmith Adults Director:

- (a) Students may appeal to the Eaton Arrowsmith Head of Schools any sanctions applied by the Director.
- (b) Appeals must be submitted in writing to the Head of Schools within ten (10) working days of the student being notified the sanction imposed.
- (c) Within ten (10) working days of acceptance of an appeal, the Head of Schools shall contact the student. If the grounds identified for the appeal are accepted then a meeting will be established.
- (d) The Head of Schools may uphold the sanctions applied by the Eaton Arrowsmith Adults Director, or may lessen the sanction. Such decision will be final and no further appeal available.

The appeal must be signed by the student and include the grounds of the appeal.

SANCTIONS FOR STUDENT MISCONDUCT

1. Temporary Suspension and Trespass Sanctions: Eaton Arrowsmith Adults reserves the right to intervene in situations where students' behaviour affects others' use and enjoyment of Eaton Arrowsmith Adults privileges and facilities. Pending the outcome of any investigation, the Director may apply a temporary Eaton Arrowsmith Adults - wide trespass/suspension sanction in the appropriate circumstances. These circumstances include those where they determine there are reasonable grounds to believe that the safety of other people is endangered, that there is a high potential of physical danger posed by the student's continued presence, that damage to Eaton Arrowsmith Adults property is likely, or that the continued presence of the student would be disruptive. Upon imposition of such temporary sanction, the student will be excluded from Eaton Arrowsmith Adults premises effective immediately, for as long as reasonably required by the nature of the danger.

2. Criminal Offences: Criminal offenses committed on Eaton Arrowsmith Adults premises against persons or property, and reported to Eaton Arrowsmith Adults representatives, will be addressed according to the law. When a student is involved in criminal activity, Eaton Arrowsmith Adults will determine if the matter may be independently subject to Eaton Arrowsmith Adults discipline under this Code, notwithstanding, and in addition to, possible criminal prosecution or civil actions.

3. Minor Offense Sanctions: Minor misconduct may result in the following minor sanctions if, after hearing the student's response to the allegation, Eaton Arrowsmith Adults' representative is satisfied that minor misconduct occurred:

- (a) Warning or reprimand – A written warning or reprimand to the student;
- (b) Exclusion from a class for the class period in which the misconduct occurs (by the instructor);
- (c) Apology - Issuance of a statement, apology, or retraction in an appropriate form in public or in private;
- (d) Loss of privileges – A denial of specified privileges for a specified period of time. Privileges are those that if restricted may affect full participation in Eaton Arrowsmith Adults organized events but not make it impossible to complete courses;
- (e) Restitution – Payment of costs, or compensation for loss, damage, or injury that may be monetary or in the form of appropriate service or material replacement;
- (f) Discretionary sanctions – Imposition of work assignments or behaviour contracts which specify conditions of continued enrollment and other such discretionary assignments that are considered appropriate and punitive, compensatory, restorative, educational, or deterrent in nature.

4. Other Offence Sanctions: Eaton Arrowsmith Adults may apply any one or any combination of the following sanctions:

- (a) A letter of reprimand;
- (b) A period of probation during which further incidents will be subject to automatic sanctions;
- (c) Restitution for damages;
- (d) A verbal and/or written apology;
- (e) Suspension from Eaton Arrowsmith Adults for a specified period of time not to exceed three months; or
- (f) Expulsion from Eaton Arrowsmith Adults.

The Director may uphold the recommendation of the Instructor and apply the sanction to the student, or apply a lesser sanction. In unusual circumstances, where the Instructor decides on a sanction that is not listed above, the Instructor may recommend an exceptional sanction to be considered by the Director.

STUDENTS AT RISK

In addition to dealing with student misconduct, Eaton Arrowsmith Adults has the right and responsibility to address the conduct of a student-at-risk in order to protect that student and/or other members of Eaton Arrowsmith Adults or local community from any threat posed by their conduct, whether or not misconduct under this Code has occurred. Eaton Arrowsmith Adults must seek to balance the rights of the student-at-risk and the rights of other members of the Eaton Arrowsmith Adults community when governing the conduct of the student-at-risk.

1. Definition: “Student-at-risk” means any student whose physical or mental state is such that they may be or have become a threat to themselves, others, the educational process, or the Eaton Arrowsmith Adults community in general. This state may or may not involve allegations of misconduct by the student.

2. Student-at-Risk – Threat Assessment: There are three levels of threat a student-at-risk may pose to her/himself or others. A Level 1 threat means that there is no clear, immediate threat at present and no known occurrence of misconduct, but the conduct of the student-at-risk creates a reasonable fear/concern that a threat may exist in the future and misconduct is likely to occur. A Level 2 threat means that there is no clear, immediate threat at present but misconduct has occurred and the conduct of the student-at-risk creates a reasonable fear/concern that a threat continues to exist and further misconduct is likely to occur. A Level 3

threat means that there is a clear, immediate threat at present, which triggers Eaton Arrowsmith Adults' duty to warn and to take action to protect the student-at-risk and/or others.

3. Student-at-Risk Protocol: Protocol for dealing with students-at-risk may differ depending on the level of threat posed by the student-at-risk, and is set out in the Process and Procedures for Responding to Students at Risk, as set out below.

4. Students with Physical and Learning Challenges and Mental Health Conditions: Addressing the conduct of a student-at-risk can pose unique challenges to Eaton Arrowsmith Adults where that student has a learning or physical challenge or mental health Condition that is contributing to the "at-risk" behaviour. Eaton Arrowsmith Adults acknowledges that it has a duty to accommodate a student with a disability, in accordance with provincial law and Eaton Arrowsmith Adults policy. Accommodation of students with disabilities should be made in accordance with the following principles: respect for dignity, individualized accommodation, and inclusion and full participation. Eaton Arrowsmith Adults has a duty to accommodate up to the point of undue hardship. The British Columbia Human Rights Commission sets out three considerations in assessing whether an accommodation would cause undue hardship:

- (a) cost,
- (b) outside sources of funding, if any, and
- (c) health and safety requirements, if any.

It has been generally determined that health and safety risks will amount to undue hardship if the degree of risk that remains after the accommodation has been made outweigh the benefits of enhancing equality for persons with disabilities.

In some circumstances, the level of care and accommodation required may exceed the resources or staffing capabilities of Eaton Arrowsmith Adults and/or may be beyond the standard of care Eaton Arrowsmith Adults can provide or monitor. The student has a corresponding responsibility to make full disclosure of their physical or learning challenges and to cooperate with Eaton Arrowsmith Adults in making appropriate accommodation for them, including advising Eaton Arrowsmith Adults representatives of the need for accommodation, cooperating with Eaton Arrowsmith Adults in the accommodation process, and providing medical or other requested information relating to the challenges and the required accommodation.

5. Process and Procedures for Responding to Students-at-Risk

Observance of behaviour that suggests a student is at risk should be reported to a teacher or the Director and will trigger a written report, which should be sent immediately to the Director. Regardless of the level of threat, the student-at-risk will be given an opportunity to review and respond to the written report. If there is a clear and imminent danger or risk, the Director is immediately empowered to take appropriate steps as per the Interim Conditions and Measures outlined below.

Normally, within one working day of receiving a report of a student-at-risk, the Director will assess the risk level in consultation with the report writer (and others involved in the case as appropriate). Response to the situation is based on the level of threat, as outlined below.

Level 1 Threat: If the student's behaviour is assessed as a Level 1 threat, the Director and/or the report writer will determine appropriate outcomes. Possible outcomes for Level 1 threat behaviour include but are not limited to: an offer of appropriate support and/or referral, and/or general probation, and/or a behaviour contract.

Level 2 Threat: If the student's behaviour is assessed as a Level 2 threat, the Director and/or the report writer will determine whether disciplinary procedures will be invoked to deal with the alleged misconduct. Possible outcomes for Level 2 threat behaviour include but are not limited to: those outlined under Level 1 and/or referral of the case through the non-academic discipline process in accordance with the Process and Procedures for Addressing Student Misconduct and/or immediate involuntary leave from Eaton Arrowsmith Adults.

Level 3 Threat: If the student's behaviour is assessed as a Level 3 threat, the Director and/or the report writer will first determine whether Interim Conditions and Measures are required to address any immediate threat to the student-at-risk, others or the larger community.

Assessment of a Level 3 threat triggers Eaton Arrowsmith Adults' duty to warn and to take action to protect the student-at-risk and/or others. Eaton Arrowsmith Adults reserves the right to share information regarding the student-at-risk in order to address the immediate threat and the student's behaviour.

Possible outcomes for Level 3 threat behaviour include but are not limited to: those outlined under Levels 1 and 2, and/or immediate involuntary withdrawal from Eaton Arrowsmith Adults.

Voluntary Leave and Withdrawal: Voluntary withdrawal occurs when a student agrees to temporarily withdraw him or herself from Eaton Arrowsmith Adults for a specified amount of time due to mental or physical health reasons. A request for voluntary withdrawal requires proper medical documentation and is considered by the Director/instructor, with recommendations made to the Assistant Director. Voluntary withdrawals may also involve conditions that must be fulfilled should the student wish to return to Eaton Arrowsmith Adults, and will be outlined in a re-enrollment questionnaire, and a return to Eaton Arrowsmith Adults management plan.

Involuntary Leave and Withdrawal: The Director may determine involuntary leave or withdrawal is required. Involuntary leave is defined as involuntary physical removal from Eaton Arrowsmith Adults premises for a period of time specified by the Director. Involuntary withdrawal includes involuntary physical removal from Eaton Arrowsmith Adults and may last for one academic year or longer. Involuntary leave or withdrawal is not pursued as a punitive step, but may coincide with sanctions for student misconduct.

Decision Notification: If the Director decides to place a student-at-risk on involuntary leave or withdrawal, the student-at-risk shall be notified of that decision, together with the terms and conditions associated with the involuntary leave or withdrawal. A copy of the letter will be included in the student's record. Where involuntary withdrawal is invoked, the student-at-risk will be blocked from re-enrollment for the duration of the involuntary withdrawal.

Return to Eaton Arrowsmith Adults Procedure for Voluntary or Involuntary Leave or Withdrawal: Following a voluntary or involuntary leave or withdrawal, the student-at-risk must apply in writing to the Director in order to return to Eaton Arrowsmith Adults. The application is due no later than three (3) months before the student's anticipated return to Eaton Arrowsmith Adults. The application will require the following in order to be considered:

- (a) evidence that all terms and conditions associated with the voluntary or involuntary leave have been met,
- (b) evidence that all current outstanding disciplinary sanctions have been completed, and,
- (c) if applicable, a Voluntary or Involuntary Leave Assessment Form completed by appropriate treating medical professional(s).

The Director will evaluate completed applications and their accompanying documentation and consult with the Director to develop a Return to Eaton Arrowsmith Adults Behaviour Contract or Student Management Plan. During the review process, the Director may require the student to provide additional, more recent documentation from treating medical professional(s). The Director shall inform the student, in writing, whether the application has been approved.

Return to Eaton Arrowsmith Adults Management Plan: Where a student has received approval to return to Eaton Arrowsmith Adults following voluntary or involuntary leave or withdrawal, the Director shall prepare a Return to Eaton Arrowsmith Adults Management Plan that outlines any terms and conditions of the student's return to Eaton Arrowsmith Adults and any support services required. The Director, or a designate, will implement the Return to Eaton Arrowsmith Adults Management Plan and monitor the student's transition back to Eaton Arrowsmith Adults. The person monitoring the Return to Eaton Arrowsmith Adults Management Plan shall regularly report the student's progress back to the Director.

Eligibility for Appeal: Students may appeal the decisions made under the Process and Procedures for Responding to Students-at-Risk, under the following circumstances:

- (a) where evidence emerges, which was not available to a party at the time of the original process;
- (b) there was clear evidence of bias; or
- (c) where the disciplinary procedures were not followed and where the outcome of the case during the original process might have been substantially affected thereby.

If there are insufficient grounds for appeal, the student shall be notified in writing within ten (10) working days of having filed the request for an appeal.

Appeal of Level 1 Threat Outcomes: An appeal of campus general probation in response to Level 1 threat behaviour shall be made to the Director. The appeal must be signed by the student and include the grounds of the appeal.

Appeal of Non-Academic Discipline Sanctions Relating to Level 2 and Level 3 Threat Outcomes: Appeals of disciplinary sanctions for non-academic misconduct shall be addressed through the appeal routes set out above under Process and Procedures for Addressing Student Misconduct.

INTERIM CONDITIONS AND MEASURES

Statutory Jurisdiction

Eaton Arrowsmith Adults exercises its statutory jurisdiction and authority with respect to the operation, protection, and control of its property and plant, and the regulation of persons on Eaton Arrowsmith Adults premises insofar as is necessary to ensure the safe and orderly performance of Eaton Arrowsmith Adults' functions. Eaton Arrowsmith Adults reserves the right to refuse admission or re-admission to any candidate or to require a student to withdraw when, in the opinion of Eaton Arrowsmith Adults officials, a student poses a danger to the Eaton Arrowsmith Adults community.

Eaton Arrowsmith Adults reserves the right to intervene in situations where a student's behaviour affects others' use and enjoyment of Eaton Arrowsmith Adults privileges and facilities. These circumstances include those where there are reasonable grounds to believe that the safety of other people is endangered, that there is a high potential of physical danger posed by the student's continued presence, that damage to Eaton Arrowsmith Adults property is likely, or that the continued presence of the student would be disruptive. The Director (or designate) may apply a temporary Eaton Arrowsmith Adults -wide trespass/suspension notice in the appropriate circumstances. Upon imposition of such temporary measures, the student will be excluded from Eaton Arrowsmith Adults premises and facilities effective immediately, for as long as reasonably required by the nature of the situation. Normally, a formal discipline hearing will be held within 10 working days of notice to the student of this decision, during which time the student may only enter Eaton Arrowsmith Adults premises under escort where he or she has received appropriate permission. Other interim conditions may include non-association/no contact directives, and suspension of student privileges. The interim conditions are in no way to be construed as indicative of guilt, and shall remain in place until the allegations are disposed of under the Process and Procedures for Addressing Student Misconduct and/or the Process and Procedures for Responding to Students-at-Risk.

When Eaton Arrowsmith Adults is made aware that criminal proceedings have been initiated against a student, and the student's activity impacts or may impact Eaton Arrowsmith Adults community safety or vital Eaton Arrowsmith Adults interests, the Assistant Director (or designate) will determine how to proceed under this Code of Student Conduct, which could include temporary suspension or expulsion of the student.