

Title: Student Conduct, Behaviour and Discipline
Category: Student Services
Policy No.: F3001
Replaces / Amends : New policy
Applicability: All Members of the First Nations Technical Institute Community
Effective Date:

Intent

FNTI is committed to creating and maintaining an environment that is conducive to learning, respectful and free of harassment. FNTI is a learner-centered institution of higher education, grounded in Indigenous knowledges and Indigenous ways of knowing and understanding the world. Students are expected to conduct themselves appropriately at all times in accordance with generally accepted cultural values and generally understood and practiced classroom conduct. Unacceptable or inappropriate student conduct and/or behaviour within the Institute or virtual environment, including work placements and Institute sponsored/affiliated activities, as described below, may result in disciplinary action.

Scope

To outline a policy that describes conduct or behaviour expected of students at First Nations Technical Institute (FNTI) and the disciplinary action that may be taken in the event of misconduct.

Violations of Student Conduct and Discipline

Actions include, but are not limited to:

Student Conduct/Behaviour Categories:

- A. unacceptable behaviour which may include disrespect, vulgarity or abuse
- B. unauthorized accessing of computer accounts, files and/or software
- C. inappropriate use of alcohol and possession or use of illicit or non-medical drugs, or abuse of medical drugs at the Institute, work placement, or Institute sponsored/affiliated activities
- D. lying, deceit, or misrepresentation related to program/Institute activities, e.g. late assignments, absenteeism, plagiarism

- E. theft or willful damage to personal effects or property of students or staff
- F. deliberate damaging of facilities, or unauthorized use/removal of property belonging to the Institute, including facilities rented for Institute activities
- G. subjection of any person to indignity, injury, or threat of violence, or to degradation, disturbing, disrupting, or otherwise interfering with the educational activities of fellow students and faculty/staff
- H. possession of weapons at the Institute, work placement, or Institute sponsored/affiliated activities

Procedure:

Any faculty or staff member who notices an infraction of standards of student conduct and behaviour must file a **Student Conduct and Behaviour Incident Report** using the attached form, and initiate disciplinary procedures in response to these violations. Students who notice an infraction of standards of student conduct or behaviour are encouraged to report the infraction either verbally or in writing to a faculty member or Director/designate.

1. Faculty member or Director/designate collects evidence as appropriate
2. Faculty member or Director/designate provides the student an opportunity to explain the incident.
3. The faculty member or Director/designate explains to the student the procedures and penalties related to the violation and gives the student a copy of this policy.

If the offence is a level one, sanctions will be as defined below. The instructor will impose an appropriate penalty in keeping with the policy.

If the offence is a level two or higher as defined below, the Director will notify the Vice President, Enrolment Management and Student Services.

Student Conduct and Behaviour Sanctions

Level One Violations

(May or May Not Include Categories A,B and C.)

Level one violations may occur because of inexperience or lack of knowledge of student conduct and behaviour policy on the part of the persons committing the violation. Cases involving level one violations may be dealt with between the instructor and the student with a written report provided to the Director.

Recommended sanctions for level one violations are listed below; one of these may be chosen in each case:

- **Oral Reprimand** - The initial reprimand will be of oral nature and issued by a staff member with date and circumstances documented and placed in the student file until the end of the academic year.

- **Written Reprimand** - This will follow if the student fails to comply with the directions of the oral reprimand. Written reprimands will be issued by the Director/designate. Written reprimands must be signed by the student to indicate that he/she is aware of the reprimand, and placed in the student file. The student's signature does not imply agreement. If the student refuses to sign, this will be documented by the Dean/Director/designate.

Written reprimands for level one offences will be maintained in the student's file until graduation.

Level Two Violations

(May or May Not Include Categories A,B,C,D,E,F.)

Level two violations are of a more serious nature. Cases involving level two violations will be heard by the Director/designate.

Recommended sanctions for level two violations are listed below; one of these may be chosen in each case:

- **Written Reprimand** - Reprimands will be issued by the Director/designate. Written reprimands must be signed by the student to indicate that he/she is aware of the reprimand, and placed in the student file. The student's signature does not imply agreement. If the student refuses to sign, this will be documented by the Dean/Director/designate.
- **Probation** - This is an action that allows the student to remain in the Institute on the condition that future behaviour is acceptable. The Dean/Director/designate will place the student on probation and will inform the student in writing of the terms of the probation. A copy of this document will be placed in the student's file.

Students found guilty of a level two offence are not allowed to represent the Institute in any extra-curricular activities (e.g. Student Council, peer tutoring).

Level Three Violations

(May Include All Categories of Student Behaviour/Conduct Listed Above)

Level three violations are those that go beyond level one or two. Cases involving level three violations will be heard by the Director/designate and the Vice President – Enrolment Management and Student Services.

Recommended sanctions for level three violations, or repeated infractions at level two, is a suspension from the Institute, ranging from a minimum of one day to a maximum of one term.

The student will be notified of the terms of the suspension in writing:

- **Suspension** - This is an action that excludes the student from a course, practicum, program or the Institute for a specified period of time. The period of suspension may range

from a portion of an instructional day to the remainder of the term, not normally more than one academic year, dependent upon the nature of the student behaviour. Removal from a course, practicum, program or the Institute will be immediate if the safety of Institute staff or students is in any danger. Documentation for suspension must outline length of suspension and conditions under which re-admission will be considered or allowed.

Level of authority for Suspensions:

- Duration of a class: instructor
- Suspensions of five days and under: Director/designate, with recommendation and documentation provided by the instructor
- Suspensions of more than five days: Vice-President, Enrolment Management and Student Services with recommendation and documentation provided by the Director/designate

A copy of this document will be placed in the student's file. Suspensions will be recorded on the student transcript. No refund of fees will be made for the term in which the student is currently enrolled.

Students found guilty of a level three offence are not allowed to represent the Institute in any extra-curricular activities (e.g. Student Council, peer tutoring).

Level Four Violations

(May Include All Categories of Student Behaviour/Conduct Listed Above)

Level four violations represent the most serious breaches of conduct and behaviour. Examples of level four violations include:

- Injury or threat of violence
- Possession of a weapon at the Institute, work placement or Institute sponsored/affiliated activities
- Assault - the actual or attempted physical or verbal attack on another student or staff of the Institute
- Vandalism - the willful or malicious destruction or defacement of public or private property of the Institute, Institute staff or students
- Theft - the unlawful taking of the property of the Institute, staff or students

Recommended sanctions for level four violations, or repeated infractions at level three, is a permanent involuntary withdrawal from the Institute. Involuntary withdrawal's will be implemented by the Executive committee, with documentation to the President regarding the facts and circumstances of the involuntary withdrawal. Involuntary withdrawals will be recorded on the student's transcript. No refund of fees will be made for the term in which the student is currently enrolled.

Students' Right to Appeal: Under the discipline policy, all forms of disciplinary action can be appealed. The student has the right to withdraw the appeal at any step during the process.

Approval:

President

Date

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FNTI STUDENT CONDUCT AND BEHAVIOUR INCIDENT REPORT

Date and time of alleged infraction:

Location of alleged infraction:

Parties involved in the alleged infraction:

Provide details describing the alleged infraction, and why you think it may have occurred:

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NAME

DATE

PLEASE SUBMIT THIS INCIDENT REPORT TO DIRECTOR-STUDENT SUCCESS AND SERVICE DELIVERY OR DESIGNATE.

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