



*“Eaton Arrowsmith” refers to Eaton Arrowsmith locations in Vancouver, and Redmond, and Eaton Arrowsmith School Online (Eaton Arrowsmith Learning Centre), each of which is referred to herein as “Eaton Arrowsmith” or the “school.”*

*Eaton Arrowsmith may add, modify or remove portions of this Policy when it is considered appropriate to do so. Any changes will be effective upon the posting of the revised policy. The most recent version can be found by clicking on this link: [www.eatonarrowsmith.com](http://www.eatonarrowsmith.com).*

**Eaton Arrowsmith School Ltd.  
("EAS")  
Student Code of Conduct**

## **Overview of Student Code of Conduct**

EAS 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 academic 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 EAS's environment to facilitate the achievement of EAS's vision and values. This Code articulates the rights and responsibilities which EAS students have while they are members of the EAS community, and clearly defines behaviours which are not acceptable.

All members of the EAS 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.

EAS students have the responsibility to respect the rights of other members of the EAS community and to refrain from taking any action, intentionally or recklessly, which interfere with, disrupt or hinder the rights of other members of the EAS community. All EAS students have the right to be treated in a manner which is respectful, honest, and free from discrimination or harassment. EAS students have the responsibility to treat other members of

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### **VANCOUVER and ONLINE**

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the EAS community in a manner which is honest, respectful and free from discrimination or harassment.

As a place of learning, EAS 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. EAS must therefore make provisions for student discipline with respect to conduct that jeopardizes the good order and proper functioning of the academic and non-academic programs and activities of EAS, that endangers the health, safety, rights or property of its members or visitors, or that adversely affects the property of EAS 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.

EAS sponsors and will, at times, encourage many non-academic activities of its members, both on and off EAS premises. These activities, though generally separate from the defined requirements of students' academic programs, are recognized by EAS as a valuable and important part of the life of EAS students. While such activities are encouraged, they should be done in accordance with students' responsibilities under this Code.

The conduct described under Offences, in sections 4-20, constitute misconduct under this Code.

## **Purpose:**

This Code has several purposes:

- to identify guidelines for appropriate student behaviour while at EAS,
- 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 EAS premises,
- while participating in EAS's learning environments,
- where the conduct is alleged to adversely affect, disrupt, or interfere with another person's reasonable participation in EAS 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 EAS, or
- when acting as a delegate or designated representative of EAS and/or of a student group in events held off EAS premises.

Students are expected to be individually responsible for their actions whether acting individually or in a group. EAS takes the position that students have an obligation to make legal and responsible decisions concerning their conduct as, or as if they were, adults. EAS has no general responsibility for the moral or social behaviour of its students. In the exercise of its disciplinary authority and responsibility, EAS treats students as free to organize their own personal lives, behaviour and associations subject only to the laws of the land and to EAS's regulations that are necessary to protect the integrity and safety of EAS activities or the freedom of members of the EAS community to participate reasonably in the programs of EAS and in activities in or on EAS's premises. Strict regulation of such activities by EAS 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 EAS policies, such as those related to human rights, 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 principal 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 EAS community, as members of society at large, are responsible to abide by federal, provincial and municipal laws in addition to EAS 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. EAS reserves the right to require a student who

is the subject of a complaint not to be present on EAS premises pending the outcome of any investigation into the complaint. Any direction by EAS to a student to not to attend EAS premises pending the completion of an investigation will not be considered discipline or sanction against the student.

## 2. Advisory Regarding On-Line Postings

EAS 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 EAS, adheres to EAS policies, and respects the dignity and worth of members of the EAS community. The means through which we express ourselves as members of this community continue to evolve with the advent of technology. EAS is supportive of these types of communication, as they can greatly enhance the social and learning experiences for people working and studying at EAS. 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 EAS officials do not actively monitor these sites, content that is brought to the attention of EAS which describes or documents behaviour that reasonably suggests breach of EAS policies or this Student Code of Conduct is subject to further investigation. EAS 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 EAS act in a respectful manner that is compassionate and supportive of all community members. Because the work that is done at EAS requires focus it is important that the classroom environment provides each community member with the best environment to learn in. Accordingly, students must:

- (a) respect that EAS is a scent free environment and not wear fragrances;
- (b) not use cell phones or any other device in class that if activated would reasonably be expected to disrupt the classroom environment;
- (c) 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 EAS, or the health, safety, rights, or property of EAS 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 course lectures or seminars.

### **2. Disruptive Behaviour**

No student shall, by actions, words, written, use of informational resources, or by any other means, obstruct EAS activities or services. EAS 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 EAS community or cause any other member of the EAS 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 EAS premises or while engaged in EAS 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 EAS property including any electronic or information resources;
- (b) misappropriate, destroy or otherwise damage any property not the person's own on EAS property;
- (c) deface the inside or outside of any building or property of EAS;
- (d) possess food or drink in any area where prohibited;
- (e) smoke 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 EAS's information resources) contrary to express instruction or without proper authority;
- (b) obtain and/or use any EAS equipment, material or service by fraudulent means or by providing false information.

10. Misuse of EAS Supplies or Documents

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

11. Misuse of Library or Information Resources

No student shall:

- (a) Remove books or other library material from EAS libraries without proper authorization;
- (b) Mutilate or deface library books or material;
- (c) Purposefully misplace library books or material or in any way deprive others of access to library resources;
- (d) Abuse any EAS 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 EAS 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 EAS 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 laws governing the possession, distribution, and/or consumption of alcoholic beverages.

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 EAS property or involved in any EAS activity, steal anything that belongs to EAS or another or otherwise convert to his/her own use the property of EAS or another person without the permission of EAS or the other person;

(b) Possess EAS property or the property of any member of the EAS community without the permission of the rightful owner.

16. Bringing Weapons onto EAS Property or to a EAS Activity

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

17. Failure to comply

No student shall:

(a) Fail to comply with the reasonable directions of EAS teachers, administrators, staff or law enforcement officers acting in performance of their duties;

(b) Fail to comply with published EAS policies, rules or regulations.

## **PROCESS AND PROCEDURES FOR ADDRESSING STUDENT MISCONDUCT**

1. Minor Offense Procedures:

The teacher or administrator or other EAS representative will notify the Principal when:



- (a) Satisfactory resolution of minor allegations and sanctions cannot be achieved between the student and the EAS representative;
- (b) Minor infractions are repeated by the same student;
- (c) the EAS 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 EAS Principal.

2. Other EAS Offence Procedures:

Notice of an alleged offense under this Code may be filed with the Principal by any member of the EAS 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 Manager/instructor. Incident report forms must be completed in full and are available from the Manager/instructor.

3. The Principal 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 Principal 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 EAS 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 Principal/teacher 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 Principal with respect to student non-academic 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 EAS Principal:

- (a) Students may appeal to the Director of the Eaton Educational Group any sanctions applied by the Principal.
- (b) Appeals must be submitted in writing to the Director 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 Director shall contact the student. If the grounds identified for the appeal are accepted then a meeting will be established.
- (d) The Director may uphold the sanctions applied by the Principal, 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:

EAS reserves the right to intervene in situations where students' behaviour affects others' use and enjoyment of EAS privileges and facilities. Pending the outcome of any investigation, the Principal may apply a temporary EAS-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 EAS 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 EAS premises effective immediately, for as long as reasonably required by the nature of the danger.

2. Criminal Offences:

Criminal offenses committed on EAS premises against persons or property, and reported to EAS representatives, will be addressed according to the law. When a student is involved in criminal activity, EAS will determine if the matter may be independently subject to EAS 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, EAS's 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 EAS 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:

EAS may apply any one or any combination of the following

- (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 EAS for a specified period of time not to exceed three months;  
or
- (f) Expulsion from EAS.

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

## **STUDENTS AT RISK**

In addition to dealing with student misconduct, EAS 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 EAS or local community from any threat posed by their conduct, whether or not misconduct under this Code has occurred. EAS must seek to balance the rights of the student-at-risk and the rights of other members of the EAS 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 EAS 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 EAS’s 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:

Addressing the conduct of a student-at-risk can pose unique challenges to EAS where that student has a learning or physical challenge that is contributing to the “at-risk” behaviour. EAS acknowledges that it has a duty to accommodate a student with a disability, in accordance with provincial law and EAS 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. EAS 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 EAS and/or may be beyond the standard of care EAS can provide or monitor. The student has a corresponding responsibility to make full disclosure of their physical or learning challenges and to cooperate with EAS in making appropriate accommodation for them, including advising EAS representatives of the need for accommodation, cooperating with EAS 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 Principal 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 Principal 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 EAS.

#### 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 EAS's duty to warn and to take action to protect the student-at-risk and/or others. EAS 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 EAS.

#### Voluntary Leave and Withdrawal:

Voluntary withdrawal occurs when a student agrees to temporarily withdraw him or herself from EAS 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 Manager/instructor, with recommendations made to the Director. Voluntary withdrawals may also involve conditions that must be fulfilled should the student wish to return to EAS, and will be outlined in a re-enrollment questionnaire, and a return to EAS management plan.

#### Involuntary Leave and Withdrawal:

The Principal may determine involuntary leave or withdrawal is required. Involuntary leave is defined as involuntary physical removal from EAS premises for a period of time specified by the Principal. Involuntary withdrawal includes involuntary physical removal from EAS 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 Principal 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 EAS 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 Principal in order to return to EAS. The application is due no later than three (3) months before the student's anticipated return to EAS. 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 Principal to develop a Return to EAS 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 EAS Management Plan:

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

### **1. Statutory Jurisdiction**

EAS 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 EAS premises insofar as is necessary to ensure the safe and orderly performance of EAS's functions. EAS reserves the right to refuse admission or re-admission to any candidate or to require a student to withdraw when, in the opinion of EAS officials, a student poses a danger to EAS community.

EAS reserves the right to intervene in situations where a student's behaviour affects others' use and enjoyment of EAS 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 EAS property is likely, or that the continued presence of the student would be disruptive. The Director (or designate) may apply a temporary EAS-wide trespass/suspension notice in the appropriate circumstances. Upon imposition of such temporary measures, the student will be excluded from EAS 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 EAS 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 EAS is made aware that criminal proceedings have been initiated against a student, and the student's activity impacts or may impact EAS community safety or vital EAS interests, the Director (or designate) will determine how to proceed under this Code of Student Conduct, which could include temporary suspension or expulsion of the student.

# **Appendix A:**

## **School Specific Student / Parent Handbook Code of Conduct Summaries**

### **Eaton Arrowsmith School Online Code of Conduct**

Eaton Arrowsmith School Online students will:

- Comply with all applicable federal/national, provincial/state and municipal laws;
- Neither take part in nor condone (provoke, encourage or make a spectacle of) any form of violence, including bullying, harassment, threat-making, intimidation, verbal, sexual, physical or online abuse and harassment, or discrimination in any form including discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation or age;
- Treat one another with dignity and respect at all times, especially when there is disagreement;
- Respect the need of others to work in a peaceful environment conducive to learning and teaching;
- Not possess, use or display any weapon, replica weapon or toy weapon, during any school time;
- Not use any object to threaten or intimidate another person;
- Not purposefully cause injury to any person;
- Not be under the influence of alcohol, marijuana, or illegal drugs during any school time;
- Not use or have visible during any school time tobacco products, vape/e-cigarette products including, but not limited to, vape (ego's & mods), e-liquid (juice), wax;
- Not inflict or encourage others to inflict bodily harm on another person;
- Seek staff assistance, if necessary, to resolve conflict peacefully;
- Demonstrate, when utilizing the online classroom, appropriate digital citizenship;
- Only communicate with other Eaton Arrowsmith School Online students during class time designated to conversation. No communication between students is permitted outside of school time unless a relationship pre-dates both parties' enrollment at Eaton Arrowsmith School Online.

# Eaton Arrowsmith School Vancouver Code of Conduct

Eaton Arrowsmith School students will:

- comply with all applicable federal, provincial and municipal laws;
- neither taking part in nor condoning (provoke, encourage or make a spectacle of) any form of violence, including bullying, harassment, threat-making, intimidation, verbal, sexual, physical or online abuse and harassment, or discrimination in any form including discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation or age;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect the need of others to work in a peaceful environment conducive to learning and teaching;
- not possess, using or displaying any weapon, replica weapon or toy weapon, on any school property or at any event that is organized or sponsored by the school;
- not use any object to threaten or intimidate another person;
- not purposefully cause injury to any person;
- not be in possession of, or under the influence of, or provide others with, alcohol, marijuana, or illegal drugs;
- not be in possession of, or provide others with, vape/e-cigarette products including, but not limited to, vape (ego's & mods), e-liquid (juice), wax;
- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully;
- demonstrate, when utilizing the Internet, social media, email or other electronic forms of communication, appropriate digital citizenship; and
- show respect for the property of others by refraining from littering, theft, vandalism, graffiti and other inappropriate behaviours related to property.

## Eaton Arrowsmith School Redmond Code of Conduct

- Do respect and comply with all applicable federal, state and county laws;
- Do not take part in nor condone (provoke, encourage or make a spectacle of) any form of violence, including bullying, harassment, threat-making, intimidation, verbal, sexual, physical or online abuse and harassment, or discrimination in any form including discrimination on the basis of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation or age;
- Do demonstrate honesty and integrity;
- Do respect differences in people, ideas, and opinions;
- Do always treat one another with dignity and respect, especially when there is disagreement (any form of aggression is not permitted);
- Do show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Do respect the need of others to work in a peaceful environment conducive to learning and teaching;
- Do not possess, use or display any weapon, replica weapon or toy weapon, on any school property or at any event that is organized or sponsored by the school;
- Do not use any object to threaten or intimidate another person;
- Do not purposefully cause injury to any person;
- Do not be in possession of, or under the influence of, or provide others with, alcohol, marijuana, or illegal drugs;
- Do not inflict or encourage others to inflict bodily harm on another person;
- Do seek staff assistance, if necessary, to resolve conflict peacefully;
- Do show respect for the property of others by refraining from littering, theft, vandalism, graffiti and other inappropriate behaviors related to property;
- Do respect persons who are in a position of authority;
- Do demonstrate appropriate digital citizenship when utilizing the internet, social media, email, or other electronic forms of communication.