

## Policy No: 10

### Student Code of Conduct/Dismissal Policy

Revised Edition: June 2018

#### Student Code of Conduct Policy

- Students will be expected to behave in a manner that is professional and respectful.
- A student acting in a manner that is unprofessional or disrespectful to the instructor or other students in the course will be dismissed from the course. Student's that are a disturbance to others in their course may also be dismissed.

#### Dismissal Policy

1. Any of the following are grounds for dismissal:
  - a. Behaviour posing risk to others. These behaviours include, but are not limited to, the following:
    - I. Sexual harassment
    - II. Inappropriate touching
    - III. Aggressive behaviour - verbal or physical
    - IV. Verbal or physical threats
    - V. Any form of violence towards staff, instructors or students
  - b. Wilful damage or destruction of training facility or equipment.
  - c. Failure to attend 100% of the program.
  - d. Failure to meet the practical skill requirements of the course, including but not limited to, basic life support and critical interventions. If a student requires specific accommodations due to pre-existing injury or illness this must be discussed with the instructor prior to course commencement. **See our Free Retraining Policy**
  - e. Behaviour that continues to be disruptive to the other students and the learning environment. These behaviours may include, but are not limited to, the following:
    - I. Alcohol consumption
    - II. Tardiness
    - III. Rough housing or horse-play
    - IV. Repeatedly disputing Instructor's knowledge
    - V. Constant and unnecessary chatter
    - VI. Disruptive by other means (cell phone use, continuous chatting during lectures, powerful body odor)
2. If a student is to be dismissed for any reason the following procedures will be followed:
  - a. The student will receive a verbal warning from their instructor. The instructor will document this warning on the class roster.
  - b. If the behaviour continues and causes a disruption in the class, the student will be dismissed by the instructor. Lifesavers will complete an incident report and a file will be created.
  - c. Lifesavers will review all student dismissals with the affected student either verbally or in writing. If a student's course has been paid for by their employer, the employer will also be informed verbally or in writing of the reason for the dismissal.
3. If the student feels that they were dismissed wrongly, they may put their complaint in writing and submit to Lifesavers First Aid Training within 30 days of their course date. Lifesavers will investigate and provide a written response back to the student. If the matter is still unresolved, please revert to Appeal Policy.