



Policy ST03 – Student Discipline

Policy Issued Date: January 2010

Last Reviewed by Management: October 2017

Last Revision/Edit: March 2020

SCOPE:

To establish different levels of student discipline and guidelines between a student and Can-Weld.

POLICY:

Can-Weld's committed to providing a harmonious and safe environment for education to all involved. This facility may require discipline action be taken. The levels of discipline action are elective as follows: 1) withdrawal by the student or 2) temporarily suspension by Can-Weld. However, in cases of gross misconduct Expulsion would be expected (*see policy ST02 – Student Expulsion*).

PROCEDURE:

1. ***Withdrawal:*** An election in writing may by the student due to personal issues arising within or outside of Can-Weld that disrupts to his/her environment for learning.
 - 1.1. Student may elect to follow Can-Weld's complaint procedures that this time.
 - 1.2. Student may return on- their-own and within their Can-Weld contract agreement.
2. ***Suspension:*** A suspension is a neutral act. The purpose is to ensure an incident does not occur. A student Suspension will be issued when rules are broken and a correction is required (i.e., personal attire or excessive profanity). See policy ST05 – Rules & Regulations. Suspension will be used as a last resort when it is clear that a risk to an individual, other student and employees or to Can-Weld exist.
 - 2.1. Only managers at Can-Weld with the designated authority to issue Final Written Warnings may be carried out.
 - 2.2. Duration of the Suspension will be for the current session or until the infraction is corrected.