



Policy ST01 – Student Suspension & Dismissal

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SCOPE:

Provide a deeper understanding of Can-Weld's Code of Conduct and their policies by clarifying the difference between the various degrees of discipline, an action that may be necessary to maintain a productive work and educational environment.

POLICY:

Can-Weld puts safety first and treats all employees, students and customers fairly and equally and unfortunately; may be required to take disciplinary action with a student, customer or an employee to maintain Can-Weld's Vision and/or Mission statement. If required, Can-Weld's disciplinary review by supervisors and/or management will involve the use of a Severity Scale as stated in the procedure below. *(If better understanding of disciplinary review is needed see Code of Conduct policy ST05 – Rules & Regulations)*

PROCEDURE:

Severity Scale

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| 1) Warning | <u>Mild</u> discipline action which may be verbally or written note. |
| 2) Withdrawal | <u>Permanent</u> action taken by a student, customer or employee. |
| 3) Suspension | <u>Temporary</u> action taken by Can-Weld of 1-2 days upon correction(s) being made. |
| 4) Dismissal | <u>Strong</u> discipline action taken by Can-Weld; however, a student, customer or employee can return at a later time upon correction being made. |
| 5) Expulsion | <u>Harshest</u> discipline action taken by Can-Weld as the student, customer or employee is barred from returning to Can-Weld. |

1. **Warning:** A statement or event that indicates a possible or impending danger, problem, or other unpleasant situation (e.g., notification, caution, information).

- 1.1. This can be a verbal or written statement of behavioral conduct or financial responsibility that needs to be corrected.
- 1.2. After the 1st and every verbal warning a notation must be followed-up in a written progress note placed in the individual's file.
- 1.3. A Can-Weld example would be, "all this week you were 45 minutes late each day coming to class. We need to know such details to possibly adjust your schedule if something is interfering with your training. You were also instructed to let us know when you may be late or absent due to extenuating circumstances."
2. **Withdrawal:** To take something back or remove yourself from a situation (e.g., remove, cancel, discontinue).
 - 2.1. This is an action initiated by a student or customer and must be submitted via email or a hand written note.
 - 2.2. You might choose to "withdraw" from Can-Weld completely and pay your financial obligation for training received but you've decided welding is not the career for you.
3. **Suspension:** The temporary prevention of someone from continuing or being in force or effect (e.g., interrupt, delay, deferral, postpone) and does not interfere with completion goals.
 - 3.1. This is a 1-to-2-day action initiated by Can-Weld due to behavior conduct and/or lack of financial responsibility that will result in time off.
4. **Dismissal:** The act of ordering or allowing someone to leave (e.g., discharge, oust).
 - 4.1. Misconduct by throwing a piece of equipment/tool in the shop or on premises would be grounds for dismissal.
 - 4.2. Dismissal could also be a result of excessive absenteeism greater than 20% of contracted sessions in combination of missed scheduled payments.
 - 4.3. Documentation for dismissal from training under "Code of Conduct" and/or financial obligations will be monitored when 10% of unexcused absentness (12 sessions for General Program and 16 sessions for the Full Program).
 - 4.4. Warning of an impending dismissal will be issued to individual when there is 15% of unexcused absentness and/or missed financial obligations (18 sessions for General Program or 24 sessions for Full Program).
 - 4.5. Action for dismissal from training under "Code of Conduct" and/or financial obligations will be implemented when 20% of unexcused absentness (22 sessions for General Program or 32 sessions for Full Program).
5. **Expulsion:** The action of excluding someone of membership in an organization (e.g., deprive, ejection).
 - 5.1. An example of expulsion is when a student is kicked out of school forever and told never ever to return because of their racist behavior, profanity, harassment, etc.