



Dismissal Policies and Procedures

Any of the following, if substantiated, may result in immediate dismissal, without a warning letter or probationary period:

- Sexual assault
- Physical assault or other violent act committed on or off campus against a student or staff member
- Verbal abuse or threats
- Vandalism of school property
- Theft

Students who do not meet the expectations of the *Student Code of Conduct* will be subject to the procedures outlined below, which may result in immediate dismissal from the institution, depending on the severity of the misconduct.

Concerns related to a student's conduct shall be referred to the Senior Educational Administrator to process in accordance with this policy.

Procedure:

1. All concerns relating to student misconduct shall be directed to the Senior Educational Administrator. Concerns may be brought by the staff, students, or the public.

2. The Senior Educational Administrator will arrange to meet with the student to discuss the concern(s) within five school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Senior Educational Administrator will meet with the student as soon as practicable.

3. Following the meeting with the student, the Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.

4. Any necessary inquiries or investigations shall be completed within five school days of the initial meeting with the student.

5. The Senior Educational Administrator will meet with the student and do one of the following:

- a.) Determine that the concern(s) were not substantiated;
- b.) Determine that the concern(s) were substantiated, in whole or in part, and *either*:
 - Give the student a warning setting out the consequences of further misconduct;
 - Set a probationary period with appropriate conditions; or
 - Recommend that the student be dismissed from the institution.

6. The Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student and the original will be placed in the student file.



7. If the student is issued a warning or placed on probation, the Senior Educational Administrator and the student both sign the written warning or probationary conditions, and the student is given a copy. The original document is placed in the student’s file. At the end of the probationary period, the Senior Educational Administrator will meet with the student to discuss the outcome of that period; if no improvement was noted, the Senior Educational Administrator may recommend that the student be dismissed.

8. If the recommendation is to dismiss the student, the student may be notified that he or she will be required to appear in front of a board of administrators to discuss the circumstances that led to recommendation and possible outcomes. The student may bring an advocate to assist them before the board (if desired) with notice given to Excel. Dismissals resulting from poor attendance, poor academic performance, or serious behavioral transgressions (as noted above) will not normally require a board meeting, unless the student appeals that dismissal.

9. If dismissal is confirmed, the Senior Educational Administrator or higher authority of the school will meet with the student to dismiss him/her from study at the school. The Senior Educational Administrator or higher authority of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student’s financial account with the school.

10. If a refund is due to the student, the President will ensure that a cheque is forwarded to the student within 30 days of dismissal.

11. If the student owes tuition or other fees to the school, the President will undertake the collection of the amount owing.

Student Signature

Date

Excel Signature

Date