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| **E&E Education Centre** |  | **ID-4546** |
| Name of Institution |  | Institution Number |
| **Respectful and Fair Treatment of Students** |  | **Sept 7, 2021** |  |  |
| Name of Policy |  | Effective Date |  | Revision Date |

The E&E Education Centre is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on E&E Education Centre premises or in the course of activities or events hosted by E&E Education Centre the following activities are prohibited:

* Bullying includes intentional intimidation or humiliation in order to force compliance or assert dominance.
* Harassment means a comment(s) or action(s) that is/are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on prohibited ground of discrimination.
* Cyberbullying involves the use of communication technologies such as the Internet, social networking sites, websites, email, text messaging and instant messaging to repeatedly intimidate or harass others. Cyberbullying includes sending mean or threatening emails or text/instant messages, posting embarrassing photos of someone online, creating a website to make fun of others, pretending to be someone by using their name, tricking someone into revealing personal or embarrassing information and sending it to others. Cyberbullying affects victims in different ways than traditional bullying. It can follow a victim everywhere 24 hours a day, 7 days a week, from school, and all the way into the comfort of their home - usually safe from traditional forms of bullying.
* Sexual harassment means conduct or comments of a sexual nature that is unwelcome, and that detrimentally affects the work environment or leads to adverse job-related consequences. Sexual harassment includes, but is not limited to: unwanted touching, unwelcome sexual flirtations, advances or proposition, sexually suggestive, obscene or degrading comments or gestures, offensive jokes of a sexual nature, leering or staring, displaying or circulating pictures or other material of a sexual nature, and unwelcome questions or remarks about a person’s sex life, appearance or clothing.
* Discrimination means any form of unequal treatment based on the prohibited grounds, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people for their race, ancestry, place of origin, colour, citizenship, marital status, national or ethnic origin, age, disability, religion, gender identity or expression, genetic characteristics, sex, sexual orientation, and family status. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor that is a violation of this procedure.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

* All concerns relating to student misconduct shall be reported in writing to the Senior Educational Administrator. Concerns may be brought by staff, students, or the public.
* The Senior Educational Administrator will arrange to meet with the student to discuss the concern(s) within five (5) school days from receiving the complaint. If the alleged conduct is of such a serious nature then an immediate dismissal may be warranted, the Senior Educational Administrator will meet with the student as soon as possible.
* 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.
* Any necessary inquiries or investigations shall be completed within five (5) school days of the initial meeting with the student.
* 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.
* If the student is issued a warning or placed on probation, both the Senior Educational Administrator and the student will sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student’s file.
* If Senior Educational Administrator is absent, the Office Administrator will be the next person to whom this can be reported, and the Office Administrator will follow all procedures as listed above.
* If the recommendation is to dismiss the student, the Principal of E&E Education Centre will meet with the student to dismiss them from study at the school. The Principal will deliver a letter of dismissal to the student and a calculation of refund due or tuition owing, depending on the status of the student’s financial account with the school.
* If a refund is due to the student, the Principal will ensure that a cheque is forwarded to the student within thirty (30) days of the dismissal.
* If the student owes tuition or other fees to the school, the Principal will undertake the collection of the amount owing.
* All records will be kept in student file, all concerned staff and instructors would be notified.
* E&E Education Centre will do its best to resolve any issue, but if required complaint can be filed to concerned law enforcement agency nearby.