

1.0 Preamble

SKG is dedicated to ensuring an environment conducive to effective teaching and learning. As a consequence, SKG affirms the dignity, worth and autonomy of all of its students and other community members.

This policy is intended to guide students regarding behaviour which SKG considers to be appropriate, to outline procedures to respond to inappropriate behaviour and to indicate the possible corrective actions for such behaviour. This policy and its associated procedure bring together the basic rules and processes developed by SKG regarding student conduct.

In applying this policy and its associated procedure, SKG will balance the principles of procedural fairness, thoroughness, timeliness, and confidentiality in a manner that is appropriate in the circumstances. This includes treating individuals who are parties to a concern or complaint fairly throughout the processes outlined in this policy and its associated procedure.

2.0 Purpose

This policy relates to the behaviour of all students who are engaged in activities affiliated with SKG. It seeks to ensure the well-being and personal safety of all members of SKG's community.

The purposes of this policy are to:

- Create a supportive learning environment;
- Protect the safety, dignity, and reputation of each individual and of the community as a whole;
- Prevent the reoccurrence or escalation of disruptive behaviour;
- Respond in a timely manner to complaints or concerns about student conduct;
- Protect sensitive information that is disclosed confidentially; and
- Uphold SKG's obligations in supporting its students.

3.0 Definitions

"Academic Advisory Circle" means the group of individuals appointed by SKG's board to provide guidance and advice to the board concerning SKG's academic mission and its services and supports to students.

"Board" means SKG's board of governors.

"Complainant" means any member of SKG's community or broader community who makes a complaint about conduct of a student or students under this policy.

“Director of Academics” means the President of SKG, or an individual designated by the President, who is responsible to administer SKG’s academic mission, regardless of the title of that position.

“Director of Human Resources” means the senior executive in SKG responsible for human resources policies and oversight of human resources operations, regardless of the title of that position.

“Employee” means a person who performs work for wages in any capacity for SKG.

“Instructor” means an employee of SKG who is responsible for teaching, evaluation, academic supervision, and/or related activities for credit and non-credit courses, and/or responsible for evaluation of students in any other activity that is part of SKG’s academic mission. It includes all such employees, whether faculty members or contract employees.

“Respondent” means a student against whom allegations of misconduct have been made. Use of this term does not imply pre-determination that the respondent is culpable or has engaged in misconduct.

“Student” means an individual registered in a course or program of study at SKG, whether full-time or part-time. Individuals who withdraw after allegedly breaching this policy or who are not officially enrolled for a particular term but who have a continuing relationship with SKG are considered students for the purposes of this policy, and the allegation against them may need to be resolved prior to being able to attend classes.

"SKG" means Shingwauk Kinoomaage Gamig.

“SKG’s community” means SKG’s students, instructors, and other employees; volunteers, visitors, and others present in SKG’s facilities; and members of the wider community who interact with SKG’s students and employees.

4.0 Scope

With the exceptions noted below, this policy is applicable to all conduct by **students** that occurs:

- On property owned or leased by SKG;
- During an SKG-sanctioned activity that takes place off campus (for example, a field trip, or an event that is funded and/or approved by SKG);
- When a student is acting as a designated representative of SKG and/or of a student group;
- When using electronic communications under the name of SKG, or using technology managed by SKG;
- When using social networking sites (while SKG does not actively monitor student social networking, content that is brought to the attention of SKG that reasonably suggests breach of this policy or other SKG policies may be investigated and responded to by SKG as appropriate)

Notwithstanding this scope, SKG can provide advice and assistance to any members of the broader community experiencing difficulties with respect to student conduct, and members of the broader community may make a complaint under this policy.

4.1 Exceptions

This policy is **not** applicable to conduct addressed in SKG's policy ACAD 07 Sexual Harassment and Violence Involving Students.

This policy is **not** applicable to conduct in academic matters since this is addressed in SKG's policy ACAD 05 Academic Integrity and Conduct.

This policy is **not** applicable to alleged harassment or discrimination by a student where the complainant is an employee of SKG. This would be addressed by SKG's policy HR 05 Prevention of Harassment and Discrimination.

Where a student is also an employee of SKG and there is a complaint or concern about the student's conduct, the Director of Human Resources shall determine whether this policy or SKG's policies concerning employees shall apply.

5.0 Students' rights and responsibilities

5.1 Students' rights

The rights to be enjoyed by SKG's students include to right to:

- Pursue their education in an environment that is respectful, safe, secure, and conducive to learning.
- An SKG experience free from violence, harassment, intimidation, bullying, hazing or coercion, including online and through social media.
- Self-determination with regards to their bodies, the opportunity to fully participate without unwanted sexual attention or sexual objectification.
- Use SKG's academic services and facilities for their normal purposes.
- Protection of privacy of their personal information consistent with SKG's policies.
- Choice of whether or not they will make use of support programs that are designed to help alleviate personal difficulties.
- Compassionate understanding of major life events that can result in an emotional or mental health crisis or mental health.
- A fair hearing by SKG officials acting in their administrative capacity under the procedures of this policy.

5.2 Students' responsibilities

All individuals that are part of SKG are expected to uphold the Seven Grandfather Teachings of on Zaadigwin (Love), Nbwaakaawin (Wisdom), Mnaadendmowin (Respect), Aakdehewin (Bravery), Gwekwadziwin (Honesty), Dbaadendizin (Humility), and Debwewin (Truth).

Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the reputation or the proper functioning of SKG, or the health, safety, rights, or property of SKG or the members of SKG's community is subject to corrective action, including sanctions, under this policy.

Without limiting the generality of the foregoing, the following are specific examples of students' responsibilities.

Every student is responsible for:

- Contributing to making SKG's community safe, respectful, and inclusive, both in person and on social media.
- Ensuring that their conduct does not interfere with another student's ability to complete academic activities.
- Refraining from conduct that threatens the health, safety, or dignity of any person (including themselves) or violates the law. This includes but is not limited to:
 - Inappropriate use of safety equipment and procedures;
 - Possession of weapons;
 - Damage to others' property;
 - Accessing private, locked, or restricted areas without authorization;
 - Misuse or unauthorized distribution of alcohol or drugs; and
 - Acts of violence, sexual violence, harassment, or discrimination.
- Respecting and making only appropriate and authorized use of SKG's property and facilities.
- Respecting privacy and confidentiality, including but not limited to:
 - Access to electronic files, user accounts, or devices; and
 - Disclosure of confidential information without consent/authorization.
- Taking responsibility for behaviour caused by personal difficulties and ensuring such circumstances do not infringe on the rights of others in the community.
- To not acquire, use, loan or disseminate SKG, government or other identification documents that are stolen, borrowed, cancelled, lost, false, altered or expired; and to not loan identification to others.
- Abiding by policies set out by SKG, including but not limited to:
 - Acceptable use of information technology;
 - Use of tobacco and cannabis.

- Abiding by contracts or agreements between the student and SKG.
- Following all relevant laws at the municipal, provincial, and federal level, or local and regional laws when traveling abroad.
- Behaving in a fully truthful and forthright manner when engaging in SKG activities, and/or in procedures under this policy.

Where SKG has taken reasonable measures to raise awareness of a policy, ignorance of the policy will not be considered acceptable.

Intoxication (alcohol/drug use) will not be considered an acceptable justification for misconduct.

Mental health is understood to be a factor that can influence behaviour. It remains the responsibility of the student, however, to take reasonable steps to manage symptoms so that that they do not endanger any person or property.

6.0 SKG's responsibilities

The Director of Academics shall ensure that:

- Students have ready access to information about this policy, including as part of orientation programs.
- Students have ready access to information about supports that are available to them when they are experiencing personal or interpersonal difficulties.
- Instructors have ready access to information about SKG's support strategies and resources for students when a student discloses that they are experiencing personal or interpersonal difficulties.

7.0 Procedures for resolution of complaints and concerns

SKG shall establish a procedure for addressing and resolving complaints and concerns about students' conduct, where that conduct is not more appropriately addressed by another SKG policy.

The procedure shall:

- Ensure that all complaints and decision-making processes will be addressed in a manner consistent with the principles of natural justice and administrative fairness.
- Set the standard of proof required to establish a violation of this policy as the balance of probabilities, meaning the evidence demonstrates it is more likely than not that the alleged misconduct occurred.
- Address the range of outcomes that can result from a finding that a student has not met the standards of conduct required by this policy.
- Address requirements for confidentiality of records concerning complaints and processes for resolution of complaints or concerns.

The procedure may include authorization for different processes to address complaints or concerns, based on reasonable factors such as the nature of the alleged conduct and the willingness of a student to accept different approaches to resolution of the complaint or concern.

8.0 Confidentiality

The Director of Academics shall ensure that documentation related to concerns, complaints, investigations, and resolution is collected and preserved.

Documentation to be preserved includes witness interviews, notes of meetings, evidence gathered, any investigation report, and documentation on the outcome of the investigation and/or other resolution of a complaint or concern.

This documentation shall be securely kept apart from other student records.

9.0 Related Policies, Procedures & Documents

Procedure for ACAD 06 Student Conduct (Non-Academic)

ACAD 07 Sexual Harassment and Violence Involving Students and its associated procedure

SKG's policies and procedures may be found on its website.

10.0 Responsible Officer

Director of Academics

11.0 Version history

Board's approval pending recommendation of Academic Advisory Circle: December 2023

Recommended by Academic Advisory Circle: ADD DATE when completed

Approved by Board: ADD DATE when approved

Original Approval Date: ADD DATE of first approval

Current Approval Date: ADD DATE when approved

Effective Date: ADD DATE when approved

SKG gratefully acknowledges that parts of this policy are patterned on those of Trent University, the University of Guelph, OCADU, and Wilfrid Laurier University.