

**Royal Bridge College**  
**Respectful and Fair Treatment of Students Policy**

<u>Royal Bridge College</u>	<u>04308</u>	
Name of Institution	Institution Number	
<u>Respectful and Fair Treatment of Students</u>	<u>September 1, 2021</u>	<u>September 1, 2024</u>
Name of Policy	Effective Date	Revision Date

**Royal Bridge College** is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. This policy applies to all Royal Bridge College students who are currently enrolled in any program or course.

1. While on **Royal Bridge College** premises or in the courses of activities or events hosted by **Royal Bridge College** the following activities are prohibited:

- **Bullying**

Royal Bridge College is committed to providing students with equal opportunities to study in a safe learning environment. Bullying is a serious violation of an individual’s fundamental rights. Bullying includes, but is not limited to, verbal, physical, and/or social behavior intended to cause physical, social, and/or psychological harm.

- **Harassment**

Royal Bridge College will not tolerate any form of harassment based on sex, color, race, gender, religion, background, status, disability, etc. Harassment includes verbal abuse, physical abuse, and any offensive gesture that threatens others.

- **Discrimination**

Royal Bridge College believes in providing equal opportunities to students without discrimination based on personal attributes.

- **Violence**

Violent behavior of any student is not acceptable at the College.

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

**Procedure**

- Any conduct contrary to the Respectful and Fair Treatment Policy must be reported to the Senior Educational Administrator (SEA) in writing. In the absence of the SEA, the concern will be reported to the Associate Campus Director, who will follow the same procedure.
  - The SEA or the Associate Campus Director will discuss the matter with a student within five business days of receiving a complaint.
  - The SEA or the Associate Campus Director can authorize the immediate dismissal of a student when the seriousness of the case warrants such action. Further, the SEA or the Associate Campus Director will arrange a meeting with the student without any delay.
  - The SEA or the Associate Campus Director will determine whether concerns are substantiated after further inquiry, within five business days of the initial meeting with the student.
  - After meeting the student, the SEA or the Associate Campus Director will determine:
    - i. That the concern(s) were not substantiated; or
    - ii. That the concern(s) were substantiated in whole or in part, and either:
      - a. Issue the student a warning setting out the penalty for further misconduct; or
      - b. Set a probationary period with appropriate conditions; or
      - c. Advise that the student must be dismissed from the college.
  - The SEA or the Associate Campus Director will provide a written copy of the determination to the student, and the original will be placed in the student file.
  - Both the SEA or the Associate Campus Director and student will sign the written warning or probation conditions in case of probation or warning given to the student. The original document will be placed in the student's file and a copy will be provided to the student.
  - If the SEA or the Associate Campus Director determines that the student should be dismissed, the SEA or the Associate Campus Director will meet the student to

deliver the letter of dismissal. Further, the Associate Campus Director will provide the student the calculation of refund due or tuition owing (if applicable).

- If a refund is due, the refund will be paid to the student within 30 days of dismissal.
- If the student owes tuition fees to the College, the Associate Campus Director will undertake the collection of the amount owed.
- All relevant staff members and instructors will be informed regarding the decision and all the records related to the issue will be kept in the student's file.
- Lastly, if required, a complaint can be filed to the relevant law enforcement agencies of the BC.