



Six Nations Polytechnic's Student Code of Conduct

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Executive Responsibility: Student Affairs

POLICY GROUP: Student Services, Rights and Responsibilities

POLICY TITLE: SNP Student Code of Conduct

A. Background and Definitions

Six Nations Polytechnic is committed to maintaining a high standard of Ga'nigohi:yo (Respect & the Good Mind) in the interactions between members of the Six Nations Polytechnic community. All Students are responsible to comply with the Student Code of Conduct, its subsequent procedures and all applicable policies.

Complainant: An individual who brings forward a complaint alleging a violation of the Student Code of Conduct.

Conduct Meeting: A meeting initiated by the Student Affairs Manger to gather information and/or to provide Respondents with an opportunity to respond to allegations of Misconduct.

Hodinohso:ni Values of Ga'nigohi:yo: (Translates to Respect and a Good Mind): A range of behaviours including fairness, confidentiality and integrity. The Values are used as a guide to how to conduct ourselves using a Good Mind and respect for ourselves and others (See Image. 1).

Interim Measure: A course of action immediately imposed on a Student before the Institution makes a final determination about the alleged Misconduct. An Interim Measure is not considered a finding of Misconduct.

Misconduct: The failure to comply with, or violation of the Six Nations Polytechnic's Student Code of Conduct.

Six Nations Polytechnic Activity: An activity approved and/or supported by Six Nations Polytechnic on or off-campus. This may include but is not limited to co-op, academic placements, field trips (domestic and international), competitions, Co-Curricular experiences, or any or any other events supervised, approved and/or sponsored by Six Nations Polytechnic personnel acting in the course of their duties.

Progressive Discipline: The process of imposing sanctions with consequences increasing in severity when a Student's behaviour continues to be in violation of the Student Code of Conduct.

Respondent: A Student against whom a complaint has been made alleging a violation of the Student Code of Conduct.

Sanction: A range of imposed consequences for having been found in violation of the Student Code of Conduct.

Student: For the purposes of this policy, a Student is considered to be an individual who is admitted, enrolled, registered and/or on a scheduled break in study at Six Nation's Polytechnic.



Image. 1 - Hodinohso:ni Values of Ga'nigohi:yo:

B. Purpose

The purpose of this policy is to outline the principles of expected student behaviour in keeping with Six Nations Polytechnic's mission and shared values. Six Nations Polytechnic is committed to establishing and maintaining a learning and working community that is safe and respectful for students and employees. This policy is intended to guide student behaviour, to respect and protect the rights and responsibilities of all students and employees at Six Nations Polytechnic and to support employees in managing inappropriate student behaviour. It also outlines a range of responses including restorative measures and disciplinary sanctions that can be implemented depending on the severity and pattern of the behaviour in question.

C. Policy Statements

1. A Student has the right to:

- a) a learning environment which supports Ga'nigohi:yo: (Respect & the Good Mind) and safety;
- b) have their personal privacy appropriately respected by others;
- c) be free from any form of harassment or discrimination; and
- d) fair procedures and processes under this Code without fear of reprisal.

2. A Student is responsible to:

- a) ensure their conduct aligns with the Student Code of Conduct;
- b) respect the rights of other members of the Institute's community to a safe and respectful environment, therefore refraining from any conduct deemed to be inappropriate;
- c) refrain from endangering the health, safety, rights, or property of Six Nations Polytechnic and its community members;
- d) ensure civility and respect when engaging in the learning environment;
- e) comply with all Six Nations Polytechnic policies, the Criminal Code of Canada and/or any other federal, provincial or municipal law; and
- f) monitor their Six Nations Polytechnic email and learning management system (e.g. Brightspace) for any communication from school personnel, responding in a timely manner and attend scheduled meetings.

3. Investigations under the Student Code of Conduct and determinations of Misconduct, will be carried out by the Manager of Student Affairs.

4. Where an investigation leads the Manager of Student Affairs to determine that the behaviour in question is related to a health condition, the condition will be taken into account in the processing of the complaint.

5. Misconduct under this policy includes any action that violates the Criminal Code of Canada, Provincial Offenses Act or any other applicable legislation. Misconduct under this Code includes but is not limited to:

- a) behaviour that is aggressive, threatening, violent, offensive, intimidating, bullying, stalking, coercive or disruptive conduct negatively impacting services and activities;
- b) inciting behaviour, that if undertaken, would be in violation of any Six Nations Polytechnic policy;
- c) the use of language that is aggressive, intimidating, threatening, demeaning and/or offensive;
- d) disorderly or indecent behaviour;
- e) coercing or enticing a person to commit an act that is humiliating, demeaning, illegal, or puts them in danger;
- f) misuse, destruction, vandalizing, removal or theft of property that is not the Student's own;
- g) unauthorized access to or presence in College facilities, including residence rooms of others;
- h) tampering with emergency telephones, fire protection equipment, or any other emergency equipment;
- i) Late arrival to class accompanied by noisy interruptions,
- j) Loud, disruptive interactions or activity,
- k) accessing, obtaining or disclosing all or any part of confidential records pertaining to a member of the college community without that person's expressed consent;
- l) the use of technology contrary to policies on computer and network use, or that violates any applicable copyright, criminal and/or human rights law, including but not limited to harassing, threatening, downloading, storing, distributing inappropriate material, or sending messages which are pornographic, obscene, abusive, threatening, malicious and/or defamatory;

- m) the use, possession, or distribution of restricted substances while on Institution property or while attending a Six Nations Polytechnic Activity;
- n) the illegal possession or consumption of alcohol on campus outside of licensed events or licensed areas;
- o) Unapproved solicitation,
- p) Unauthorized, disruptive cell phone use,
- q) Violation of established learning environment rules.
- r) smoking in areas other than the designated smoking areas;
- s) unauthorized use of electronic or other devices to make or disseminate an audio, video, photographic or digital record of any person while on college property, or at a Six Nations Polytechnic Activity, without the prior knowledge and effective consent of the individuals, when it is reasonable to believe that the recording or nature in which it is played, shown, distributed or displayed, is likely to be unwelcome or cause distress to any person;
- t) Inappropriate communication whether direct or indirect, using any medium (i.e. online, social media) which results in compromising the learning environment or experience, will be managed under this policy;
- u) no photography or electronic recording is permitted in the classroom, laboratory or other learning environment except as expressly agreed to by the individuals, or as approved by the Institute as an accommodation;
- v) engaging in behaviour contrary to the Institute's **Sexual Assault and Sexual Violence policy; (forthcoming)**.
- w) refusal to present student identification or other identification in lieu of student identification, when requested by a school authority, providing Six Nations Polytechnic student identification to another person, possession, distribution and/or use of false or altered identification of any type.
- x) entry to closed or restricted SNP facilities or remaining within SNP facilities after closing without an appropriate, approved building pass, refusing to leave when asked by SNP authorities;
- y) use, misuse, possession, storage, distribution or threat of use of weapons, explosives, replica firearms, ammunition and/or dangerous chemicals on Institute property or while attending a Six Nations Polytechnic Activity and;
- z) providing false or misleading information, including falsifying documents, impersonation, forging, altering or misusing any Institute document or record.

6. In situations where there is a potential risk to, and/or threat to the safety of any member of the Institute community, the Manager of Student Affairs may act unilaterally without a Conduct Meeting, to impose an Interim Measure upon the Respondent(s) which is not considered a finding of Misconduct.

7. The Institute supports informal response, including restorative approaches and the use of early, informal methods of resolution, such as mediation where and when appropriate.

8. When a Complainant comes forward, an investigation may be conducted into the alleged Misconduct by the Manager of Student Affairs. The Complainant should complete the [Student Complaint Form](#) and submit it to the Manager of Student Affairs with the understanding that

confidentiality will be maintained as far as possible. Such reporting shall not be provided anonymously. The Respondent will have an opportunity to respond to the allegations and advise the investigator of any mitigating circumstances prior to the imposition of a Sanction.

9. Six Nations Polytechnic will strive to hold a Conduct Meeting in a timely manner without unreasonable delay, especially in the case where an Interim Measure is imposed.

10. Six Nations Polytechnic may impose a Sanction on a Student found in violation of the Student Code of Conduct, within the principles of Progressive Discipline.

- A Sanction will take into account the full context and circumstances under which the Misconduct occurred, including severity, the degree to which it was deliberate, the harm caused, and whether the Misconduct was an isolated incident or part of repeated acts.
- Disciplinary sanctions may be progressive in nature and range from verbal warning to expulsion from the Institute.
- Suspension or expulsion may result from a single incident of behaviour that is critical, failure to resolve behavioural concerns at Level Two, a pattern of repeated incidents of major misconduct or failure to comply with previous disciplinary requirements.
- Support will be offered to those affected by the misconduct including victims as well as, offenders, as appropriate.
- Where an employee has been seriously impacted by a student behaviour matter, Human Resources will be informed.
- In some cases, the Institute may turn to outside authorities –such as the police – for assistance.

11. Where the management of a student behaviour incident involves allegations against an employee, Human Resources will be informed.

12. When Six Nations Polytechnic becomes aware of legal proceedings for conduct outside of Six Nations Polytechnic Activities, which may pose a risk to the Six Nations Polytechnic community, a Student may be subject to an Interim Measure. The determination of a Sanction may require the Student to disclose the result of legal proceedings, including conditions and orders related to the offence, and any interaction with law enforcement authorities related to that Misconduct.

13. Disciplinary sanctions applied may become part of a student's permanent Institute record.

14. A Student found to have violated the Student Code of Conduct, may appeal a Sanction through the Student Code of Conduct Appeal procedure.

15. The Institute reserves the right, upon appeal, to impose a different sanction than that originally imposed and may establish additional sanctions to those contained in this Student Behaviour Policy.

Involuntary or Voluntary Withdrawal

1. Voluntary or Involuntary Withdrawal occurs when a student agrees or is required to temporarily discontinue studies at the Institution for either a specified time and/or until certain conditions

are met. Voluntary and Involuntary Withdrawals are not considered to be sanctions and therefore the withdrawal will not be noted on the student's transcript.

2. Once the withdrawal period has expired and/or the conditions have been met, the student is not required to re-apply for admission unless members of Student Affairs management can establish, to the satisfaction of the Registrar, that it is reasonable to do so as a result of the lapse of time.
3. Students who seek to return after a withdrawal may be required to fulfill other specified academic and/or non-academic conditions, which may include:
 - requiring the student to provide corroborating evidence that the health condition has sufficiently improved or is being managed and that they are prepared to meet community standards at the Institution; and/or
 - requiring a mandatory evaluation by a specified mental health professional and/or other appropriate professional (e.g., an Independent Medical Evaluation).
4. Prior to a mandatory evaluation the student will be required to sign a written authorization for the exchange of any relevant information between those conducting the evaluation and the Institution. The Director of Student Affairs (or delegate) will receive a copy of the evaluation report.

Involuntary Withdrawal Decisions – Request for a Review

1. Students who have been Involuntarily Withdrawn may, within 15 business days, make a written request for a review of the Involuntary Withdrawal decision. The request shall be limited to procedural grounds, specifically that there was a violation of procedural fairness.
2. The request for review must be made in writing and must describe in detail the purported violation of procedural fairness by the Director of Student Affairs.
3. The written request shall be submitted to the Chief Operating Officer and Dean of the Student's Academic Area.
4. The Chief Operating Officer, or designate, shall review the Involuntary Withdrawal decision and information related to that decision.
5. The Chief Operating Officer, or designate, shall respond to the request for review within 20 business days of its submission. **This Review decision is final and is not appealable.**

D. Related Documents and Links

1. [SNP Student Conduct Procedure](#)
2. [SNP Student Code of Conduct Appeals Procedure](#)
3. [Student Complaint Form](#)
4. [Verbal Warning Form](#)
5. Student Code of Conduct Appeal Form

E. Policy History