

Student Conduct and Judicial Affairs

INTERNAL NOTIFICATION GUIDELINES – STUDENT BEHAVIOURAL ISSUES

Background

The disclosure of student information (notification), to certain individuals and College departments is essential to the effective conduct of College business and to the promotion and maintenance of health and safety. Student information frequently includes personal information as defined by BC's Freedom of Information and Protection of Privacy Act (FIPPA). Provincial privacy legislation and occupational health and safety legislation address matters of disclosure and notification.

FIPPA allows the College to use personal information in a way that is consistent with the purposes for which it was collected (College business) and allows for internal disclosure if the information is necessary for the performance of duties (need to know). Disclosure is permitted if there are compelling circumstances affecting anyone's health or safety, or when notification to next of kin is necessary. FIPPA also obliges the College to disclose information about a risk of significant harm to the health or safety of the public or a group of people, or where the disclosure of information is, for any other reason, clearly in the public interest. Disclosure of information outside the College may require notification to the student.

Part three of the BC Workers Compensation Act and the BC Occupational Health & Safety Regulations oblige the employer to ensure the health and safety of employees. The College is obliged to inform employees of all known or reasonably foreseeable health or safety hazards, and inform those who may be exposed to the risk of violence, of the nature and extent of the risk.

Known or reasonably foreseeable health or safety hazards

The following student behaviours require notification to affected employees:

- Verbal threats (direct or indirect) that pose a risk of physical injury to others
- Non-verbal threats (significant or repeated aggressive acts, stalking) that pose a risk of physical injury to others
- Actions (significant intimidation, bullying, harassment) that pose a risk of psychological injury to others

General risk

To ensure appropriate notification, all employees must notify the Manager Safety, Security & Emergency Management (SSEM) or the Manager Student Conduct & Judicial Affairs (SCJA) where the action of a student poses a risk of physical or psychological injury to others.

Where the Manager SCJA receives notification of a student-related risk, the Manager SCJA will notify the Manager SSEM.

The Manager SSEM will provide notification to affected employees, academic departments and service areas of a student-related risk that falls within any of the categories above. Notification to affected

employees and departments will include information about the nature and extent of the risk, and any safety or situation management plan. Information identifying the student and/or limited personal information may be disclosed on a need to know basis where such information is necessary to mitigate risk.

The Manager SCJA will provide notification to affected students, on a need to know basis, consistent with the steps outlined above.

Restrictions on access

From time to time, students are subject to sanctions restricting their access to campus, parts of the campus, College services or academic programs.

Where the restriction derives from behaviours that pose a risk of injury to others, the notification procedures outlined above will apply.

Where the restriction derives from misconduct other than that which might pose a risk of injury, the Manager SCJA will notify affected employees, academic departments and service areas of the nature of the restriction, the duration of the restriction, and any other conditions that may apply. Notification will include any instructions needed to enforce the sanction or that might be necessary to implement or monitor a behaviour management plan. Information identifying the student and/or limited personal information may be disclosed on a need to know basis.

Other conditions

Where a sanction imposed on a student outlines a requirement to meet certain conditions, the Manager SCJA will notify those employees, departments or service areas who are directly affected by the condition. Notification will include the nature of the condition and any instructions needed to ensure or monitor compliance with the conditions. Information identifying the student and/or limited personal information may be disclosed on a need to know basis.

Investigations

Investigations are conducted when a student is alleged to have violated college policy, or poses a potential risk to the health or safety of members of the College. Investigations will require the acquisition of student-related information, including personal information, from members of the college community. Both the Manager SCJA and the Manager SSEM are authorized to conduct investigations into student behavioural matters.

When an investigation is required, the investigator will contact those students or employees who have been identified as having information relevant to the investigation; notify them that an investigation is underway and obtain information deemed relevant to the investigation.

To preserve the integrity of the process and protect the privacy of those involved, students and employees who participate in an investigation should not discuss the investigation with others.

Emergency situations - Transportation to hospital from campus

Notification to an identified party is necessary in emergencies. The College collects emergency contact information for this purpose and in doing so, implicitly provides notification to the student that this contact will be used in the event of an emergency.

First responder:

1. If the student is responsive, request the name of emergency contact. If the student is non-responsive or declines to provide the name of an emergency contact, the College will use emergency contact information housed in Banner.
2. Notify the Dean Student Services (DSS) of the transport and the name of the emergency contact provided by the student. If the student did not provide an emergency contact, inform the DSS.

Dean Student Services (or designate)

3. The DSS will notify the emergency contact of the transport. If no emergency contact information is provided by the student or found in Banner, no notification will be made.
4. The DSS will notify academic departments if an extended absence is anticipated.
5. The DSS will notify service areas for follow-up and/or return to school planning.

Contact Information

David Aucoin - Manager Safety, Security & Emergency Management (SSEM)

O: B232

T: 604.323.5148

E: daucoin@langara.bc.ca

Maggie Ross - Manager Student Conduct & Judicial Affairs (SCJA)

O: B136

T: 604.323.5151

E: maggieross@langara.bc.ca

Clayton Munro – Registrar & Dean Student Services (DSS)

O: B138

T: 604.323.5435

E: cmunro@langara.bc.ca

Joanne Rajotte - Manager, Records & Information Management Services (RIMS)

O: C323g

T: 604.323.5660

E: jrajotte@langara.bc.ca