

Victoria Academy of Dramatic Arts

Student Code of Conduct

26/01/12

Name of Policy

Implementation Date

Senior Educational Administrator and Owner of the Academy

26/07/16

Position(s) Responsible

Date of Last Revision

Policy:

Victoria Academy of Dramatic Arts expects students to meet and adhere to a Code of Conduct while completing a program of study. The list below outlines the Code that all students are expected to follow. This list is not exhaustive and students should request clarification from the Senior Educational Administrator if they have any questions.

“Student” is defined as both prospective students and students currently registered or enrolled in any Academy programs or other activities (e.g. classes, workshops, etc.).

The Code of Conduct that Students are expected to follow include:

- Attend school in accordance with the Attendance Policy.
- Treat all students and staff with respect.
- Refrain from any disruptive or offensive classroom behavior.
- Dress appropriately for class.
- Refrain from cheating or plagiarism in completing class assignments.
- Treat school property with respect.
- Refrain from bringing weapons of any kind (i.e. knives, guns) to school.
- Complete all assignments and examinations on the scheduled completion dates.
- Refrain from bringing any alcohol or any prohibited mood altering substances to the Institution.
- Refrain from making inappropriate remarks concerning another student or staff’s ethnicity, race, age, religion or sexual orientation.
- Any other conduct which is determined to be damaging to the other students, staff members, the Academy or any third parties connected with the Academy.
- Refrain from making false, damaging or defamatory comments about Students, staff and the Academy.
- Students will refrain from having romantic/sexual relationships with

- other students in the program.
- If a Student is taking acting classes or private coaching outside of the Academy program, the Student must have written permission from the Senior Educational Administrator to participate in such activity. Students are not permitted to invite or recruit current and former Academy Students to participate in other acting programs or private coaching, while they are in an Academy program.
 - Providing information including names, emails, social media contacts, phone numbers or other information about current and former Academy Students to non-Academy teachers, is a violation of the Code. In addition providing confidential or contact information about a Student in Academy programs to third parties without Student's consent is a violation of the Code.
 - Current Students must not socialize on social media with Academy instructors.
 - Upon completion of the Student's program, the Student must return the Academy key and books. A fee charge may be incurred for loss of Academy property.
 - Academy property such as the course calendar, diploma brochure, finance brochure and teacher handouts are property of the Academy and by distributing such property without the written permission of both the Academy Administrator and associated author(s) to any third party including but not limited to non-Academy teachers, students outside of the full time program, friends, etc. could result in unauthorized distribution of intellectual property. Unauthorized distribution and reproduction of Academy property could result in loss of business and/or damages to the Academy and the author(s) of such material. Misuse of intellectual property is taken seriously in the film, TV and theatre industry. Those involved in misuse of property may be liable financially if it results in material damages to the Academy and/or owner(s)/author(s) of the property.
 - Students must not use the Academy facility inappropriately including drinking, smoking, partying or engaging in any other behaviour which would be deemed inappropriate on school premises. The Academy facility is to be used for actor training only.
 - Students must not bring friends and non-Academy people after school hours (after 3pm or before 9am) to the Academy. The exception to this would be if a Student brought a family member or legal guardian with the permission of the Senior Educational Administrator. This is for insurance reasons. Also, Academy students must not engage in any behaviour at the Academy which could potentially injure themselves or another person.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any Student or faculty member.
- Verbal abuse including extreme or ongoing defamatory comments or threats.
- Vandalism of school property.
- Theft or other criminal activity.
- Intoxication of drugs or alcohol while taking part in an Academy program or activity.

- Harassment of students or faculty.

Students who do not meet the Code of Conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct. Concerns related to a Student's conduct shall be referred to the Senior Educational Administrator to process in accordance with this Policy.

Procedure:

1. All concerns relating to student misconduct shall be directed to the Senior Educational Administrator. Concerns may be brought by staff, students or the public.
2. The Senior Educational Administrator will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Senior Educational Administrator will meet with the student as soon as practicable.
3. 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.
4. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
5. The Senior Educational Administrator will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and
 - i. Give the student a warning setting out the consequences of further
 - ii. Set a probationary period with appropriate conditions; or
 - iii. Recommend that the student be dismissed from the Institution.
6. The Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.
7. If the student is issued a warning or placed on probation, the Senior Educational Administrator discusses the determination with the student and a written copy is placed in the student's file.

8. If the recommendation of the Senior Educational Administrator is to dismiss the student, the Owner of the school will need to provide the final decision. If the Owner agrees, the Senior Educational Administrator, Administrator or Owner will meet with the student to dismiss him/her from study at the school. A letter of dismissal will be given to the student as well as a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.
9. If a refund is due to the student, the Administrator will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
10. If the student owes tuition or other fees to the school, the student is obliged by his/her contract to pay the monies owed within 30 days of the dismissal.
11. At any point in the process, the student is welcome to discuss or propose an alternative to his/her dismissal and provide any proof against allegations of misconduct.

Student Code of Conduct Declaration

I, _____, have read, understand and agree to abide by the Student Code of Conduct of the Victoria Academy of Dramatic Arts and I understand that such adherence is a condition of my participation in an Academy program. I understand that a violation of the Code of Conduct may be grounds for dismissal.

Signed this _____ day of _____, 20____.

(Signature)