

A Quick Reference of Key Policies To Help You while at the College

Admission Requirements

- Grade 12 (OSSD @ the General level or better) or Mature student exam
- “Pre-Admissions Medical Report” signed and dated by a medical doctor. Immunization for Hepatitis B is required
- Negative Police Check / Clearance – Can not have a Criminal Record - Must be produced within 30 days of starting school

Attendance

A student, upon enrolling at the College, agrees to attend class. Attendance to the College’s standard is a prerequisite condition of writing final examinations, supplemental exams and receiving a College Diploma.

CCHST’s Facebook Page and Bulletin Boards are posted to regularly – Review them for Important Information.

5 consecutive days: A student who misses 5 consecutive days will receive an Email Warning indicating their attendance must improve.

10 consecutive days: A student who misses 10 consecutive days will receive a Warning Letter via email indicating that they are on Probation which includes a request to meet with the Campus Director or designee regarding their absenteeism. Students are required to make up all homework, assignments and missed evaluations in order to pass. Students requiring remediation or supplemental Instruction time and materials may incur additional fees

20 consecutive days: Immediate withdrawal from the program or a signed agreement with payment arrangements to repeat a prerequisite module/subject. Students may appeal the decision and forward in writing their corrective action plan to improve their attendance. If the appeal is approved a student will be subject to one of the following conditions (A, B or C) based upon the program's repeat of a module/subject:

- A. Non Prerequisite Module: repeat the module (at the student's expense) the next time the module is offered
- B. Prerequisite Module: restart the Program at the module of withdrawing (at the student's expense) and then continue to complete the program
- C. Linear Program – each subject is a mandatory prerequisite: Repeat the term and or entire program (at the student's expense) the next time the term/program is offered

Requesting an Appointment with Staff

Please note that Meeting Request forms are located in the Student Lounge. Reviewed daily and once submitted in the **Request a Meeting Box** you will be contacted by EMAIL within 24 hours, and a meeting will be scheduled. **Do Not walk-in to an Office and expect to have your issues addressed. You will be invited to a Meeting.**

Eating

No food or drink is permitted in any classroom or the Student lounge area. There is a designated Lunch Area in the College that is to be used for eating. Garbage is to be deposited in the supplied garbage containers.

Smoking

Students who smoke must use the designated smoking areas (20 meters from exit) at the West end of the School by the **Picnic table area next to Turner Rd. Students cannot smoke in the parking lot.**

College Philosophy & Code of Conduct

Canadian College of Health Science and Technology (Canadian College) promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive College climate exists when all members of the College community feel safe, included, and accepted, and actively promote positive behaviour and interaction. All members of the College community, those engaged in Canadian College’s educational system are included in these policies

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and Code of Conduct; instructors, students, volunteers, clients, and staff members, whether they are on Canadian College property, at authorized events or College functions and activities.

Purposes of the Code

1. To ensure that all members of the College community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the College community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve the conflict.
5. To promote the safety of people in the College.
6. To discourage the use of alcohol, cannabis, illegal drugs and, except by a medical cannabis user¹, cannabis.
1 - As defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person's medical purposes in accordance with applicable federal law.
7. To prevent bullying at the College.

Standards of Behaviour

Respect, Civility, and Responsible Citizenship

All members of the College community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- respect the rights of others;
- show proper care and regard for College property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the College staff, if necessary, to resolve conflict peacefully;
- respect all members of the College community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or student or any another person in a position of authority
- employing the use non-violent means to resolve all conflict(s) should conflict arise

Safety

All members of the College community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;

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- cause injury to any person with an object;
- be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs;
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes damage to College property or to property located on the premises of the College.

SECURITY

The College takes every step possible to provide a secure learning environment. Students must also take steps to ensure the security of their work and property. The College is not responsible for lost or stolen articles.

Please follow these simple guidelines:

1. Always carry your Student Identification. Wear it as an ID badge when required to do so.
2. Never give out your password or other personal information that would allow someone to log into the College network using your identity.
3. Never leave a “logged in” computer unattended.
4. Always keep personal belongings with you.
5. Report any suspicious or unsafe activity to a staff member.
6. During an emergency, follow the instructions of a staff member.

Tests/Examinations

Students will complete a series of quizzes, tests, and examinations during their course of study. Quizzes, tests and/or examinations may test a student’s theoretical/academic, practical and/or applied knowledge. A variety of formats will be used including practical hands-on projects, essays, reports, oral-practical, online and multiple-choice tests/exams.

If a specified period is designated for a test or examination, then the test or examination must be completed in the time allotted. During a final examination, students may leave the examination room before this time has expired but cannot return once they leave. At the end of the specified time, all students who have not finished must submit the incomplete test or examination. No additional time will be allowed.

During classroom term tests or quizzes, students must remain in the classroom. At the end of the specified time, all students who have not finished must submit the incomplete test or examination. No additional time will be allowed.

Twenty percent (20%) of a student’s final grade per term or program will include their participation as it relates to satisfying the requirements of the program. Instructors will forward academic and practical marks for each student (program/subject dependent). Final marks per module will include a participatory component for each student. This includes but is not limited to, a student’s in-class participation and ability to demonstrate their applied knowledge as it relates to the curriculum. This component will also include an assessment of a student’s participation during practicum, in a lab or clinic setting, in co-op or placement, and/or any College event relevant to a student’s educational development.

Absences – Test, Quiz or Final Examination

1. Quizzes, tests, exams, OPs will start no earlier than 15 minutes after the scheduled start time of the class or later as otherwise directed by the Instructor.

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2. Students are not permitted to leave the classroom during a quiz, test or exam. They may do so once the exam session is concluded or when they have submitted the exam. In case of emergency, the College will interrupt the exam.
3. No time extensions will be given on a test or exam. All tests and exams must be completed within the official time allotted. No additional time will be given for a test or exam if the student arrives late.
4. **Unexcused Absence - Test / Exam:** if a student misses a test, term test, final OP or final exam they will receive a mark of zero.
5. **Excused Absence - Test / Exam:** if a student misses a test, term test, final OP or final exam, and the student provides valid supporting documentation from **Acceptable Forms for Excused Absences**, they may be eligible to write the instrument per Administration's discretion. The test, final exam or final OP must be completed upon the student's first day back, and a maximum grade of 70% is achievable.
6. **Unexcused or Excused Absence - Quiz or Mini OP:** if a student misses a quiz or mini OP (whether it is deemed an Unexcused or Excused Absence), they will receive a mark of zero. Upon the first day the student returns, the student can request an Assignment instead of the missed quiz or mini OP. The Assignment must be completed within three days of their return and will be scored at a maximum of 70%. Only one Assignment can be provided per subject, per module, regardless of the number of absences.
7. Should any exam be canceled for any reason, the College will reschedule the exam as early as possible.
8. All evaluations or test instruments, including tests, quizzes, progress checks, assignments and exams, are the property of the College both before and after completion by the student.

Excused Absences include:

1. Observance of religious holidays
2. Legal reasons (jury duty; to serve as a subpoenaed witness)
3. Bereavement (loss of a family member)
4. Personal illness/injury (Documentation - letter required from a doctor stating that the student could not attend the Final Examination)

Excused Absences will be granted for attending college-sponsored activities provided they make accommodations with their instructor(s) prior to the absence(s). See Appendix A Excused Absence Form and Appendix B Prolonged Absence Form. See the Clinic and Outreach Department Policy manual for information on Clinic or Outreach absences and the Practicum, Placement, Events and / or Outreach Policies herein.

Supplemental Examinations

Students who fail a final Exam or final OP (theoretical or practical) may be eligible to take a Supplemental Exam.

Preparatory classes for accreditation are not eligible (Ex. OSCE & MCQ), if such a subject is failed then the Student must retake the entire subject at their own expense.

Supplemental Exams can be requested under the following conditions:

1. **Attendance and Subject/Module grade:** Supplemental Exams can only be provided to students who fail a subject or module, have demonstrated an attendance level of 80% or more and have an average mark of no less than 50% in the subject or module. Otherwise, the module must be repeated.
2. **Pay a Fee in full before taking the Supplemental:** For subjects that are equal to or greater than 2 months in duration, a \$150.00 fee is charged to a student to take a Supplemental Exam or OP, payable in advance. For subjects that are equal to or less than 2 months in duration, a \$40.00 fee is charged to a student to take a Supplemental Exam or OP.
3. **Score:** The maximum score a student can receive on a Supplemental Exam is 70%. If the student passes, a mark of 70% will be recorded regardless of the actual mark achieved on the supplemental exam.

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4. **Frequency:** Students are only eligible to write two Supplemental Exams in an entire program and cannot write a Supplemental in the same subject twice.

Practicum, Placement, Clinic and Outreach Hours Differ from Classroom Schedules:

- The student is required to attend as per the schedule provided by the Practicum, Placement and /or Outreach facility.
- Score a minimum of no less than 60% in each area of practicum, placement, event and/or Outreach
- Placement, outreach and practicum schedules for individual programs differ and the hours scheduled for this portion of a program is generally not the same as the hours scheduled for classroom time at the College. Students are expected to attend the hours as scheduled for their specific placement, outreach and / or practicum as offered by the facility.
- It is the students' responsibility to attend the total number of hours for their specific program and any changes in their schedule must be agreed to by the placement facility and the student must submit written authorization from the facility to the College for any changes that differ from the original schedule. In the absence of written authorization and acceptance by the College, the student will be marked incomplete.
- Students participating in programs that have Practicum, Placement, Clinic and Outreaches must participate in Practicum, Placement, Clinic and Outreaches as a part of their educational program. Unexcused absences are not permitted. Once it is identified that a student has an unexcused absence, they must start over in their program's Practicum, Placement component with respect to time logged for that Term / Program. Hours logged and Practicum marks will be reduced to zero. The Student must arrange with the College to commence their practicum when the practicum is next offered for that program.

Occupational Health and Safety Policy

CCHST will make every effort to provide a safe, healthy work environment. All employers, supervisors, workers and students must be dedicated to reducing the risk of injury.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every person at the College must protect his or her health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the owner to staff, students and workers.

NOTE: Each policy has a program. Programs include forms and procedures to make it easier for individuals to conduct investigation into allegations of Harassment (including Sexual) and Violence. These are contained in your Academic and Administrative Policy Manual.

Workplace Harassment Policy

CCHST will not tolerate harassment or bullying that violates the Human Rights Code or the Occupational Health and Safety Act, Bill 168 amendments. The organization will address all complaints of violation of the policy.

CCHST has developed a process to report and investigate complaints of workplace harassment. All complaints and investigations will be dealt with in a fair, respectful and timely manner. We will take reasonable precautions to protect workers from all source of work-related harassment. Supervisors are responsible for supporting a respectful workplace by reinforcing a zero-tolerance policy and providing harassment information and training to workers. Workers must comply with the workplace harassment policy and follow procedures for reporting incidents of work-related harassment. Everyone is encouraged to work together to support a safe, healthy and respectful workplace

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Workplace Violence Policy

CCHST will not tolerate violence or threats of violence, that violate the Occupational Health and Safety Act (OHSA), Bill 168 amendments.

The organization will address all complaints of violation of the policy. CCHST will not tolerate any level of workplace violence directed at staff, students, managers, or between staff, students, managers or by staff, students, managers towards a member of the public, vendor or otherwise.

CCHST shall take every reasonable precaution to prevent or minimize violence in the workplace. Any staff, student or manager, knowingly or not, who fails to follow any rule outlined below, will be subject to the disciplinary process, up to and including termination of employment or termination of student contract.

CCHST has developed a process to report and investigate complaints of workplace violence. All complaints and investigations will be dealt with in a fair, respectful and timely manner. We will take reasonable precautions to protect staff, students, managers from all sources of work-related violence. Managers are responsible for supporting a workplace free from violence by reinforcing a zero-tolerance policy. Staff and students must comply with the Violence in the Workplace policy and follow procedures for reporting incidents of work-related violence.

Sexual Harassment

Sexual harassment is any conduct, comment, gesture or contact of sexual nature:

- That is likely to cause offense or humiliation to any individual
- That might, on reasonable ground, be perceived by that individual as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.

Sexual harassment may take several forms, including unwarranted physical advances, repeated unwelcome overtures or requests of a sexual nature, intimidation, whether explicit or subtle and practical jokes with sexual overtones. No form of sexual harassment by non-employees/student to our employees/students and clients (on College property) will be tolerated.

All policies are reviewed on an annual basis to ensure that it conforms with any changes to the Occupational Health and Safety Act and any associated regulations

Fire and Evacuation Procedure

In case of fire, the fire alarm will sound continuously (**SIREN**). Take note of the Emergency Evacuation Diagram provided in each room – posted by the door. There are several **FIRE EXITS** marked on the diagram. It is your responsibility to know the exits in case of an evacuation. All students should familiarize themselves with their classroom's nearest building exits. Exterior doorways should be kept clear to ensure there is a clear path for all persons exiting the building and for Fire Department operations.

Students requiring assistance should identify themselves to the class Instructor.

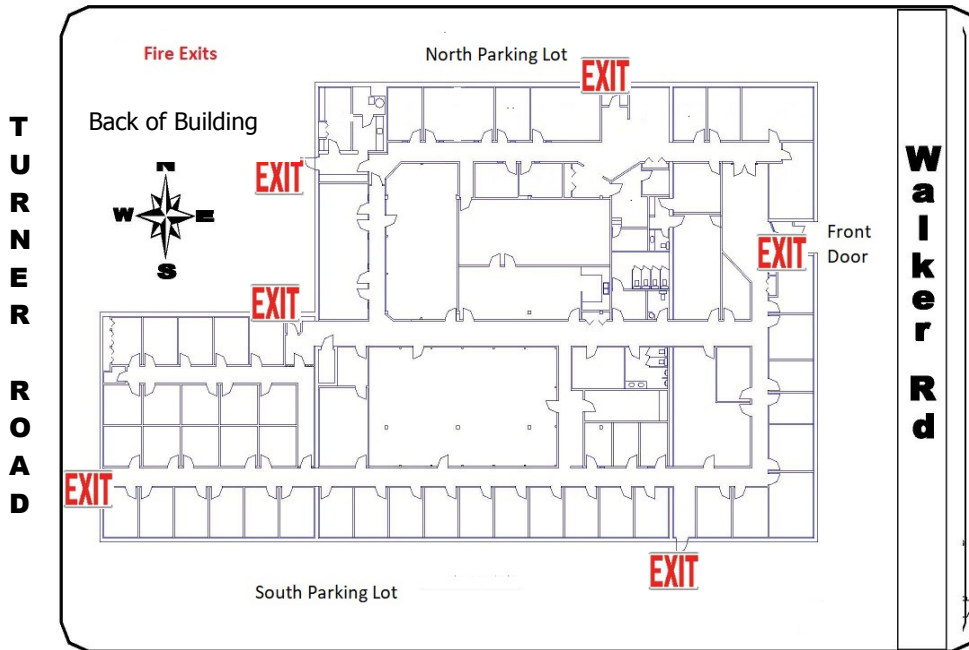
Portable fire extinguishers should be used only for a small fire, provided there is no danger to the operator.

Upon discovering a fire or hearing an alarm:

1. When the FIRE ALARM is sounding (**SIREN**), students, staff, visitors, and faculty should walk directly to the outside of the building using the nearest safe exit, keeping clear of exits once they are outside.
2. Assist any person in immediate danger, but only if safe to do so.
3. Once Instructors have ensured all Students have left the classroom, take the attendance list and shut the door.
4. Once outside, proceed to a safe distance from the building, everyone is to move calmly to the Courtyard of the Church across Turner road. No one is to leave the evacuation assembly area until the all-clear has been given.

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5. Once outside, Instructors are to take a head count upon reaching the students in their class. Notify the Health and Safety rep. and Emergency Services personnel of any exceptions.
6. Follow the instructions of relevant Emergency Services personnel and campus emergency control personnel.
7. No one should attempt to re-enter the building until clearance is given by emergency services personnel or College Administration / Health and Safety personnel.



Accident/Incident Reporting

In the event of injury, personal property damage or any altercation occurring while on campus, the student, instructor and administrative staff member involved should fill out an "Accident/Incident Report Form" at the back of your Policy Manual. Contact us immediately upon an occurrence – 519 977 1222 or email healthandsafetyrep@cchst.net and include details of the event.

EMERGENCY PHONE NUMBERS

911 – URGENT - ONLY in the event of an emergency – Police, Fire, Ambulance
311 - Non-emergency Municipal or Social Service Assistance

Windsor Police:	(519) 258-6111
Police Headquarters:	(519) 255-6700
Poison Treatment Centre:	1-800-268-9017
Spills Action Centre:	1-800-268-6060
Windsor-Essex County Health Unit:	(519) 258-2146
TeleHealth Ontario:	1-866-797-0000
EnWin Power:	(519) 255-2727, 8:30 a.m. to 4:30 p.m.
After-hours hydro service:	(519) 255-7818,
After-hours water service:	(519) 255-7130
Union Gas:	1-877-969-0999
Marine and Air Search and Rescue:	1-800-222-8477
Canadian Red Cross:	1-866-797-0000, (519) 944-8144

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CANCELLATION OF CLASSES

Classes are cancelled in cases of extremely poor weather conditions that are deemed to impact the safety of staff and students. When city and county School Board buses are not running (both), the College is closed for that day. If either the city or the county school buses are running, then the College is open.

Information regarding the cancellation of classes:

- Will be posted on the College Facebook page.
- Listen to and visit www.iheartradio.ca/am800 a local radio station (AM 800 CKLW) for information

SCENT FREE ZONE

The College is a scent free zone. Due to health concerns arising from exposure to scented products, the College has instituted this policy to provide a scent-free environment for all employees, contractors, students and visitors. Some people who work at or attend the College report sensitivities to various chemical-based or scented products. Scented products such as hair spray, perfume, and deodorant can trigger reactions such as respiratory distress and headaches and are not permitted at the College. Staff and visitors are asked to not use scented products when attending the College.

DRESS CODE

Students are expected to be neat, clean and wearing their prescribed uniform at the College and during all College-related, activities while on or off campus. Students are expected to maintain a professional appearance, which includes attire, footwear and grooming. Students found in violation of the dress code will not be permitted into class, clinic or internship and their absence will be counted in accordance with the Attendance Policy found in this policy manual. Repeated infractions will result in a written warning, probation, and ultimately, dismissal.

CONSUMPTION OF FOOD AND BEVERAGES

Food and drink are not permitted in any classroom, clinic room or laboratory environment. Food and drink are only permitted in the kitchen/lunch area. Any student found eating in a classroom, computer lab, or clinical/laboratory environment will be asked to leave. Bottled water is permitted in classrooms at the discretion of the instructor and as directed by the Campus Director (or designee).

TELEPHONES, CELL PHONES/SMARTPHONES, ELECTRONIC EQUIPMENT AND VISITORS

Any student carrying a cell phone/smartphone must turn it off when entering a classroom, lab, or study area. As consideration for your fellow students, no cell phone calls (either incoming, outgoing or text messages) are permitted in the learning areas.

The College requests that students do not have family or friends call the College with the expectation that the student will be called to the telephone. The Office Administrator will not take messages for students except in the case of extreme emergency. The College also requests that students do not have family and friends visit the campus during College hours. Exceptions to this policy will only be made if the student has made prior arrangements with College staff. All visitors must check in at the reception desk and may be asked to wear visitor identification while onsite.

The use of audio devices for lecture recording is at the discretion of the instructor and must be agreed upon with him/her prior to class start. Video recording devices are not permitted in the classroom unless they are part of an activity organized and supervised by the instructor. All other electronic devices not provided by the College must be maintained in the off position. When Classroom recordings (audio or video) are acceptable to an Instructor, every individual in the Class must sign off on the PRELEASE for RECORDING (*Appendix G*) prior to any recording be performed.

PARTICIPATION MARKS

A student's final grade (per term, subject, course or module) may include a Participation mark that can include up to twenty percent (20%) of their entire mark. The Participation mark includes an assessment of a student's participation and attendance in a program. Additionally, a participation mark is included for the clinic, outreach, practicum, internship, placement, and any College event relevant to a student's educational development