



H&Co Student Disciplinary Policy

Purpose

H&Co Academy is committed to maintaining a professional, respectful, and safe learning environment. This policy outlines the progressive discipline process used to address concerns related to conduct, professionalism, attendance, academic integrity, and compliance with academy policies.

The goal of disciplinary action is to support student growth, encourage accountability, and ensure all students understand and uphold the standards required to succeed in their program and future profession.

Progressive Discipline Process

Unless the infraction is severe enough to warrant immediate removal, the Academy follows a structured, progressive discipline model:

- Step 1 – Corrective Discussion #1
 - The instructor or administrator meets privately with the student.
 - The concern is clearly explained, expectations are clarified, and the student is given the opportunity to respond.
 - The discussion is documented using our “Corrective Discussion Form” and placed in the student’s file as a Corrective Discussion Record.
- Step 2 – Corrective Discussion #2
 - Issued when:
 - The student repeats the same category of behavior
 - Same steps as “Step 1”
- Step 3 – Corrective Discussion #3 & Final Written Warning
 - If the student repeats the same type of misconduct or fails to improve after the previous steps:
 - A Final Written Warning is issued.
 - The student is informed that one additional infraction in the same category will result in program removal.
 - A student success plan may be implemented if appropriate.

- Step 4 – Removal from Program
 - A student may be removed from the program when:
 - They receive three (3) documented write-ups within the same category of infraction (e.g., professionalism, attendance, conduct),
or
 - They demonstrate repeated disregard for policy or expectations despite corrective actions.

Categories of Infractions

Infractions are grouped into categories to ensure consistent and fair application of progressive discipline. Examples include:

- Attendance & Punctuality (In conjunction with the Attendance Policy for overall missed hours)
 - Chronic lateness
 - Leaving early without approval
 - Missing full or partial days
 - Misuse of attendance reporting procedures
- Professionalism & Conduct
 - Disruptive behavior
 - Negative or harmful influence on the learning environment
 - Inappropriate language or disrespect toward staff, students, or clients
 - Gossip, bullying, harassment, or unprofessional communication
- Uniform & Clinic Floor Standards
 - Not following uniform guidelines
 - Improper footwear
 - Incomplete kit or missing required tools
- Academic Integrity
 - Cheating or plagiarism
 - Misuse of assessments or materials
 - E. Work Ethic & Team Participation
 - Refusal to clean or complete assigned duties
 - Poor engagement in class or clinic
 - “Ducking work,” wasting time, or encouraging others to do so

Immediate Removal (Zero-Tolerance Behaviours)

The following behaviors may result in immediate removal from the program without progression through earlier steps:

- Violence or threats of violence
- Harassment, bullying, or discriminatory behavior
- Theft
- Intentional property damage

- Possession or use of drugs/alcohol on campus
- Serious safety violations
- Any behavior that endangers another student, staff member, or client

Documentation & Communication

- All disciplinary actions are documented and kept in the student's file.
- Students may request a copy of their records at any time.
- Sponsoring agencies (e.g., First Nation education authorities, funding partners) will be notified of significant disciplinary actions, including missed attendance thresholds, written warnings, and program removal.

Student Responsibility

Students are expected to:

- Review and understand all Academy policies
- Uphold professional standards at all times
- Take responsibility for correcting behavior following disciplinary discussions
- Seek clarification when unsure of expectations