



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: THREATS AND ACTS OF VIOLENCE

Procedure No.	SS-215-PR	Division	Student Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	SS-215	Effective Date:	October 17, 2006

PROCEDURE

Any threat uttered will immediately be reported to the Campus Administrator. The Campus Administrator will immediately notify either the RCMP or RNC, as appropriate. In all instances, the offending student will be immediately notified by the Campus Administrator that the College has a zero tolerance policy for such behaviour/action. He/she will be immediately suspended for forty-eight (48) hours until an internal review is conducted and will be advised that the appropriate authorities (RCMP/RNC) have been notified. The student will also be notified in writing, within twenty-four (24) hours of the decision to impose this suspension. Said notice will contain, minimally, a description of the policies, procedures or regulations allegedly breached, a summary of the offensive behaviour and the sanction being imposed. Copies of the breached policies, procedures or regulations and the Student Appeal Policy (SS-203) shall also be referenced in and attached to the notice.

The Manager of Student Recruitment and Enrollment Services and the Vice President of Academic and Learner Services, will be notified of the incident immediately and copied on all correspondence relating to the matter.

Appropriate interim action will be determined pending the results of an internal review by the College's Review Committee. The Review Committee's decision will be communicated in writing to the student within forty-eight (48) hours of the initial suspension.

Appropriate final action will be determined by the College's Review Committee pending the conclusion of an investigation by either the RCMP or RNC and receipt of its report by the Review Committee. The Review Committee's decision will be

communicated in writing to the student within forty-eight (48) hours after receipt of the report from either the RCMP or RNC.

Approval History	
Approved by President	October 17, 2006
Next Review	October 2011