

DISMISSAL POLICY

This policy applies to all LCC students.

Under rare circumstances, it may be necessary for LCC to dismiss a student.

LCC may dismiss a student from a program on any of the following grounds:

- **for violent and harmful acts**
 - Behaviour which is violent or causes harm to other students, LCC staff, volunteers, facilities or equipment can cause the **immediate dismissal** of the student from the program. Any acts of this type will not be tolerated.

- **for behavior which negatively affects student progress or LCC's school environment**
 - In cases where the participant's progress is affected by repeated absences, lack of punctuality, severe negative attitude, or by chronic failure to meet the program and/or funder's expectations, LCC may consider dismissing the student.
 - **The process by which such a student may be dismissed from a program is as follows:**
 1. **Verbal warning:** The Manager will meet with the participant to discuss the issue and agree on remedial action. (Translation will be provided for participants with a low level of English).
 2. **Written warning:** If there is no change in the behaviour, the Manager will give the participant a letter outlining the ways in which the participant has failed to meet LCC's standards of behaviour, the changes that are required, a time limit for those changes, and the consequences of not changing the behaviour.
 3. **Dismissal:** If there is still no change in the behaviour within the time limit specified in the written warning, a dismissal letter may be issued by the Director of the LCCS division.