

## **The Create Institute Student Code of Conduct**

### **Overview**

This policy outlines the expectation for behaviour while a student attends The Create Institute (CREATE). Community is at the forefront of The Create Institute's values, expressing the connections we have with each other, the support we give each other, and the respect we show each other. The Create Institute promotes a learning environment that reflects the honesty, trust, and fairness we expect in the actions of all members of our community.

In view of the growing complexity and intersectionality of modern lives, The Create Institute training program is against all forms of oppression, bias or prejudice and believes in the practice of equity in relation to cultural background, class, size, gender, sexual orientation, age, ability, religion and legal status. Students proactively consider the needs of those they serve by supporting clients and their best interests, by honouring their commitments to them, and by refraining from any actions which risk harm. Students recognize their individual and collective responsibilities to society, to the expressive arts therapy field and, especially, to those they serve.

The Student Code of Conduct establishes CREATE standards of student behaviour. In addition to the Student Code of Conduct there are responsibilities under:

- The laws of Canada, Ontario, and Local Governments
- Other CREATE Canada Policies
- PIPHA (Personal Health Information Protection Act)

CREATE will take disciplinary action in respect to student behaviour that is inconsistent with the maintenance of an appropriate learning environment.

### **Scope**

- This policy applies to all part-time (prospective or confirmed) students.
- Conduct that takes place on CREATE property or during any practicum placement, that is part of

the program or course.

- Conduct that takes place when students are representing CREATE in activities, such as conferences or meetings
- This policy does not supersede or negate any rights or responsibilities provided by law.
- This policy presupposes that all its students are adult learners who have accepted the principle that they share responsibility with CREATE for creating and maintaining a respectful and productive learning environment.
- Students demonstrate academic integrity by not engaging in the following academic misconduct: cheating, plagiarism, falsifying or fabricating data, falsifying documentation or other writing work, circumventing the learning process, copying, and aiding others in committing academic misconduct.

## **1.0 Policy**

The Code balances students' rights with responsibilities. Students are accountable for complying with the Code and all other CREATE policies outlined. This Code is designed to provide an explicit definition of the minimal standards of personal conduct that CREATE expects of all students. As a member of this community, students are expected to make responsible decisions about their behaviour, including how to resolve differences with members of the community.

Law mandates that CREATE, and by the community it serves, provides an educational environment that ensures academic relevance, demonstrates professionalism, values diversity, and respects the processes and traditions of learning.

Students have the right to express themselves freely (unless this interferes with the rights of others) and to study and work in an environment free from discrimination and harassment.

### **Confidentiality**

Within the training cohort, students have a right to expect that personal material both verbal and artistic will be held in confidence unless a student gives clear consent that this material can be shared outside of the training group. In the context of practicum supervision classes, students are expected to maintain client confidentiality in compliance with the Ontario Privacy Act <https://www.ipc.on.ca/>

### **Aesthetic Responsibility**

Play and imagination are central to work of students in training. Students have the responsibility to bring the arts to the work that they do with others in the community, to maintain their own artistic practice, to

engage in the arts in the classroom, and to fulfill the requirements of the program in this area. Students are taught to be in relationship with images rather than to reduce artistic expressions to autobiographical material that can be analyzed for psychological meaning.

## **Harassment & Discrimination**

CREATE respects the dignity and worth of every member of its community and provides for equal rights and opportunities, free from discrimination and harassment. Each member of the CREATE Community shares the responsibility for creating and maintaining a working/learning environment free from discrimination and harassment.

Harassment is an act committed by a person that makes another feel uncomfortable, offended, intimidated or oppressed. Harassment comes in many forms.

- It can be done orally through degrading words, spoken put downs, jokes or other unwanted comments.
- It can be through actions like physical contact of any kind, put down gestures or other unwanted acts.

Any form of harassment, whether verbal/non-verbal or written, in person or via e-mail, electronic messaging system or other electronic/internet based process, or telephone, is unacceptable. Any deviation from this goal will not be tolerated.

The protection detailed in the most recent Human Rights Code (<http://www.ohrc.on.ca/en/ontario-human-rights-code>) will be extended to all members of the CREATE community.

In addition, CREATE values and fosters practices which promote the equitable treatment of all members of the CREATE community.

## **2.0 Prohibited Conduct**

While the Code is based on common sense and mutual respect, there are specific prohibited behaviours that are outlined below. As well, any conduct that violates the laws and regulations of Ontario will be considered a violation of this Code. These include acts such as theft, violence, weapon offences, drug offences, trespassing and fraud. It also includes contraventions of the Ontario Human Rights Code. Any unacceptable behaviour that is contrary to the spirit of this Code may also be considered a violation.

Included in this category is also academic misconduct as outlined above.

## **2.1 Disruption**

As a member of the CREATE Community, students will not by action, threat, written material, or by any means whatsoever, disrupt or obstruct CREATE or affiliated activities, including a CREATE sponsored program, event or activity, or other authorized activities on premises of CREATE or its affiliated practicum sites, or the right of another person to carry on his/her legitimate activities, or to speak or to associate with others.

## **2.2 Disorderly Conduct**

As a member of CREATE, students will not engage in disorderly, lewd, or indecent conduct, nor engage in disturbing the peace as defined by law, on CREATE-owned or controlled property or at a CREATE-sponsored event (including practicum) or supervised functions.

## **2.3 Abusive Communication**

Students shall not in any way abuse other students, CREATE employees or guests of CREATE. Abusive communication means any unwelcome words or images received or distributed in person or by telephone, letter, electronic mail or any communication medium including social media that intimidate, disparage or cause humiliation, offence or embarrassment to a person. Students are expected to be respectful of and sensitive to the impact of their words on others.

## **2.4 Weapons or Dangerous Substances**

While on CREATE property or any property associated with CREATE, students shall not carry or have in their possession anything which is designed to be used as a weapon or anything that is intended to be used as a weapon.

Students shall not have explosives, fireworks, or unauthorized dangerous substances on CREATE property.

## **3.0 Procedure for Resolving Disputes**

**3.1** Any suspected violation of this Code may be referred to outside authorities as considered necessary by CREATE.

**3.2** If a student believes that a violation of the Student Code of Conduct has occurred, they should refer to the Student Complaint Policy and Procedure and follow the steps outlined. Violations can be reported

for up to one year. In situations where the health or safety of any person is believed to be in jeopardy, contact police immediately.

**3.3** All code of conduct breaches will be investigated. CREATE may investigate and resolve conduct issues under the Code regardless of any civil or criminal proceedings.

#### **4.0 Appeals**

Students can ask to have a disciplinary decision under this Code overturned or changed. All appeals will follow the CREATE appeal process.