



**Canadian College of Performing Arts**  
**2024-2025 Policy Manual**  
Updated August 2024

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## Academic Honesty Policy

### Staff, Faculty, & Students

Position(s) Responsible

September 1 2016

Implementation Date

August 1 2018

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts has a zero tolerance policy for offences such as plagiarism and cheating. Penalties for dealing with such offences will be strictly enforced.

### **Plagiarism**

Plagiarism is using another person's ideas and words as your own when, in fact, it is not. Students are required to footnote all references including the internet.

Plagiarism can stay on a student's academic record forever; it is unethical and is a serious academic matter. Most commonly plagiarism exists when:

- The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work;
- Parts of the work (e.g. phrases, ideas through paraphrase or sentences) are taken from another source without reference to the original author. The student must refer to the "MLA Handbook for Writers of Research Papers" for guides to the proper use of footnotes;
- The whole work (e.g. an essay) is copied from another source; and/or
- A student submits or presents work in one course which has also been submitted or presented in another course (although it may be completely original with that student) without the knowledge or prior agreement of the instructors involved.

### **Cheating**

Cheating includes, but is not limited to, dishonest or attempted dishonest conduct such as accessing digital information while an exam is being written or bringing any textbook, notebook, or memoranda not authorized by the examiner into the examination room.

Academic dishonesty must be reported to the Director of Education. Students found guilty of academic dishonesty will be subject to penalties which may result in dismissal from the program, please refer to the Canadian College of Performing Arts Code of Conduct and Dismissal Policy.

### **Procedure for Academic Dishonesty**

1. The Instructor will report the violation to the Director of Education.
2. If the violation is proven, the Instructor who discovered the plagiarism or cheating will communicate with the student in violation of the Academic Honesty policy, and may offer the student an opportunity to re-write the assignment, or re- take the examination. The Instructor may choose to not offer a re-write/test, in which case the student may fail the assignment, test or course.
3. If given the opportunity, the student will re-submit the work in accordance with the deadlines provided by the Instructor.
4. If a 2nd assignment is found to be a violation of the Academic Honesty Policy, the student will be given a failing grade, and the Instructor will notify the Director of Education immediately.
5. The Director of Education will meet with the student in violation. A 2nd violation is grounds for immediate dismissal from the program. (See Code of Conduct and Dismissal Policy)



## **Admissions Policy**

### **Staff, Faculty, & Students**

Position(s) Responsible

**September 1 2016**

Implementation Date

**August 25 2023**

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts is committed to providing accurate information and guidance to prospective students to ensure they make informed decisions about their program of study. Canadian College of Performing Arts' admission requirements are well publicized and applied consistently. Entry assessment tools and admission requirements ensure students have the required language competencies (see Language Proficiency Assessment Policy), and the basic knowledge, skills and abilities to achieve program outcomes. Admission requirements may not be waived by either the student or the institution.

Students are provided with the following policies before entering into any contract, including a Letter of Acceptance or student enrollment contract:

- Tuition and Refund Policy
- Student Grade Appeal Policy
- Withdrawal Policy
- Code of Conduct & Student Dismissal Policy
- Admissions Policy
- Student Attendance Policy
- Program Outline
- Work Experience Policy (if applicable)
- Prior Learning Assessment Policy (if applicable)
- Language Proficiency Assessment Policy (if applicable)
- Credit Transfer Policy (if applicable)

If a student wishes to appeal the decision rendered by the admissions panel regarding their application to a CCPA program, they must write a letter directly to the Admissions Panel, stating the reason(s) for appealing the decision. This letter must be delivered to the Registrar within three (3) days of the applicant having received notice of their application status. Students may not involve faculty in the admissions appeal process.

At least two members of the Admissions Review Panel and one department chair will confer within two (2) weeks. They will review the student's letter of appeal, original application, notes taken during the audition process, and all relevant information. The Admissions Review Panel may request to speak to various faculty members and/or to the applicant. They will then respond to the applicant in writing within four (4) weeks of the appeal letter having been received. Faculty will refer all discussions on the matter directly to the Admissions Review Panel. The Panel's decision is final.

### **Performing Arts Certificate Program Admissions Requirements:**

Student admissions are based upon the following:

- A completed application form and audition fee.
- A graded audition in person or on video per the Admission requirements posted on the CCPA website ([ccpacanada.com](http://ccpacanada.com)).
- Official transcript of grades of the student's most recent level of education.
- Up-to-date theatre resume and Headshot (or other 8 x 10 current photo).
- An interview, which includes discussion about the career goals of the applicant
- Reference letter from two industry professionals or a university degree in a relevant field of study.
- All applicants must have a high school diploma or equivalent, or must be over the age of 19 able to demonstrate they possess the maturity and ability to complete successful complete the program. Previous training in at least one of the three disciplines of acting, dancing and singing is beneficial. They must demonstrate their interest in pursuing training in all four categories offered at the College: Acting, Dance, Voice and Arts Administration; and must demonstrate their ability to understand instruction in the English language per the language proficiency assessment policy.

### **Performing Arts Diploma Program Admissions Requirements:**

Student admissions are based upon the following:

- A completed application form and audition fee.
- A graded audition in person or on video per the admission requirements posted on the CCPA website ([ccpacanada.com](http://ccpacanada.com)).
- Official transcript of grades of the student's most recent level of education.
- Up-to-date theatre resume and headshot (or other 8 x 10 current photo).

- An interview, which includes discussion about the career goals of the applicant.
- All applicants must have a high school diploma or equivalent, or must be over the age of 19 able to demonstrate they possess the maturity and ability to complete successful complete the program. Previous training in at least one of the three disciplines of acting, dancing and singing is beneficial. They must demonstrate their interest in pursuing training in all four categories offered at the College: acting, dance, voice, and arts administration, and must demonstrate their ability to understand instruction in the English language per the language proficiency assessment policy.

### **Applied Performing Arts Diploma (“Company C” Studio Ensemble) Program Admissions Requirements:**

In order to be considered for the Studio Ensemble program, the applicant must:

- Have successfully completed one of the following:
  - The two-year CCPA Performing Arts Diploma Program;
  - The one-year CCPA Performing Arts Certificate Program;
  - A bachelor’s degree in a discipline of the performing arts;
  - Or several years of demonstrable early career industry experience
- Present a 2-3 minute audition; material chosen by the applicant to show vocal and acting ability, and any specific talent or skills the applicant would like to show that demonstrates individual talent.
- Interview with the Audition Panel. The audition will be conducted by a panel of Canadian College of Performing Arts Faculty and/or Directors. Guests may be invited to the panel.
  - The applicant’s demonstrated ability to contribute to the full range of duties required for cooperative production, professionalism and teamwork during their prior studies in a Canadian College of Performing Arts Program will be taken into consideration as well as the casting requirements for the productions proposed for the specific program year.



## Assessment Policy

### Staff, Faculty, & Students

Position(s) Responsible

September 1 2022

Implementation Date

August 25 2022

Date of Last Revision

### **Policy:**

The following regulations apply to all assessments.

### **Submission of Assessed Work**

- Dates, times, and format for submission of assessed work will be published in the course syllabus.
- Work submitted up to 7 days after the submission date will be accepted, but the mark for passing work will be capped at 70%. This regulation applies to the initial submission deadline at the first attempt only. Re-assessed work, or work where the deadline has been deferred as a result of extenuating circumstances, must be submitted by the published deadline.

### **Missed Exam/Evaluation**

If a student misses a class where the instructor is conducting an marked practical evaluation k, then it is the responsibility of the student to contact the instructor within 3 days to agree a mutual time for evaluation outside of normal class time. This assessment will be for 'pass marks only' (70%).

Written work must be submitted in the format requested by the Instructor within 7 days of the original deadline for the work to be marked for 'pass marks only' (70%).

If the student fails to communicate and/or submit within the timeframe above, they will receive a failing mark for that assignment/evaluation.

### **Extenuating Circumstances for Missed Exam/Evaluation**

Permission for assessment without penalty is subject to the student being in good standing; having attended the course well; having completed all course related assignments and having received passing marks in all coursework. A student will be permitted a submission extension under the following circumstances:



- In the event of their own illness, verified with a doctor's note
- If the student had completed an "Absentee Request Form", declaring that the requested absence would cause them to miss an exam/evaluation, and had received prior written permission to be excused from the Director of Education
- If the student requires extra time to complete their work due to an assessed learning need that benefits from extra time, and IF the student has an agreed learning needs plan with the College. (Application in advance of the published submission deadline can be made)
- In the event of the death of an immediate family member

### **Application Procedure for Submission Extension due to Extenuating Circumstances or Missed Exam/Evaluation**

- Student applies for an extension with the instructor within 3 days of the original evaluation/exam. Request for re-evaluation without penalty must be accompanied by evidence and logged with the Office of the Registrar.
- Instructor will respond in writing to student's request within 3 days of receiving it (copy in the Director of Education), and clearly state the agreed new deadline and assessment details (if change is required)
- The instructor will schedule the extended submission within 2 weeks (10 teaching days) of the original exam/evaluation.
- The instructor must copy the Registrar on all written correspondence.

### **Failed Exam/Evaluation and Re-Take**

A student who fails an exam/evaluation will be given an opportunity, at the discretion of the Department Chair, to re-take that exam/evaluation for pass marks only (capped at 70%) if the following conditions apply:

- The student must request permission from the Department Chair and their instructor in writing to re-take the failed exam/evaluation within 3 days of receiving the failed mark.
- The instructor (or instructor's substitute) must be agreeable to the re-take.
- The student must have attended class regularly.

If the Director of Education approves the re-take of an exam/evaluation, the instructor will respond to the student's request in writing, and set the date for and administer the re-take within two weeks of the original exam/evaluation date. The instructor must copy the Registrar on all written correspondence.

A re-write/re-evaluation fee of \$75.00 per exam/evaluation will apply in order to cover the cost of having an instructor prepare and administer any exam/evaluation. If the student requires any additional tutoring to prepare for any re-take of the exam/evaluation, it must be paid for at the student's own expense.

### **Procedure for Failed Exam/Evaluation and Re-Take**

1. Student sends written request for a re-test to the Department Chair and instructor in writing within 3 days of receiving the grade.
2. If agreed, the instructor will , seek approval from the Director of Education, respond to the student within 3 days of receiving the request, and will notify the Registrar's Office of the agreed re-test date.
3. If the instructor agrees to the re-test, the student must submit the \$75.00 re-write/re-evaluation fee to the Registrar's Office prior to the test being re-written.
4. The Registrar's Office will confirm with the instructor when the fee has been paid.



## **Attendance Policy**

### **Staff, Faculty, & Students**

Position(s) Responsible

**September 1 2016**

Implementation Date

**August 25 2023**

Date of Last Revision

### **Policy:**

Students must attend 80% of all classes/rehearsals.

Students who miss more than 20% of classes/rehearsals may be subject to failing the course, at the teachers' or directors' discretion. Any absence or non-participation must be discussed with teachers/directors who are affected, or the student is unexcused. Students are responsible to catch up on all work missed for any reason.

Students receiving StudentAid BC funding or who are in interest-free status must be reported as "Withdrawn" (do not meet StudentAid BC "full-time" criteria) if:

- Attendance drops below 60% for 3 consecutive weeks
- Misses 2 consecutive weeks
- Missed sufficient time and will no longer be able to complete the graduation requirements

### **Excused Absences:**

An excused absence is:

- Absence due to illness when reported to the Office of the Registrar – When a student is going to be absent due to illness, it is required that the student notify the Office of the Registrar by phone or email immediately. Following absences for 3 consecutive days or 3 days in an academic week, or by missing 3 consecutive sessions of the same class a doctor's note is required to substantiate the illness or injury.
- Absence with prior approval by the Director of Education.

## **Absence from school; Absence from classes; or Inability to participate fully in a class**

CCPA is a full-time program. Students must retain full-time attendance and commitment in order to remain at CCPA. Attendance is crucial and expected in order to pass any course. Students are required to telephone the office or email the Registrar's Office (registrar@ccpacanada.com) at least 30 minutes prior to their first class or rehearsal of the day stating the reason for an expected absence. 3rd party notification is not acceptable. Being late or absent without prior approval is still considered an "Unexcused Absence".

### **Absence without prior permission will be excused for illness only**

Permission for any absences, other than illness, must be requested and approved by the Director of Education. An "Absentee Request Form" (available in the student library) must be completed and signed at least 24 hours prior to the absence. Failure to do so will result in an unexcused absence.

Absences, due to illness, for a third day (or partial day) must be substantiated with a doctor's note. A note signed and dated by the doctor's office administration will be accepted. Students are also required to provide a doctor's note for classes missed due to appointments. All notes will be retained in the student's permanent record.

All classes are recorded via Google Meet. If you are well enough to audit live from home, you may do so if it does not harm your recovery from illness. Alternatively, students can review the recorded video footage of the missed class within 30 days of the teaching date. Contact the Registrar to request access to the relevant recording(s).

### **Multiple Unexcused Absences**

A student with three (3) unexcused absences, over no less than three (3) different days, will receive a written notice of warning from the Registrar. Each subsequent unexcused absence will warrant an additional written notice of warning. Three (3) written notices of warning, delivered to the same student, will be considered grounds for dismissal.

### **Auditing/Observing Classes**

In the situation where a student is ill (but not contagious) or injured, permission to audit a class may be granted by the teacher upon presentation of a doctor's note. A

student auditing a full or partial class is required to study the work given in that class and write a report on the class content as assigned by the instructor, which is submitted to the teacher the next day. The teacher will sign the report, ensure the information is correct and the student's name is on it and submit it to the office for student records.

If the injury/illness requires a student to audit more than 3 classes of any course, a medical note will need to be supplied and a discussion will be had with the instructor and Director of Education with the intent to agree on reasonable teaching accommodations to enable the student to participate safely. This process is in effect for all audited classes, whether due to physical or vocal illness. A student who has an injury/illness prognosis which deters them from completing any course will enter discussion with faculty and the Director of Education about an alternate form of study, deferral, withdrawal or dismissal.

### **Rehearsals & Performances**

Any student not well enough to attend classes is not well enough to attend rehearsals, therefore, any day when classes are missed for illness, the student must also arrange for an understudy to learn the missing student's part in that day's rehearsals. Where a student has been absent or auditing more than 15% of classes in a specific discipline, the student may be in jeopardy of not being able to participate in college performances. Permission to perform will be at the discretion of the Director of Education, in consultation with faculty and production staff.

Students must catch up on schoolwork and rehearsal work ASAP. Show directors reserve the right to replace any student who has to miss more than one rehearsal, or any student who falls behind in the pace of the rehearsals.

This policy is primarily intended to ensure that students stay home and recover fully and do not return to the college until they are not contagious (colds, flu, etc.) and they have the stamina to participate fully.

### **Private Voice**

Voice teachers will schedule voice lessons and tutorials. Voice teachers will aim to schedule lessons during a student's spare/study blocks, or over class breaks.

Students will forfeit a Private Voice lesson if they do not notify their instructor 24 hours in advance that they are going to miss a lesson, unless it is due to illness, in which case they should notify their instructor ASAP. Private voice lessons missed

due to personal reasons or illness may be forfeited at the discretion of the instructor where notification is less than 24 hours, or if no mutual available time can be found.

## **Dance Classes**

Students may not participate in dance if they missed the first ½ hour (warm up) of any dance class. The decision whether to allow the student audit the class after arriving late is at the instructor's discretion.

## **Bereavement**

Students need to arrange with the Director of Education for absence due to bereavement of an immediate family member.

## **Procedure**

Any student going to miss or be late for a class, event, rehearsal or mandatory college activity is required to telephone the office or email the Registrar's Office [registrar@ccpacanada.com](mailto:registrar@ccpacanada.com) (and copy in the course instructor at least 30 minutes prior to notify them of their absence. Unless for illness, being late or absent without prior approval is still considered an "Unexcused Absence".

Permission for any absences, other than illness, must be requested and approved by the Director of Education. An "Absentee Request Form" (available in the student library) must be completed and signed at least 24 hours prior to the absence. Failure to do so will result in an "Unexcused Absence".

Students absent for more than 3 full or partial days due to illness are required to bring in a doctor's note. Failure to provide a doctor's note after 3 sick days will result in an "Unexcused Absence". The doctor's note will be held in the students file and record.

A student with three (3) unexcused absences, over no less than three (3) different days, will receive a written notice of warning from the Registrar. The Director of Education will be notified as well.

The Registrar will issue written notice of warning for each Unexcused Absence after 3 to both the student and the Director of Education. The Director of Education may call the student in to address the absences.

Three (3) written notices of warning, delivered to the same student, will be considered grounds for dismissal.



# Code of Conduct & Student Dismissal Policy

## Staff, Faculty, & Students

Position(s) Responsible

September 1 2016

Implementation Date

August 4 2023

Date of Last Revision

### **Policy:**

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at the Canadian College of Performing Arts. If necessary, students should request clarification from the CCPA Directors. "Student" means a person who is presently enrolled at the Canadian College of Performing Arts.

### **Code of Conduct**

It requires an extraordinary personal commitment and needs the goodwill and co-operation of everyone, to be successful in such a demanding career training program. The Canadian College of Performing Arts (CCPA) is committed to providing a harmonious work and study environment that is free from discrimination.

The following rules, policies, and procedures are in place in order to help all students set a professional standard for themselves and to establish the self-discipline they will need to succeed in their careers.

While on Canadian College of Performing Arts premises or in the course of activities or events hosted by the Canadian College of Performing Arts, students:

- must comply with all applicable policies, including but not limited to the Attendance Policy, Uniform Policy, Internet and Social Media Policy and Academic Honesty Policy.
- will conduct themselves in a mature, considerate, and respectful manner at all times.
- must treat all students, employees, contactors, visitors and general public with respect and must not engage



- in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behaviour;
- must be clean, tidy and prompt
- must consult the Director of Education prior to making any major changes to their appearance (i.e. hair colour and length, facial hair, tattoos etc.)
- must not audition for any talent shows or competitions, including reality television
- must obtain permission from the Director of Education to attend any external audition;
- must inform the Director of Education of any industry-related contracts garnered while enrolled in a program, and are requested to continue notifying the administration office of any professional engagements upon graduation;
- must practice professional demeanor with regards to personal relationships. Intimacy between students is to remain outside of Canadian College of Performing Arts premises in order to demonstrate unprejudiced relationships with all students and staff;
- must obtain permission from the instructor, prior to the use of laptops, cellphones, digital assistants or other recording devices in class or during rehearsals;
- must refrain from taking photography, video or audio recording of any class or rehearsal without prior consent of the instructor.
- must refrain from posting any content from classes or rehearsals, in any form on social media platforms, or publically viewed sites without consent of everyone involved in the class or activity.
- must obtain permission from the administration office prior to bringing a guest onto College premises.
- Guests must remain in the lobby areas unless on a facilities tour accompanied by CCPA host;
- must not steal, misuse, destroy or deface the property of the Canadian College of Performing Arts, its landlord, and/or its landlord's tenants;
- must not smoke, hold lighted or use tobacco or any other legal or illegal substance, or e-cigarettes in or on Canadian College of Performing Arts premises;

- must not consume, possess or distribute alcohol, legal or illegal intoxicants, controlled or restricted substances; and
- must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive.

Students who violate the Code of Conduct will be subject to the procedures, penalties and/or discipline outlined below, which may include immediate dismissal from the institution.

### **Grounds for Dismissal**

- Three (3) written notices of warning, delivered to the same student (see “Attendance Policy & Procedures.”)
- Violation of Code of Conduct (see “Code of Conduct”)
- Violation of alcohol and drug policy (see “Alcoholic Beverages and Illegal Drugs”)
- Repeated plagiarism (see “Academic Dishonesty Policy & Procedures”)
- Violation of law
- Acting in a manner that is contrary to the goodwill of the college
- Disregard for the guidelines set out by the college in the student contract and/or student handbook
- Falsification or misrepresentation of documents for admission and or bursaries
- Falling out of good standing financially at any point in the program.
- Failure to comply with the CCPA payment plan as stated in the signed student contract

A student who is believed to have committed any one (or more) of the above violations may be immediately suspended from the college pending an investigation into the matter. The outcome of the investigation may result in a recommendation by the CCPA Directors to the Board of Directors for the student’s dismissal from the Canadian College of Performing Arts.

Any student who is dismissed will be required to remove all belongings from CCPA immediately and will not be allowed on the premises unless by appointment with the CCPA Directors. A dismissed student is responsible for their own travel arrangements and any expenses incurred due to leaving the college.

The student may appeal in writing through the established Dispute Resolution Policy.

Professional counselors or police may be called upon to assist the student, CCPA Directors or involved parties.

### **Procedure**

1. All concerns relating to student misconduct shall be directed to the Director of Education in writing (initial verbal communication followed by a written report of the concern is also appropriate). Concerns may be brought by staff, students or the public.
2. The Director of Education will arrange to meet with the student to discuss the concern(s) within 5 business days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Director of Education will meet with the student as soon as is reasonably possible.
3. Following the meeting with the student, the Director of Education will conduct further inquiry or investigation as deemed necessary to determine whether the concerns are substantiated.
4. Any necessary inquiries or investigations shall be completed within 5 business days of the initial meeting with the student. The Director of Education will meet with the student and do one of the following
  - a. Determine that the concern(s) were unsubstantiated;
  - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
    - i. Give the student a written warning setting out the consequences of further misconduct (See 6.)
    - ii. Set a probationary period with appropriate conditions (See 7.)
    - iii. Recommend that the student be dismissed from the Canadian College of Performing Arts. (See 8.)

5. The Director of Education will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
6. If the student needs time or opportunity to improve their performance, the student may be issued a warning or placed on probation.
7. The parameters for improvement will be discussed and a deadline may be scheduled for correction.
8. The student will be emailed a digital copy of the written warning or probationary conditions, and a copy will be placed in the student's file.
9. If a student's behaviour needs to be discussed a second time, a set period of probation may be invoked. The student will then be given a notice in writing of probation and faculty will be notified.
10. The student's behaviour will be noted throughout the probation, at the end of which faculty and CCPA Directors will consult and the student will be notified as to his/her future standing with the College. Suspension or dismissal may result from this consultation.
11. If the recommendation is a dismissal of the student, the Managing Director will review the recommendation and accept or reject it.
12. If the recommendation is rejected by the Managing Director, the Director of Education will follow steps 5 through 7, above.
13. If the recommendation is accepted by the Managing Director, both College Directors will meet with the student to dismiss them from study at the institution. A Letter of Dismissal will be delivered to the student and a calculation of refund due or tuition owing.
14. If a refund is due to the student, the Finance Department will ensure that a refund is forwarded to the student within 30 days of the dismissal.
15. If the student owes tuition or other fees to the institution, the Canadian College of Performing Arts may undertake the collection of the amount owing.



# Content Capture Policy

## Staff, Faculty, & Students

Position(s) Responsible

September 1 2022

Implementation Date

August 22 2022

Date of Last Revision

### **Policy:**

The Communications Department wishes to clarify and streamline the content capture system and delivery during a production between the college, students and the CCPA Marketing Department.

### **Capturing**

During rehearsal, students are encouraged to get creative and capture moments that inspire them. All protocols and guidelines must be followed to maintain a safe, supportive environment and avoid any and all disruptions to the educational programs. Always reference the Student Handbook for specific policies and regulations.

Footage or photography can be divided into two categories, “student life” and “process” imagery. Student life is imagery from around the building, between breaks and having fun. “Process” is anything to do with the creation of a production: choreography, costume design, set design, direction, acting, singing ect. All content will be considered valuable archival imagery that captures and details the process, and student life at CCPA.

### **Sharing**

“Student life” imagery that follows this policy can be shared through personal student channels, assuming

consent of any individuals present is provided. “Process” imagery must only be shared through the Marketing and Communications Officer, unless specifically approved exceptions. All students are encouraged however to share and re-post official CCPA content.

If students would like to have their content considered for sharing through official CCPA channels, please follow these steps:

1. Capture all content in a 1080x1920 or 1920x1080 format, at the highest visual and audio quality possible.
2. Be sure to ask for consent from all students captured before sharing with the college.
3. Add all content for sharing to this Google Drive folder in the following format: StudentName\_FileName.mp4.

If students wish to add editing requests and supportive media (music / voice files / captions), email [communications@ccpacanada.com](mailto:communications@ccpacanada.com) with any editing information, and, if there are 4 people or fewer, the names of the participants involved.

Videos and photography may be posted by the Communications Department on any the following official CCPA social media channels:

[Facebook](#) | [Instagram](#) | [TikTok](#) | [Youtube](#)

### Content Capturing Guidelines

ACTION	PROTOCOL
Media Formatting	Capture all content in a 1080x1920 or 1920x1080 format, at the highest visual and audio quality possible.
Capture of Material in Rehearsal	<p>Informal footage and recording gathered by students and/or staff may happen throughout the process when the opportunity presents itself, so long as it is captured from a distance and does not disrupt any moment of the process. When the College captures official/formal recordings (media call / dress rehearsals / promo shoots / etc.), they will provide twenty-four (24) hours notice corresponding to the declared use to ensure addition in the daily schedule and adequate time for preparation.</p> <p>Any activities recorded backstage including in or around dressing rooms must never capture nude or semi-nude individuals.</p>

Capture of Material in Production	No content may be captured during the run of a performance. Focus on your role. No camera or cell phones shall be permitted in the wings during a production or on stage with the exception of those used by Stage Management for emergencies.
Media Editing	If students wish to add editing requests and supportive media (music / voice files / captions) email communications@ccpacanada.com, and reference or link to the exact file in question. Filters and effects may be used from filming on an app, but only content adhering to the sharing policies can be posted. Editing requests may not be granted subject to time demands. Filters, effects and editing should also consider if 'the art' should be allowed to speak for itself without alteration.
Declared Use	There is no guarantee that content will be posted in chronological order of submission, or that all content provided will be selected for use. All content will be considered valuable archival imagery that captures and details the process, and student life at CCPA. Content may be selected for sharing on any of the CCPA social media channels, including Facebook, Instagram, TikTok and Youtube. Content may also be added to the CCPA website.
Identification of Content & Individuals	<p>Footage or photography is divided into two categories, "student life" and "process" imagery. "Student life" is imagery gathered around the facility, during breaks and informal gatherings. Students only need the permission of those appearing in the content to share "student life" content.</p> <p>"Process" content is anything to do with in-class learning or the creation of a production: teaching, choreography, costume design, set design, direction, acting, singing ect. Official approval of the Communications Department is required prior to sharing ANY "process" content.</p>

Sharing Content	<p>Absolutely no “process” imagery should be posted before opening night by anyone other than the Communications &amp; Marketing Officer. “Student life” imagery is acceptable for sharing, assuming consent is provided by all individuals. All students are strongly encouraged, however, to share and re-post official CCPA content.</p> <p>Once the show has opened, “process” photography from the ‘Approved Public Use’ folder is acceptable</p>
Breach of Policy	<p>Any student that shares content which breaches this policy and protocols will be required to remove the content immediately.</p>
Exit Packages	<p>Students will be provided exit packages at the end of their program, which will include all the year’s imagery, promo video, press kits and additional content. This will be followed by explicit instructions on appropriate public use and accreditation in order to best serve the CCPA visual representation and creative property. CCPA does not share or distribute archival videos of the performance as per industry standards and licensing agreements.</p>





## Deferral Policy

### Staff & Students

Position(s) Responsible

August 1 2018

Implementation Date

August 26 2021

Date of Last Revision

### **Policy:**

After signing a contract, rather than withdraw, any time before or during Term 1 a student may request to defer their studies to the following year with written notice to the Registrar. Under certain circumstances (ie. student injury, bereavement leave) a deferral during Term 2 may be granted. A request in writing to the Directors of the College is required explaining the reason that a deferral is needed. Deferral requests will be approved on a case by case basis. Students will be expected to continue their training and skill development during the deferral period.

### **Applicants (not enrolled/registered)**

Any applicant accepted to the Canadian College of Performing Arts who wants to defer enrollment into the program must sign a student enrollment contract to become officially enrolled in the program. If a contract is not signed, the applicant must re-audition at a future date.

### **Current Students (enrolled/registered in program)**

A current student enrolled in the program has the option to defer before or after the program start date during Term 1 (September through December) with written notice to the Registrar. Under certain circumstances, a deferral during Term 2 (January through May) may be granted. A request in writing to the Directors of the College is required explaining the reason that a deferral is needed. Deferral requests will be approved on a case by case basis. A student may voluntarily withdraw from the program at any time (please see the Withdrawal Policy).

### **Deferral Obligations**

A deferred applicant or student must:

- Submit a signed contract for the current year of studies

- Pay the required non-refundable registration fee (if applicable) and tuition deposit
- Meet with the Director of Education prior to the program start in order to assess the applicant's development over the year, to ensure reasons for the initial deferral have been resolved and participation in the program is still in the best interest of the student
- Any other conditions identified in the confirmation of deferral letter
- A deferral is only offered for the next intake (September of the year immediately following)
- All monies owing per the Tuition and Refund Policy must be paid and will be reported as unearned tuition. These funds will be held and applied to the following year's tuition.
- Should a student not complete the deferral obligations, the administration office will proceed with processing their withdrawal as per the Voluntary Withdrawal Procedure.

## **Procedures**

1. Students can defer at any time before or during Term 1 (September through December) with written notice to the Office of the Registrar.
2. Students can request to defer studies during Term 2 (January through May) by writing to the Directors of the College explaining the reason that a deferral is needed. Deferral requests will be approved on a case by case basis.
3. Contract will be held to that of the year the students defers out of.
4. A deferral is understood to be starting the following year at the start of the program year. Any courses completed, may not be credited towards the deferral.
5. Prior Learning Assessments for all classes will apply (See Prior Learning Assessment Transfer Policy)
6. Students will begin the program at the start of the year they are deferring into and will be expected to complete all necessary graduation requirements within the program year(s).



## Digital Code of Conduct: I.T. Internet, & Social Media Policy

### Staff, Faculty, & Students

Position(s) Responsible

August 28 2018

Implementation Date

August 26 2021

Date of Last Revision

### **Policy:**

Digital citizenship is having the knowledge, skills, and attitudes needed to demonstrate responsible, respectful, and safe behaviour when using technology, or when participating in digital or hybrid in-person/virtual environments.

The Canadian College of Performing Arts encourages students, staff, faculty, Board of Directors, volunteers and guest artists to access and use I.T. infrastructure, the internet, and social media in a responsible manner to promote a positive learning environment and celebrate and promote the work we create together.

When interacting in any College activity digitally, all College policies, including the **Respectful & Fair Treatment of Students Policy** and **Academic Honesty Policy**, are applicable.

All members of the College community must be active and engaged participants in the learning program, complete all assignments, and work in a timely and thorough manner. If off-site internet services are required for full participation, the affected individual is accountable for obtaining that service and ensuring its reliability.

### **Unacceptable Behaviour**

All members of the College community must not:

- Misrepresent an identity or assume the identity of another by using login credentials other than those specifically assigned. This includes using email or login information issued to another, including family members;
- Share login credentials with anyone else;
- Use anyone else's login account;
- Knowingly upload any file or program that contains a virus, malware or other malicious code;

- Reproduce course content including assessments, electronic mail correspondence, digital captures, discussion, or chat threads in any fashion and to any other server without explicit written permission from a College Director;
- Write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive;
- Discuss in any open forum information that is critical of another student or teacher. Discussion forums are not appropriate mediums for private correspondence.

### **Unacceptable Sites and Materials**

On a global network such as the Internet, it is impossible to effectively control the content of the information. On occasion, users of online systems may encounter material that is controversial and which other users might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material.

The Canadian College of Performing Arts is committed to meeting obligations under the Canadian Charter of Rights and Freedoms by providing a safe College and workplace that respect the rights of every individual. Discrimination and harassment will not be tolerated. It is not acceptable to use online systems to knowingly access sites which contain material of a discriminatory or harassing nature.

Unless required for specific research and granted approval in advance from faculty or College Directors in advance, users of the College's hardware or network resources will not knowingly access, upload, download, store, display, distribute or publish any information that:

- is illegal or that advocates illegal acts or facilitates unlawful activity;
- threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
- uses inappropriate and/or abusive language or conduct;
- contains inappropriate religious or political messages;
- violates or infringes the rights of any other person according to Canadian College of Performing Arts policies, Ministry of Advanced Education policies, the BC Human Rights Code, or the Canadian Charter of Rights and Freedoms;
- is racially, culturally or religiously offensive;

- encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
- is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
- contains personal information , images, or signatures of individuals without their prior informed consent;
- constitutes messages of sexual misconduct or which contains inappropriate romantic overtones;
- solicits any users on behalf of any business or commercial organization without appropriate authorization;
- supports bulk mail, junk mail or “spamming”;
- propagates chain letters, or other e-mail debris;
- attempts to hide, disguise or misrepresent the identity of the sender.

### **Prohibited Uses and Activities**

All users of College network resources and computer hardware will not do the following:

- Copy, download, install or run viruses or other inappropriate or unauthorized materials such as games, files, scripts, fonts, or dynamic link libraries (DLL’s) from any source;
- Cause damage to any computer(s) and/or equipment including, but not limited to, computer hardware, furniture, projectors, screens, webcams, connectors, keyboards, storage devices (e.g. disk drives), and pointing devices (e.g. mice);
- Damage or erase files or information belonging to any person without authorization;
- Use any other person’s account;
- Cause any user to lose access to the system - for example, by disabling accounts or changing passwords without authorization;
- Open a computer case, move a computer, tamper with computer cables or connections without proper authorization;
- Compromise themselves or others by unauthorized copying of information, work, or software belonging to others, encouraging others to abuse the computers or network, or displaying, transferring or sharing inappropriate materials. Software piracy and unauthorized copying of material belonging to others is regarded as theft;
- Copy, transfer or use files, programs or any other information belonging to the College for any reason without

- the express permission of a College Director;
- Attempt to subvert the College networks by breaching security measures, hacking, accessing records without authorization, or any other type of disruption;
- Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyrighted materials without permission can result in legal action.

### **Virtual Auditing of In-Person Classes**

Classes are recorded and held by the College for 30 days to ensure viewing access by students who were required to be absent. These classes are collaborative and may explore personal or intimate work. Students may view but not share, distribute or store virtual class content. Video access is granted by making a request to the Registrar.

Class recordings are made available by the College only for the purposes of private study by an individual student, who may not distribute, email or otherwise communicate these materials to any other person without the additional specific permission to do so from the faculty member and the Director of Education.

Faculty members may likewise not distribute these materials without the specific permission of the Director of Education.

This policy is intended to protect both the privacy of the students and the intellectual property of the College and faculty.

### **Social Media**

This section of the policy is intended to outline expectations for use of social media while engaged at the College. This includes (but is not limited to) the use of the College's official channels: Facebook, Twitter, Instagram, YouTube, Flickr, and blogs, as well as outlets outside the College.

### **Representing the College**

- When communicating via social media, treat the company, the work, and your colleagues with the same respect as you do in the physical space.
- Refrain from posting items that could reflect negatively on the College, the company, your colleagues, or the production.

- Use of the College's logo or official graphics/artwork on personal social media is prohibited without express written permission from the Managing Director. If granted, use must adhere to approved branding guidelines and visual standards.

### **Artistic or Production Promotion**

- Material should not be posted that reveals elements of the production, including but not limited to: set, costume and key story elements. In the lead up to public presentation the College's official social media accounts will frequently post approved "teasers" or "sneak peeks" and you are encouraged to share this material. If you have any questions as to whether something should or should not be posted, it is advisable to check with the Communications Department or Managing Director.
- Members of the College community may be encouraged to capture content for archival purposes but are prohibited from sharing this content without express consent of the Communications Department or Managing Director.
- Other than official College archival videos, no nude or semi-nude recordings of anyone may be made. No nude or semi-nude recordings, including archival videos, may be shared.
- Media coverage of the production can be shared through social media, however, in the case of reviews or critiques, we would ask that you check with the Communications Department before posting out of respect for your fellow artists. Positive reviews can adversely affect a performance as much as negative ones. If anyone strongly disagrees with comments made by the media, they are to communicate with the Communications Department, and allow them to speak on behalf of the College.

### **Engaging with the Artistic Community**

The College community is encouraged to see and publicly support the local and national arts community. Overly critical commentary of outside artistic productions should be reserved for closed groups.

While the College will congratulate other local production companies on their openings / closings official channels will refrain from any posts that actively promote the sale of external tickets unless it is an alumni- produced activity.

## **Personal Interactions or Publishing on Social Media**

Anyone maintaining a personal blog of their experiences at the College is encouraged to provide the blog URL to the Communications Department. The College maintains an official blog and welcomes everyone to contribute content on their experiences.

The College encourages students, staff and faculty to use their discretion and judgement in their online interactions with each other where personal and professional lines can easily be crossed. Show proper respect for people's privacy. Check with your colleague before posting their image or referencing them. If they ask you not to post something, respect it.

### **As per the respectful & fair treatment of students policy on staff and faculty interactions with students:**

- Staff and faculty are not to initiate private extra-curricular contact with a current student.
- All interactions with students are to be limited to those reasonably necessary for the course of study or other College business.
- All interactions with students are to be conducted with the utmost professionalism.
- Staff and faculty may not engage in social media, texting or other contact with students other than as is reasonably necessary for study or other College business.
- If a student initiates contact over social media, texting, or otherwise with a member of the staff or faculty other than as is reasonably necessary for study or other College business, the staff or faculty member so contacted should politely make the student aware of this policy.

While the College Registrar may opt to answer simple questions via social media, email is the preferred and official channel of digital communication. Any detailed or prolonged dialogue must be sent through email (or delivered signed and in writing). Urgent communications from the Registrar will be sent via email and also posted to the annual student Facebook group.

The College Directors and faculty look forward to engaging with all students and may welcome friend requests and social media follows once student become alumni and professional colleagues. Until that time, they will maintain a supportive, nurturing, yet professional relationship with all students, and students are asked to refrain from making these requests.



## **Procedure**

- Any violation of the policies or misuse of I.T. equipment or social media should be brought to the Director of Education or Managing Director's attention immediately.
- The person responsible can expect to be questioned, and be asked to reverse any action or remove any posts violating the policy immediately.
- Any breach of the above is considered a breach of the College's Code of Conduct & Dismissal Policy.

## **Enforcement**

Reference Code of Conduct & Dismissal Policy..



## Dispute Resolution Policy

### Staff, Faculty, & Students

Position(s) Responsible

September 1 2016

Implementation Date

August 4 2023

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts values open communication and conflict resolution in an efficient and positive manner respectful of all parties. We expect all members of the CCPA community to conduct themselves with mutual respect and understanding, in accordance with the Code of Conduct & Dismissal Policy. The senior management of the College will endeavor to address negative or uncomfortable issues in their earliest stages in order that mutually beneficial resolutions can be found. Equally, constructive and creative ideas are also welcome for discussion to see if they can be facilitated. This policy governs complaints from students respecting Canadian College of Performing Arts and any aspect of its operations.

The College encourages individuals to make every attempt to resolve issues between the parties directly involved. Where resolution is not possible, students are requested to discuss delicate or challenging issues with whichever CCPA Director is most appropriate and available in an urgent or emergency situation. Artistic, education, program and faculty related issues are handled first by the Director of Education. Administrative, facility, or operational issues will be handled by the Managing Director. If an individual feels it is inappropriate to discuss an issue with one of the CCPA Directors, the individual can request to speak to the Secretary of the Canadian Heritage Arts Society's (CHAS) Board of Directors, who sits as the Chair of the Student / Staff / Faculty Liaison Committee. Arrangements should be made through the staff or faculty representative of the Student / Staff / Faculty Liaison Committee. The CCPA Directors will be notified that such a meeting is taking place.

A student who makes or is otherwise involved in a complaint will not be subject to any form of retaliation by the institution at any time.

**It is the intent of the College that open dialogue between students, faculty, directors and staff will resolve differences amicably as they occur.** If discussion fails to bring resolution, or if an individual feels that they have just cause for lodging

a complaint concerning the interpretation or application of the Canadian College of Performing Arts' policy, they should proceed in the following manner.

## Resolution Procedure

1. A student who has an issue should first **informally present his/her problem to the involved faculty or staff member to the extent reasonably possible**, either verbally or in writing. The faculty or staff member will consider the matter and render a decision within three (3) working days of the grievance being received. Anonymous letters will not be responded to.
2. Failing a satisfactory settlement of the issue, **the student will submit a formal complaint in writing** as follows:
  - a. Student complaints must be made in writing.
    - i. Any complaint should be brought to the attention of the Director of Education, [education@ccpacanada.com](mailto:education@ccpacanada.com). In the event of the Director of Education being absent and/or named in the complaint it should be brought to the attention of the Managing Director, [confidential@ccpacanada.com](mailto:confidential@ccpacanada.com). **The Director will conduct interviews and hear from both parties and will then render a decision in writing within seven (7) working days of the grievance being received.**
3. If a satisfactory solution cannot be achieved, the dispute will be referred to the Secretary of the Board and Chair of the Student/Faculty/Staff Liaison Committee, [secretary@ccpacanada.com](mailto:secretary@ccpacanada.com), within three (3) working days.
  - a. The Chair of the Student/Faculty/Staff Liaison Committee will conduct interviews to hear from all parties involved as consideration for the dispute. Based on the nature of the dispute, this process may also involve the Student/Faculty/Staff Liaison Committee or an Ad Hoc Committee of three (3) or more experts as determined by the Board Secretary.
  - b. A decision will be rendered within seven (7) working days of the grievance being received by the Board Secretary. The student having the dispute may accept a decision from the Chair of the Student/Faculty/Staff Liaison Committee as final, or ask for the appointment of an arbitrator. An arbitrator must be a party acceptable to both the Chair and the student.
  - c. The decision of an arbitrator will be final and binding on both parties. The institution must provide the reasons for the determination and the reconsideration (if any) to the student within 30 days after the date

on which the student made the complaint. The written reasons will advise a student, that if the student is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, the student may file a complaint with the Private Training Institutions Branch (PTIB) ([www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)).

- i. Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program. The student making the complaint may be represented by an agent or a lawyer.



## **Grade Appeal Policy**

### **Staff, Faculty, & Students**

Position(s) Responsible

**September 1 2016**

Implementation Date

**August 4 2023**

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts provides an opportunity for all students to appeal their grades in a fair and reasonable manner.

### **Grade Appeal**

The College recognizes the right and responsibility of its faculty and staff to assess student performance and impose discipline in appropriate circumstances. The College also recognizes the right of students to be assessed in a manner that is fair, just and reasonable. There are two grounds for appealing the decision of the assessor:

- That there has been a material error or irregularity in the formal conduct of the process in reaching the decision; and/or
- That the student's performance was adversely affected by extenuating circumstances.

The student may not appeal the assessment decision of an instructor on the grounds of academic judgement. This may relate, but is not limited to:

- Assessment marks
- Assessment feedback
- Academic honesty
- Course content and/or learning outcomes

Students who wish to appeal a grade must meet with the instructor of the course to ascertain whether a material error or irregularity in grading occurred. If the appeal is upheld, the permission for and timing of a re-write or reassessment will be determined at the discretion of the instructor. Students must initiate the appeal process in writing within 7 days of receiving a grade. The re-write or reassessment must be completed, and the final results reported to the Registrar, within 30 days of issue of a report card.

## **Procedure for Grade Appeal**

1. Student sends written notice of appeal to the Registrar's Office in writing within 7 days of receiving the grade, along with \$75.00 re-write/re-evaluation fee.
2. Registrar will notify the relevant instructor and Director of Education within 2 working days of receiving the written appeal.
3. The instructor will meet with the student within 5 working days of receiving notice from the Registrar to discuss the basis for the appeal.
4. If the appeal is upheld, a decision for re-assessment will take place between the instructor and the student.
5. Final results of the appeal must be reported to the Registrar's Office within 30 days of issue of the grade or report card.
6. Failing a satisfactory resolution at the instructor level, the student may choose to take their appeal to the Director of Education who will investigate the matter.



## Health & Safety Policy

### Staff, Faculty, Students, & Guest Artists

Position(s) Responsible

September 1 2016

Implementation Date

August 30 2021

Date of Last Revision

### **Policy:**

The health, safety, and physical and psychological wellbeing of all members of the College community, as well as volunteers and visitors to our joint community, is a major concern of the Canadian College of Performing Arts. The College and its Board of Directors (Canadian Heritage Arts Society) is committed to providing a healthy and safe working culture and learning environment for all employees, contractors, students, volunteers and visitors.

Our objective is to conduct the business of CCPA in a manner consistent with our values & principles and all CCPA Health and Safety Policies, and the Workers' Compensation Act, Occupational Health and Safety Act & Regulations (OHSR), WorkSafeBC, and industry standards.

The Board of Directors and Senior Executive are committed to ensuring CCPA is a safe, healthy, respectful, and considerate environment for all students, employees, faculty, volunteers and visitors to learn in, perform at, and visit.

Canadian College of Performing Arts management & Board of Directors recognize its' responsibility and the right of workers to work in a safe and healthy work environment, and is committed to creating a culture that eliminates the hazards that cause accidents and injuries both physically and psychologically. No task is to be regarded as so urgent that time cannot be taken to ensure the safety of the individual and others.

The safety & health of all members of the College community, as well as volunteers and visitors, is a major concern of the College. If there are any concerns regarding safety or health hazards, a letter should be sent to the Managing Director, who will address the matter and provide a letter stating what actions have taken place to ensure safety. The Managing Director will be responsible to ensure these safety rules are met.

It is therefore the policy of the College to:

- Protect the safety and health of all faculty, staff, students and visitors against work injuries and occupational hazards.
- Comply with all relevant statutes, regulations and standards of government agencies and other regulatory authorities representing Occupational Health and Safety.
- Give priority to safe working conditions and job safety practices in the planning, budgeting, direction and implementation of the College programs.
- Formulate and carry out continuing effective safety programs appropriate to College operations.
- Comply with annually updated fire and evacuation plans as designed for the College facility in consultation with the local fire department.
- Carry out safety drills each term. We must all ensure we are familiar with our evacuation and earthquake plans.
- Plans will be posted in key areas on all floors.

This Health and Safety Policy will be observed by all employees, volunteers, contractors, students and visitors. All are required to make every effort to ensure that Canadian College of Performing Arts meets and exceeds all legislative requirements and maintains the highest safety standards. These rules apply to all activities.

### **Roles and Responsibilities**

Health & safety is the responsibility of every member of the College community.

The faculty and staff shall:

- Comply with the College's health and safety policy and the Workers' Compensation Act and Regulations
- Seek guidance from their immediate supervisor concerning health & safety-related knowledge and skills required to ensure safe performance on the job
- Attend training related to physical & psychological health and safety programs and meetings as assigned
- Immediately report to their supervisor any work-related accident, injury or near accident
- Immediately report to their supervisor any hazardous work practice or work condition, including issues of bullying and harassment.
- Comply with the health and safety policies and procedures of other institutions when off campus on college related business



- Arrange for the instruction and supervision of students in the safety aspects of classes or laboratories for which the faculty or staff member has responsibility

The students shall:

- Comply with the College's health & safety policies and procedures, and departmental regulations associated with all of their College related activities
- Seek guidance from their instructors or supervisors concerning health & safety-related knowledge and skills required to ensure safe performance in their College related activities
- Attend health & safety training programs and meetings as instructed and sessions related to education on psychological health issues.
- Immediately report to their instructor or the administration any accident, near accident, hazardous practice or condition with respect to their College-related activities
- Comply with the health and safety policies and procedures of other institutions when they are engaged in College related activities in these other institutions
- Conduct all activities in a safe manner and follow directions from faculty or staff regarding safety for themselves or others
- Report any unsafe conditions to the administration, who will take appropriate action to remedy the safety issue

The College administration is responsible for:

- Ensuring the provision of safe working conditions and practices for all at the College and other locations where work and study is undertaken.
- Complying with the College's health safety & wellbeing policies and procedures, and with the Workers' Compensation Act and Regulations as a minimum.
- Orienting employees to the safety and first aid requirements and resources related to the job and work site.
- Immediately reporting any work-related accident or injury to emergency assistance agencies (such as fire, police or ambulance) if appropriate.
- Conducting inspections of the work site at monthly with members of the JHSC to ensure the existence of safe working conditions, methods, practices, procedures, equipment and tools for all work performed by the College.
- Assessing the health & safety and wellbeing performance of employees as a part of their regular performance appraisal process.

- Consulting with employees to assess the safety-related knowledge and skills required to ensure safe performance of the employee on the job, arranging training as appropriate, and taking necessary corrective action.

## **General Safety Rules**

- Report to work well rested and physically fit to be able to give full attention to your job.
- Persons with physical or mental impairment shall not be assigned to tasks where their impairment has a potential to endanger themselves or others.
- No person shall be permitted to remain on the premises while their ability to work is so affected by alcohol, drugs (prescription or non-prescription) or other substance, so as to endanger their health or safety or that of any other person.
- Inappropriate behaviour, such as pranks, fighting and practical jokes are extremely dangerous and will not be tolerated.
- Any unsafe behaviour, acts or conditions which are encountered shall be corrected or reported to the administrative office immediately.
- Employees, contractors, students and visitors must inform the administrative office when they have significant allergies which might be encountered while on the premises. (i.e. bee stings). The person with the severe allergy should carry an Epi-pen™ and be familiar with how to use it.
- Avoid manual lifting of materials, articles or objects which are too heavy.
- Employees, contractors, students and visitors are responsible for reporting to the administrative office whenever they become sick or injured at the institute. All injuries, no matter how minor, must be reported immediately.
- Always keep your work area clean and orderly. Poor housekeeping habits can be a serious safety hazard. Do not leave materials in aisles, walkways, stairways, roads or other points of egress.
- Keep your work area safe, efficient and pleasant by keeping it clean and orderly.
- Firefighting equipment shall be maintained in accordance with the manufacturer's instructions and the requirements of the BC Fire Code.
- Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment to the administrative office. Electrical equipment can only be repaired or serviced by a qualified electrician.
- When lifting, have a secure footing, bend your knees, keep your back straight, take a firm hold of the object being lifted and slowly straighten your legs. If you must turn with a load, turn your feet and whole body. DO NOT

twist yourself. Avoid reaching while lifting or putting the object down. If the object is too heavy for you, get assistance.

- Follow all Safe Work Procedures and Processes and report any deficiencies to the administrative office immediately.

## **Student Injuries**

All students are required to fill in an Injury and Illness History Form and submit it to the Office of the Registrar prior to the start of their program. This information will be for the confidential use of staff and faculty in accordance with the Privacy Policy.

If a student is injured during the school year, they must discuss the injury with all faculty whose classes it may affect. If a student is injured during a class or on school premises, the student must complete an Accident Report Form and submit it to the Office of the Registrar.

If a student is injured while performing duties for which they are employed by the Canadian College of Performing Arts, then forms required by the WorkSafeBC must be completed within 24 hours of the incident.

The student is required to get professional advice regarding injuries and to learn and adhere to proper conduct for healing. If a student is unable to participate in class, they are expected to audit the class and keep up with assignments. If a student must miss a series of classes due to illness or injury, they must discuss with their instructors an alternate method of study or assignments and requirements for completion of the course and must follow the Attendance Policy and Procedures for Absenteeism.

## **Procedure for Student Injuries**

1. Isolate the student in a safe environment and send for the CCPA First Aid attendant.
2. Where there is no first aid attendant, the faculty or student responsible for the class or session will make best assessment possible and attend to the injury
3. Where the injury is significant (student cannot move on his/her own) assist them to the hospital, or call 911.
4. Faculty, the injured student (where possible) or student responsible for the session must complete an injury report with the Registrar.

## **Procedure for Fire Safety**

The Fire evacuation procedure and kit is located in the entrance foyer\* on the bottom shelf of the bookcase outside Studio F (to the left of the student photo wall if you are facing it). Please familiarize yourself with its location. Remove the kit and follow the procedure (a copy of the procedure follows).

First step (for whoever discovers the fire)

- Pull fire alarm then CALL 911
- Use an extinguisher if the fire is small.

Evacuate building, as follows:

Contact a CCPA staff member, faculty or student monitor to implement the following evacuation procedure:

- The College campus is divided into 4 areas plus the daycare and the church (6 areas total), each with a designated exit out of the building. In addition, the church and the daycare staff must be notified in the case of a fire. They will in turn implement the fire evacuation procedure for their areas.
- One CCPA staff/student monitor will be assigned to each area of the 6 areas and is responsible for ensuring that their area has been evacuated. If there is smoke or fire in the area, the staff will not enter but will inform firemen of the area that has not been checked.
- Initially, a Coordinator and Deputy Coordinator will be chosen. These will be staff members during the day, but if it is after hours the Student Monitor responsible for lock-up will act as Coordinator and assign the other positions to available students or faculty.
- The Coordinator, before leaving the office, will also pick up a hand radio (in the fire evacuation box located in the foyer). After doing a sweep of their area (#1 Office and front), they will go directly to the front of the building and act as main contact when receiving the fire department.
- The Deputy Coordinator will pick up the attendance records, guest sign-in, plus a 2nd hand held radio and proceed directly to the "Marshalling Area" to supervise students. (Note: The Deputy Coordinator will also act on behalf of the Coordinator if the Coordinator is not available.)
- The Coordinator will assign a CCPA staff/student monitor to pick up a card which displays one of the remaining 5 areas of the building (these cards will be kept in the fire evacuation kit located in the Foyer\*). Each CCPA staff/student monitors will also pick up a flash light, vest and hand held radio (in the fire evacuation kit located in the foyer) and then go directly to the area

outlined and ensure evacuation. As you sweep the area to alert everyone to evacuate, close doors and windows on your way out if safe to do so.

- If there is a shortage of CCPA staff/student monitors available in the building, more than one area may be checked by one person.
- After the evacuation has taken place, the “Marshalling Area” will be the Church parking lot (north side of building) for the church and CCPA while the daycare will gather in the parking lot (north side of building) for the Dentist offices on the corner of Oak Bay and Elgin Road.
- Studios B, C and E will be exiting ground floor, back of building. All other basement areas will exit out the main entrance to the college. Studio G and H will exit out the back of the building into the playground area. After evacuation, walk around the south side of the building to Elgin Rd and then carry on to the “Marshalling Area” at the Church parking lot. PH and other upstairs areas should exit out the nearest exit (garden doors, winding stairs or double doors to the back alley).
- During CCPA performances, ushers should be notified of exits from the Hall and be prepared to direct people out of the building. The evacuation procedure above will be led by the staff or student monitor who is responsible for the nightly lockup. All staff and student monitors onsite will be responsible for carrying out the evacuation procedure.

### Faculty’s Role

Faculty will be informed of emergency exits corresponding to the classroom in which they are teaching.

In the event of an emergency, the teacher will direct the students to the exit.

Last person out of room will be instructed to close the doors and windows.

### **Procedure for Earthquake Safety:**

#### CCPA Staff:

Everyone should **Drop! Cover! Hold on!** Immediately in the room that they are in. This means under a desk or near a safe wall preferably a corner. Safe walls are away from glass, mirrors or any objects that may fall on you during the earthquake.

Everyone should cover their heads using their arms if in the open or hang on to the desk or table. Wait 60 seconds or until the earthquake is over.

Count an additional 60 seconds after the earthquake and look around for any hazards or possible items to fall.

Proceed to meeting point (student lounge, as long as it is safe following the Earthquake). The alternate meeting area will be in the church parking lot (as per our Fire Evacuation procedure) if there is a real earthquake and the building is obviously damaged and not safe.

Registrar (or designate) will take a roll call of all the student body followed by a determination that all staff, faculty or guests in the building are accounted for.

Faculty's Role:

In the event of an earthquake: **Drop! Cover! Hold on!** Observe or direct the students to take an additional 60 seconds to ensure that there are no hazards. Have the students count this down. The faculty will then direct the students to the meeting point.



# Language Proficiency Assessment Policy

## Staff, Faculty, & Students

Position(s) Responsible

September 1 2016

Implementation Date

August 4 2023

Date of Last Revision

### **Policy:**

Instruction at the Canadian College of Performing Arts is conducted in English. Students whose first language is not the language of instruction are required to undergo a Language Proficiency Assessment prior to enrolment in order to ensure they have the language abilities necessary to successfully complete the program of their choice.

Language proficiency requirements are admission requirements and may not be waived by either the institution or the student.

The Canadian College of Performing Arts will assess an applicants' proficiency with the English language by:

- Reviewing the applicant's English 12 or Communications 12 mark on the Official Student Transcript of
- Grades provided by the Ministry of Education, District School Board or Secondary School (or equivalent transcript from the international secondary educational institution); and
- Evaluating their communication skills during the audition and interview process.

In the case of an ESL international student, if deemed necessary an additional Language Proficiency Assessment may be required to provide a full assessment of their language and comprehension skills.

### **Procedure**

1. Prospective students will be assessed in their initial audition as to their English proficiency through a review of the application documents, and an interview.
2. If proficiency in English is questioned, the prospective student will be asked to undergo an official Language Proficiency Assessment (LPA).

3. Results of the LPA and the interview will be reviewed and if the audition panel feels the prospective student's English proficiency is not strong enough to complete the program, they will be encouraged to take some English as a Second Language courses, and apply again in future years.





## **Nudity Policy**

### **Staff, Faculty, & Students**

Position(s) Responsible

**June 11 2020**

Implementation Date

**July 2 2020**

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts recognizes that nudity on the part of students may be reasonably requested of students for artistic purposes and the College therefore wishes to provide some direction for nudity on the part of students. The College prohibits any student under the age of majority to engage in nudity at the College, and further wishes to ensure that students of the age of majority are aware that nudity is strictly voluntary on their part.

### **Definitions:**

**“nudity”** is ‘the exposure of genitals, breasts and/or buttocks’; the exposure of the buttocks by wearing a thong is considered nudity.

“The age of majority” is nineteen (19)

### **Regulations:**

1. No student will be required to disrobe in front of another person.
2. Nudity in rehearsal or performance is permissible, provided it is voluntary on the part of the student who must be of the age of majority, and approved as artistically and educationally appropriate by the Director of Education.
3. Any proposal to incorporate nudity in performance work must be approved by the Director of Education, in consultation with the supervising faculty member / guest artist or director, prior to auditions.
4. A student not wishing to appear nude or to expose any part of their body personally embarrassing to them will not be required to do so and will not be penalized academically for this decision.
5. No photographs or visual recording of any kind (departmental or private) may be taken of any student appearing nude.
6. Students must legally be the age of majority on the date of auditions to audition for a role that may require nudity in any production for which nudity has been approved.
7. Students who agree to appear nude must never, while nude, be alone in rehearsals with a director, faculty member or staff. This point is as much to

protect the student as it is to protect the director, faculty member or staff member.

8. The CCPA policy that all students must audition for main stage productions will be waived where the production incorporates nudity.
9. The following Auditions and Nudity form must be posted with the audition notice for any approved production or project that may require nudity:

### **Auditions and Nudity Form**

Auditions for \_\_\_\_\_ will be held on \_\_\_\_\_.

Please be advised that the script and the production may require some nudity, and that this has been approved by the Director of Education. It is mandatory that everyone considering auditioning read the play before auditioning. It should be noted that under no circumstances will requests for nudity be allowed to contravene CCPA's **Nudity Policy and Sexual Harassment Policy**, each as attached to this notice.

It is also important that, due to the sensitive nature of this production, CCPA's casting policy requiring all performance students to audition for main stage productions will be waived.

N. B. NO ONE UNDER THE AGE OF 19 ON THE DAY OF AUDITIONS MAY AUDITION FOR A ROLE THAT MAY REQUIRE NUDITY IN THIS PRODUCTION.

If you have any questions or concerns, please speak to the Director of Education.



## Prior Learning Assessment / Credit Transfer Policy

### Staff, Faculty, & Students

Position(s) Responsible

September 1 2016

Implementation Date

August 4 2023

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts takes under consideration courses in theatre history (contextual studies) and music theory taken at a recognized, accredited or otherwise equivalent post-secondary institution and compares them to the offerings in the Program. Transfer credits may be applied to the program, provided that they meet and are relevant to the requirements, curriculum and hourly duration of the program. Prior learning must not be assessed as equivalent to more than 50% of the hours of instruction of a program. The determination of competence levels and of credit awards will be made by appropriate subject matter and academic experts.

If a student wishes to investigate the possibility to have prior learning recognized by the college, the student should consult with the Office of the Registrar. Advice will be on the procedures of submitting an application and the preparation of an application, including deadlines.

Currently enrolled students who, through formal study or informal learning, have thorough knowledge of the facts, ideas, and concepts of a course may request the opportunity to challenge that course. If they pass a faculty developed assessment/examination, they can earn credit for that course. A student may challenge a course only once. Credit can be granted only for a list of approved courses.

### **Procedure**

1. Communicate your request in writing to the Registrar's Office and receive the applicable application requirements for your request.
2. Complete necessary documentation to support your request and submit application to the Registrar's Office.
3. Application will be forwarded to the relevant faculty and the Director of Education for consideration within 2 business days of receipt of application.

4. Application will be reviewed and a decision made within 10 working days of receiving the application from the Registrar's Office. If necessary, an exam will be scheduled with the applicant, and a decision will be made within 5 working days of the examination date.



## Privacy Policy

### Staff, Faculty, & Students

Position(s) Responsible

September 1 2016

Implementation Date

July 17 2019

Date of Last Revision

### **Policy:**

The Personal Information Protection Act (PIPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA) governs the way private sector organizations in British Columbia collect, use, disclose and secure personal information. Personal information means all information about an identifiable individual, but does not include business contact information such as the name, position, business telephone, e-mail, and fax numbers of an individual.

The Canadian College of Performing Arts is committed to respecting your right to privacy. We acknowledge the sensitivity of personal information which may be provided to us in the course of our business. We recognize our responsibility for ensuring the confidentiality and security of your personal information in our custody and control. Ensuring the accuracy of your personal information is our joint responsibility.

We collect student/customer personal information for the following purposes:

- To provide education and training services;
- To maintain student records as required by PTIB and the BC Ministry of Advanced Education, and the Department of Canadian Immigration and Citizenship.
- To keep students, parents and graduates informed of activities of the school
- To issue T2202A and T4A as in accordance with Canada Revenue Agency

Personal, privileged and/or confidential information about students may only be collected, used, disclosed and retained for the purposes identified by the Canadian College of Performing Arts as necessary, and only after such purpose has been disclosed to students prior to collection and their consent obtained. All Employees and

Contractors must ensure that no personal, privileged and/or confidential student information is disclosed without the students consent and then only if security

procedures are satisfied. Student information is only to be accessed by employees and contractors with appropriate authorization.

Canadian College of Performing Arts retains the full student file for a period of eight (8) years for Class A Programs, and three (3) years for Class B Programs following the student's withdrawal, dismissal or graduation. After which, the full student record is destroyed using a secure destruction method.

Canadian College of Performing Arts uploads a copy of the student enrollment contract, final transcript(s) and credential (Certificate or Diploma) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years by the third party vendor.

Student information that is the subject of a request by an individual or a Privacy Commission shall be retained as long as necessary to allow individuals to exhaust any recourse they may have under PIPEDA or PIPA.

Concerns or complaints related to privacy issues must be made, in writing, to the Managing Director setting out the details of the concern or complaint. The College Directors shall investigate the matter forthwith and make a determination related to the resolution of the concern(s) or complaint(s).

## **Procedure**

- If a breach in privacy or security of personal records of an individual is deemed to have taken place, the individual should raise the concern with the College Directors in writing.
- The Managing Director will respond to the complaint within 2 business days.
- When it is proven a breach has occurred, all steps to secure the information, inform the individuals concerned and rectify the situation will take place immediately.
- Security and privacy breaches may be considered grounds for dismissal and individuals responsible will be dealt with by the College Directors immediately.



# Respectful & Fair Treatment of Students Policy

## Staff, Faculty, Students & Guest Artists

Position(s) Responsible

September 1 2016

Implementation Date

August 4 2023

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts (CCPA or the College), which is operated by the Canadian Heritage Arts Society (CHAS), is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students, staff and faculty, and as such is committed to:

- ensuring that all individuals are treated with dignity and respect, free from discrimination, harassment, and bullying and are supported in managing differences both in the college and the workplace; and
- providing an environment that respects and promotes human rights and personal dignity.

CCPA supports the principle that all individuals, including employees, students, contractors, board members, visitors, and volunteers, are entitled to work in an educational environment that is free from any form of discrimination and discriminatory harassment.

CCPA welcomes people with diverse backgrounds, cultures, strengths and opinions into the college. Staff, students and faculty are expected to work to understand cultural differences, work constructively to accommodate and value each other's differing styles and contributions.

It is CCPA's policy to endeavor to address negative or uncomfortable issues in their earliest stages in order that mutually beneficial resolutions can be found before any relationships are damaged. Equally, constructive and creative ideas are welcome for discussion.

### **Definitions**

**"Disrespect"** is showing a lack of respect or courtesy; impolite.

**“Devaluing Behaviour”** is behaviour that has the effect of making another feel less valuable or important, whether or not that was an intended result.

**“Exclusive Behaviour”** is behaviour that makes another feel excluded from a group for any reason, whether or not that was an intended result.

**“Inconsiderate Behaviour”** is behaviour that does not consider others’ needs, space, safety, health, accommodation, reputation, performance or progress. It includes rude, abrasive, or offensive communications. It includes derogatory language, not required in a script use, referencing gender, race, sexual orientation, or any kind of disability. It includes discourteous or aggressive behavior.

**“Harassment”** includes sexual harassment and is any behaviour by a person directed against another person that a reasonable person would know or ought to know would cause offence, humiliation or intimidation. It includes offensive or intimidating behavior that is unwelcome by another. It can be direct or indirect, obvious or subtle, active or passive. It can be written, verbal, physical, electronic or any other form of expression. It can be physical and/or psychological. It is defined by the impact on the subject of the harassment and not by the intent of the harasser. It can be a one-time occurrence or repeated incidents. It includes: making derogatory comments to or about another person, swearing, yelling, inappropriately interfering in another person’s work, derogatory gestures, embarrassing practical jokes, ridicule, gossip, reckless disregard or denial of another’s rights, improper use of power or authority or physical assault.

**“Bullying”** is any repeated or systematic behaviour, physical, verbal or psychological including shunning, which would be seen by a reasonable person as intending to belittle, intimidate, coerce or isolate another person.

**“Discrimination”** is unfair differential treatment, whether intentional or not, of an individual or group, as identified by race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability and a conviction for which a pardon has been granted or a record suspension has been ordered.





## Sexual Misconduct Policy

### Staff, Faculty, & Students

Position(s) Responsible

June 11 2020

Implementation Date

August 25 2021

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts (CCPA or the College), which is operated by the Canadian Heritage Arts Society (CHAS), is committed to fostering an environment free of harassment and will take all necessary steps to ensure a safe and secure workplace and study environment, free of all harassment. Under no circumstances will any inappropriate or unwelcome behaviour or conduct by any member of the CCPA community be tolerated and swift action will be taken to investigate any allegations of harassment. It is a primary concern of CCPA to protect all members of its community from harassment. Students may request that they not be required to be alone with faculty, staff, guest artists, or directors in any class, tutorial, rehearsal or fitting. Students who feel uncomfortable about touch from their instructor, a staff member, or another student, are encouraged to speak to the instructor about opting out, or to discuss the matter further with the Director of Education.

### **Definitions**

**“harassment”** includes sexual harassment and is any behaviour by a person directed against another person that a reasonable person would know or ought to know would cause offence, humiliation or intimidation. It includes offensive or intimidating behavior that is unwelcome by another. It can be direct or indirect, obvious or subtle, active or passive. It can be written, verbal, physical, electronic or any other form of expression. It can be physical and/or psychological. It is defined by the impact on the subject of the harassment and not by the intent of the harasser. It can be a one-time occurrence or repeated incidents. It includes but is not limited to: making derogatory comments to or about another person, swearing, yelling, inappropriately interfering in another person’s work, derogatory gestures, embarrassing practical jokes, ridicule, gossip, reckless disregard or denial of another’s rights, improper use of power or authority or physical assault,.

**“sexual harassment”** includes unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature including when:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment, casting or educational progress;
- submission to or rejection of such conduct is used as the basis for employment, casting or academic decisions affecting that employee or student; or
- such conduct has the effect or purpose of interfering with a student’s academic performance or creating an intimidating, hostile, or offensive working or educational environment.

References to “including” are not intended to be limiting.

## **Policy**

The Canadian College of Performing Arts is committed to the prevention of and appropriate response to sexual misconduct.

Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour including the following:

- sexual assault;
- sexual exploitation;
- sexual harassment;
- stalking;
- indecent exposure;
- voyeurism;
- the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video;
- the attempt to commit an act of sexual misconduct; and
- the threat to commit an act of sexual misconduct.

A Complaint of sexual misconduct is different than a Report of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A Report is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.

A student making a Complaint will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a Report.

### **Specific Safeguarding Regulations for the Teaching Studio:**

1. Creating characters & story telling in the studio:
  - a. At CCPA we study, engage and create in various forms of the performing arts, on and off stage. It is recognized that theatre reflects life; life is full of the full range of human emotion and experience including sex, violence, mental illness, and cruelty, as well as romance situations.
  - b. To teach students to evoke an empathetic response in audiences at times involves the simulation of physical violence, negative behavior, and dealing with strong emotions in the classroom, rehearsals and performances.
  - c. Students engaging and interacting in character, will not normally be viewed as personally committing harassing behavior when such behavior is directed toward other participants in character, or where a student engaged in character exploration intends to portray a character involved in harassing behavior.
  - d. When such behavior is to be directed toward non-participating class members, the student must inform the class of this intention prior to the start of the work.
  
2. Physical Contact – Classes & Rehearsals: At CCPA, there is likely to be an expectation or need for physical touch in most teaching areas, and during costume fittings in particular.
  - a. In acting, voice, and movement classes, physical contact may be made to assist the student in proper breathing, relaxation of tensions, alignment, or similar instruction.
  - b. Faculty or guest artists required to lay hands on a student in any way, for demonstration or physical adjustments must announce their intent prior.
  - c. All violence or sexual contact in performance, rehearsal or class exercise must be choreographed/staged.
  
3. Laying Hands on Students in or out of class: Physical contact will be permitted only as is reasonably necessary for demonstration, body awareness or body correction.

- a. Physical contact must only be made in a public space or whether others are present.
  - b. Prior to any touching or contact, the physical contact must be discussed and prior consent given.
  - c. The touching of breast and genitals is not permitted.
  - d. Unless a student is in visible distress or danger, staff or faculty are to not to initiate physical contact with students other than as it pertains to instruction.
  - e. In the event of distress or danger, contact may be made but must be clear to all parties that the intent is to protect, intervene or remove the student from the threatening circumstances.
4. Wardrobe Fittings: Removal of clothing is integral to a costume fitting.
- a. Getting changed into or out of a costume is to be done in the privacy of a closed fitting room.
  - b. The costume designer and/or the cutter building the costume will have to touch the costume and therefore the student in the costume anywhere that it needs fitting.
  - c. The costume may also include undergarments that are not the student's (e.g. corsets), that require the removal of the student's own undergarments, and costume undergarments also require fittings.
  - d. There is never a time when it is acceptable for unnecessarily prolonged touching, or touching body parts not involved with the current teaching, exercise or fittings.
5. Psychological Contact: Sexual harassment can occur without any physical contact at all: psychological contact therefore can be a more difficult area to ascertain since it involves words, intonations, or body language. Part of theatre training involves dealing with challenging subject matter. For example, some of the discussions in acting classes will be of a sexually explicit nature.
- a. As an area that could have the potential for harassment, these issues will be discussed by instructors in a sensitive, safe manner.
  - b. At all times it is acceptable for a student to choose what they disclose.
  - c. If, however, a student feels they are in a situation that makes them feel unsafe, uncomfortable, or triggers difficult emotion, the expectation is that the student will raise the concern with the instructor in a respectful manner.

- d. If a matter cannot be resolved to the satisfaction of those involved, either party should raise the concern with the Director of Education.
6. **Policy Breach:** If a student feels that there has been a breach of this policy, the student is encouraged to:
- a. Raise the matter with the staff, faculty, director or designer responsible for the room.
  - b. A student may be accompanied by a third party they trust at any meeting or conversation.
  - c. Where the faculty, director or designer responsible and the student can find resolve and understanding, the parties should also notify the Director of Education of the concern and resolution.
  - d. Where the student does not feel there has been satisfactory resolution, or if the impugned behaviour continues, they should notify one of the College Directors immediately. See Complaint Procedure below.
  - e. The impacted student will be encouraged to reduce their concern or complaint to writing.
  - f. In addressing complaints under this policy, the College Directors will follow the procedures set out in the Respectful and Fair Treatment of Students Policy.

### **Complaint Procedure:**

The process for **making a formal Complaint** about sexual misconduct involving a student is as follows:

1. Any Complaint should be brought to the attention of the Director of Education, [education@ccpacanada.com](mailto:education@ccpacanada.com). In the event of the Director of Education being absent and/or named in the Complaint it should be brought to the attention of the Managing Director, [confidential@ccpacanada.com](mailto:confidential@ccpacanada.com).
2. The process for responding to a formal Complaint of sexual misconduct involving a student is as follows:
3. The institution will acknowledge receipt of the Complaint within three (3) business days.

The process for **making a Report** of sexual misconduct involving a student is as follows:

1. Any Report (written statement and request for action) should be made to the Managing Director, confidential@ccpacanada.com. In the event of the Managing Director being absent and/ or named in the Report (written statement and request for action) it should be made to the Secretary of the Board, secretary@ccpacanada.com.

The process for **responding to a Report** of sexual misconduct involving a student is as follows:

1. The institution will review the Report within seven (7) business days of the receipt of the Report and will confirm next steps in writing.
2. If a satisfactory solution cannot be achieved the Report will be deemed a dispute and the dispute resolution policy will be followed.
3. It is contrary to this policy for an institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.

Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.

All information related to a Complaint or Report is confidential and will not be shared without the written consent of the parties, subject to the following exceptions:

- If an individual is at imminent risk of severe or life-threatening self-harm.
- If an individual is at imminent risk of harming another.
- There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
- Where reporting is required by law.
- Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.

If any other member of the CCPA community feels that there has been a breach of this policy affecting them, they are encouraged to raise the matter with a College Director immediately or, if the suspected breach relates to conduct of the Managing Director, with the chair of the board of directors or the Student / Staff / Faculty Liaison Committee Chair.

This institution is certified by the Private Training Institutions Branch (PTIB). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIB, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca).



## Student Statement of Rights

### Staff, & Students

Position(s) Responsible

June 29 2021

Implementation Date

June 29 2021

Date of Last Revision

### Statement:

Canadian College of Performing Arts is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.

You have the right to make a claim to PTIB for a tuition refund if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.



You must file the claim within one year of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:  
<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.



## Tuition and Fee Payment Policy

### Staff & Students

Position(s) Responsible

June 30 2019

Implementation Date

August 25 2023

Date of Last Revision

### **Policy:**

Students are required to pay their tuition and fees by their respective due dates based on the payment plan that the students have selected in the Student Enrolment Contract. Students may change their payment plan at any time prior to the finance fee deadline of their current payment plan. In the event that a student chooses to change payment plans the student will ensure that all overdue payments are paid in full at that time.

Payments for tuition can be made by cash (\$2,500 maximum per student per annum), cheque payable to CCPA, credit/debit card, money order, wire transfer or e-transfer to [finance@ccpacanada.com](mailto:finance@ccpacanada.com).

Payments for fees can be made by cash (\$2,500 maximum per student per annum), cheque payable to CCPA, credit/debit card, money order, wire transfer or e-transfer to [finance@ccpacanada.com](mailto:finance@ccpacanada.com).

Payments for miscellaneous account charges can be made by cash, cheque payable to CCPA, credit/debit card, money order, wire transfer or e-transfer to [finance@ccpacanada.com](mailto:finance@ccpacanada.com).

Cash payments amounting to more than \$2,500 may be accepted if accompanied by an original copy of the withdrawal slip from the financial institution. CCPA reserves the right to refuse a cash payment at any time, for example if the origin of the cash is deemed suspicious.

Unless a Tuition Plan Extension Request Form has been received by the office and pre-approved compounding interest charges of 2% per month will be charged on all unpaid accounts more than 30 days overdue, up to a maximum of 5% per annum.

A Non-Sufficient Funds (NSF) fee of \$40.00 will be charged on any returned NSF cheques.



# Tuition Fee and Refund Policy

## Staff, Faculty, & Students

Position(s) Responsible

September 1 2016

Implementation Date

August 25 2023

Date of Last Revision

### Policy:

Institution must pay the tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

REFUND POLICY	
APPROVED PROGRAMS – IN-CLASS OR COMBINED DELIVERY	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee. <b>Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.</b>
<ul style="list-style-type: none"> <li>At least 30 days before the later of:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> <li>More than seven days after the student and institution signed the enrolment contract, and</li> <li>Less than 30 days before the later of:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	Institution may retain up to 20% of tuition, to a maximum of \$1,300.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than distance-education-only programs):	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Institution may retain up to 30% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10% but before 30% of instruction hours have been provided.</li> </ul>	Institution may retain up to 50% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and 30% or more of the hours have been provided.</li> </ul>	No refund due.

Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> <li>A student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
Institution receives a evidence a study permit was denied (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> <li>Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance</li> <li>b) The program start date in the enrolment contract</li> </ul> </li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ul>	100% tuition and all related fees, other than application fee.
APPROVED PROGRAMS – DISTANCE DELIVERY	REFUND DUE
<p>Before program start date, institution receives a notice of withdrawal:</p> <ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> no more than 30% of the program.</li> </ul>	Institution may retain up to 30% of the tuition paid.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> more than 30% but less than 50% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> 50% or more of the program.</li> </ul>	No refund due.
<p><b>Completed</b> means the student has received an evaluation of their performance for the specified percentage of hours of instruction. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.</p>	

Procedure:

- Need for a refund is established by the Office of the Registrar as a result of withdrawal or dismissal.
- Office of the Registrar notifies the Finance Department of the need for refund upon establishing need.
- Finance Department reconciles the student’s account within 3 working days of receiving the notification of
- need for a refund.
- Either a refund payment or a statement of balance owing is issued from the Finance Department as per the above terms of this policy.



## **Uniform Policy**

### **Staff, Faculty, & Students**

Position(s) Responsible

**September 1 2016**

Implementation Date

**August 27 2021**

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts endeavours to create a respectful learning environment for students of all genders and body types. The College embraces a Uniform Policy and Dress Code during all classes, events and rehearsals in the program. Failure to adhere to the Uniform Policy will result in disciplinary action (please refer to the Canadian College of Performing Arts Code of Conduct and Dismissal Policy). Should you have concerns about any of the following, please do not hesitate to ask for clarification from the Director of Education.

- Name tags must be worn for the first month of the program. Students are also required to wear a name tag for guest instructors, including workshops and masterclasses.
- Appropriate & respectful coverage must be maintained in all forms of class attire. (No ripped, torn, or revealing clothing; no vulgar or profane depictions; no bare midriffs)
- Specific classes may require the removal of jewelry, piercings, and/or hats.
- Students will not acquire any new tattoos from the time they are offered a student contract. All tattoos acquired prior to enrolment in the program will be covered for all performances.
- Students will wear black loose fitting athletic attire, enabling student to move freely and comfortably during all classes, unless otherwise listed below. Individual instructors will advise students regarding acceptable accessories and/or costumes.
- All students must wear appropriate supportive under-garments to all classes (example would be a dance belt, sports bra).

### **Ballet (All Levels)**

- Fitted black t-shirt or leotard (no halter top leotards);
- Black or pink tights or black shorts;
- Hair in secure bun off the face or ponytail, or, if the hair is shorter, held off the face with a headband;

- Skirt or ballet wrap (optional), dance belt;
- Pink or black soft ballet slippers.

### **Jazz/Contemporary (All Levels)**

- Dance wear as for ballet (tights for contemporary need to be footless), or jazz pants and tops (all black);
- Black jazz shoes, thin black cotton socks.

### **Tap (All Levels)**

- Fitted black dance wear, t-shirt or leotard (sports bra for support if needed), shorts/capri length dance pants (no jeans or long pants);
- Low rise black socks;
- Tap shoes, black lace up jazz tap shoe with full leather sole (no split sole).

### **Musical Theatre Styles (All Levels)**

- Dance wear as for jazz;
- Black jazz shoes or black character shoes (2½ inch heel);
- Rehearsal skirt (may be available from CCPA costume loft when required);
- Knee pads (optional).

### **Physical Theatre (All Levels)**

- Dance wear as for jazz - loose t-shirts are permitted;
- Bare feet.

### **Production Rehearsals**

- As determined by the production director.

### **Off Campus Rehearsals, CCPA Events & Public Events / Formal Attire - CCPA Performance Dress**

- Fitness pants and leggings are not acceptable as CCPA Performance Dress.
- CCPA performance shirt or white collared shirt;
- Black dress pants or skirt (knee length with prior approval);
- Black socks or tights;
- Black dress shoes (character shoes are acceptable);
- Or as assigned by the production or event director.

### **No jeans or accessories permitted.**

## Procedure

1. A student in violation of the dress code will be asked to change and comply with the uniform policy by any staff or faculty.
2. If the student is unable or unwilling to comply, faculty will orally notify students of the Uniform Policy infraction, and will report the infraction to the Registrar.
3. These steps will be repeated each time there is a violation of the Uniform Policy.
4. Students who have more than one infraction in the same class will receive a written notice from the Registrar and will be asked to write a note to the Director of Education on how they are going to rectify the issue.
5. Three (3) written notices of warning, delivered to the same student, may result in probation and/or may be considered grounds for dismissal.



## Vulnerable Sector Policy

### Staff, Faculty, Students, & Guest Artists

Position(s) Responsible

August 12 2020

Implementation Date

June 8 2020

Date of Last Revision

### **Policy:**

The Canadian College of Performing Arts (CCPA) is aware that its staff, faculty and students may have dealings with members of the Vulnerable Sector through their activities at the CCPA and the CCPA wants to take appropriate steps within its power to prevent opportunities for abuse, neglect, and harm from arising. The CCPA wants further to ensure that, should they occur, incidents of abuse, neglect, and harm to any member of the Vulnerable Sector are reported immediately to the Managing Director.

### **Definitions**

**“Vulnerable Sector”** includes minors (persons under the age of 19 years) and Vulnerable Adults.

**“Vulnerable Adults”** are persons who because of age, a disability or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by persons in positions of authority or trust relative to them.

### **Regulations:**

Notwithstanding any other CCPA policy:

- No student who is a member of the Vulnerable Sector will participate in any activity at CCPA that involves nudity, partial nudity or is in any way sexually explicit.
- Physical contact with a member of the Vulnerable Sector is to be avoided where reasonably possible.
- When physical contact with a member of the Vulnerable Sector on the part of staff, faculty, or another student is reasonably necessary, it is only permissible if done in the presence of two persons who are not members of the Vulnerable Sector (except in the case of an emergency, i.e., first aid).



- When physical contact with a member of the Vulnerable Sector is reasonably necessary, it is to be kept to an absolute minimum.
- If any staff, faculty or student becomes aware that a member of the Vulnerable Sector has suffered or is about to suffer abuse, neglect, or harm of any kind, they will promptly report the same to the Managing Director.
- CCPA will ensure that all staff and faculty members who may have dealings with members of the Vulnerable Sector through their activities at CCPA must have first provided a criminal record check satisfactory to CCPA.



## Withdrawal Policy

### Staff, Faculty, & Students

Position(s) Responsible

September 1 2016

Implementation Date

December 4 2018

Date of Last Revision

### **Policy:**

If a student decides to withdraw from a program, they must provide a dated, written notice of withdrawal to the Office of the Registrar, who will notify the Director of Education. Refunds are calculated according to the Canadian College of Performing Arts Tuition and Fee Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

Any student who withdraws from the college will be required to remove all belongings from the facilities at earliest option following withdrawal confirmation. A withdrawing student is responsible for their own travel arrangements and any expenses incurred due to withdrawal from a program.

### **Procedure**

1. Written notice of intention to withdraw from the program must be submitted in writing by the student to the Registrar's Office. A student may request a meeting with the Director of Education at any time to discuss the reasons or factors involved in their withdrawal.
2. Registrar will notify Director of Education within 24 hours of receiving notice from the student. The Director of Education may choose to follow up directly with the student at this time.
3. All financial accounts for the student will be reconciled and refunds or balances owing will be communicated as per the Tuition & Fee Refund Policy within 30 days of written notice of withdrawal.
4. Registrar will create and upload student archive (enrolment contract(s), transcript(s), credential(s) and withdrawal paperwork) to Datawitness within 60 days.