



The Royal
Conservatory®

OSCAR PETERSON
SCHOOL OF MUSIC

STUDENT AND PARENT CODE OF CONDUCT

Updated August 15, 2022

The following Code of Conduct is intended to foster a positive and constructive teaching and learning environment, and to preserve freedom of expression and association at The Royal Conservatory (RCM), while protecting the civil, personal, and property rights of The Royal Conservatory of Music and its constituents.

The Oscar Peterson School of Music depends upon adherence of all students and their parent or guardian to high standards of academic behaviour. Acts constituting a violation of the Code include any form of cheating, plagiarism, misbehavior, and harassment as well as the failure to take constructive action in the event of committing or observing a violation or apparent violation.

1.1. Unacceptable Student and Parent Conduct

The following are examples of unacceptable conduct:

1. Conduct that disrupts the normal course of examination delivery, tutoring, teaching, studying, administration, or meetings.
2. Theft, damage to, or misuse, of RCM property or another person's property, including unauthorized entry to or use of RCM facilities, classrooms, or offices or inappropriate use of RCM computing resources.
3. Verbal and/or written statements considered abusive and which have been directed toward any RCM student, parent, teacher/instructor/facilitator, administration, and/or facilities personnel.
4. Solicitation of faculty to provide teaching services beyond the services they provide on behalf of the Oscar Peterson School of Music.
5. Any form of academic dishonesty, including but not limited to:
 - a. **Cheating.** Cheating is obtaining information or academic advantage by dishonest means, and includes, but is not limited to, the following:
 - Exchanging information with another student during an examination or using unauthorized material during an examination.
 - Representing or impersonating another, or permitting oneself to be represented or impersonated by another, in taking an examination.
 - b. **Plagiarism.** The RCM believes in supporting positive and constructive learning collaborations among students and teachers. As such, it supports an environment where the permission-based sharing and adaptation of theories, concepts, ideas, plans, works, interpretations, and analyses – including their expression in any format –

lead to new ideas and solutions. The conditions that create a healthy environment for such types of collaborative learning require a respect and recognition of each individual's unique contribution to the global body of human knowledge and to the learning environment itself.

Plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were one's own without giving proper credit to the original sources. The following examples of plagiarism are intended to be representative, but not all-inclusive:

- Failing to give credit via proper citations, regardless of source, for others' ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions
 - Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof
 - Paraphrasing the expressions of thought by others without appropriate quotation marks or attribution
 - Assembling parts from various works and submitting the synthesis or single paper, presentation, or performance as one's own creation
 - Representing another's artistic/scholarly works, such as musical composition, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own
- c. **Fabrication.** The falsification of data, information, or citations in any formal course assignment and/or exercise.
- d. **Deception.** Providing false information to an instructor concerning a formal course assignment or exercise – for example, giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- e. **Bribery.** Giving assignment answers or test answers for money or other forms of consideration, or offering monetary or other compensation in exchange for answers.
- f. **Sabotage.** Acting to prevent others from completing their work, which includes damaging learning resources and intentionally disrupting the rehearsal time and performance of others.

1.2. Harassment Policy

The Royal Conservatory of Music upholds an Anti-Racism, Access and Equity Policy under which it has committed itself to providing an environment for all employees, parents and students that is free from any form of harassment. Harassment is defined as any improper behaviour, that is directed at and/or offensive to any employee or student. This includes objectionable comments or conduct which demean, humiliate, or embarrass an individual and which are made on the basis of race, ancestry, place of origin, ethnic origin, colour, citizenship, creed, age, gender identity, gender expression, sexual orientation, record of offences, marital status, family status, disability, or any other category noted in the Anti-Racism, Access and Equity Policy.

Sexual harassment encompasses a range of improper behaviours of a sexual nature. Examples of such behaviour include but are not limited to:

- unwanted touching
- any communications with sexual overtones causing embarrassment or humiliation

- inappropriate or unwelcome focus or comment on a person's physical characteristics or appearance, sexist jokes causing embarrassment or offence, or that are by their nature clearly embarrassing or offensive
- leering
- sexually degrading words used to describe a person
- derogatory or degrading remarks directed towards members of one sex or one's sexual orientation
- sexually suggestive or obscene comments or gestures
- unwelcome inquiries or comments about a person's sex life
- unwelcome sexual flirtations, advances, or propositions
- persistent unwanted contact or attention after the end of a consensual relationship
- requests for sexual favours
- verbal abuse or threats
- sexual assault

Reprisal

For the purposes of this policy, reprisal against an individual

- for having invoked this policy (whether on behalf of oneself or another individual); or
- for having participated or cooperated in any investigation under this policy; or
- for having been associated with a person who has invoked this policy or participated in these procedures,

is prohibited and will be treated as a violation of the policy.

If you wish to report an incident of harassment at The Royal Conservatory of Music, you should contact the Human Resources Department at 416.408.2824 ext. 355. All conversations will be strictly confidential. RCM will handle any complaints in accordance with provincial legislation with respect to harassment. The Oscar Peterson School of Music will not, in any way, retaliate against any individual who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report.

1.3. Drugs, Alcohol and Criminal Activity Policy

RCM is committed to maintaining a drug-free school and workplace. RCM is dedicated to excellence in artistic performance and academic achievement; to promote this goal, The Oscar Peterson School of Music requires that faculty, staff, students and parents maintain the highest standards of personal and professional conduct. The illegal or abusive use of drugs and alcohol on school premises, at the place of instruction, or at an RCM sponsored event adversely affects the quality of academic life and the mission of the institution and is therefore strictly forbidden. Additionally, any criminal act performed by a student or parent, either on or off school property, including but not limited to vandalism or harassment, may lead to immediate dismissal or other forms of repercussion as deemed appropriate by the Oscar Peterson School of Music and RCM administration and are otherwise in compliance with the *Ontario Human Rights Code*.

1.4. Filming and Recording Policy

While RCM recognizes the benefits of using film/video and audio recording as teaching and learning tools, it is also very mindful of the ease with which content can be captured and disseminated to broader communities that do not have permission for its use. Therefore, to

protect RCM's intellectual property rights, and well as those of its teachers and students, filming/ video recording of any kind on RCM property is not permitted without prior approval from the appropriate RCM representative.

1.5. Student Misconduct

1. Student misconduct is defined here as any conduct which, in the opinion of an instructor, program coordinator, proctor, supervisor, or administrator, causes or is likely to cause:
 - Harm to any person or a threat to the safety or well-being of any person.
 - Damage or threatened damage to property.
 - An immediate disruption or threat of disruption to a course or examination delivery, tutoring, teaching, studying, research, administration, or meetings.
2. In cases where student misconduct has been identified, the instructor, program coordinator, proctor, supervisor, or administrator may immediately remove the student from the class, course, program of study, or other activity or premises, as the case may be, and may take such other measures as they consider appropriate.
3. If an instructor or proctor has reason to believe the integrity of an examination or a graded presentation/performance has been compromised by any form of academic dishonesty or student misconduct, the proctor or instructor may invalidate the results of the examination or presentation/performance.
4. Any measures taken under 1.5.2 above may be varied and do not preclude further consequences under this policy.
5. Failure by a student to comply fully with measures taken under 1.5.2 is considered Unacceptable Conduct, independent of any other conduct of the student, and such failure may itself be subject to consequences.

1.6. Consequences of Misconduct

Consequences of misconduct include, but are not limited to, the following measures, which may be taken singly or in combination:

- Warning
- Probation for a specified period of time or indefinitely
- Restriction or revocation of access to practice facilities or other privileges
- Cancellation or revocation of scholarships or bursaries
- Failing grade or mark of zero (0) in the course or non-issuance of certificate
- Exclusion from a class, course, or program
- Rejection of an application for admission or registration
- Rejection of a request for transcripts, letter of enrolment, or certificates
- Cancellation of registration
- Legal prosecution
- Suspension for a specified period of time

1.7. Conduct in Examinations

Violations of any of the following examination regulations are punishable under the Student Code of Conduct policies:

- Mobile phones and other electronic devices must be turned off completely and must not be accessible during the examination period. Any use of electronic devices will be considered cheating.
- Students shall not bring into the examination room any books, papers, or other materials or devices except with the written permission of the examiner.
- No student shall be permitted to enter the examination room later than thirty (30) minutes after the beginning of the examination.
- Students shall hold no communication of any kind with other students within the examination room. Cheating will not be tolerated.

1.8. Disciplinary Probation

Students in violation of the Student and Parent Code of Conduct or administrative policies may be placed on Disciplinary Probation at any time. Students placed on Disciplinary Probation are ineligible for future RCM scholarships and bursaries.

1.9. Dismissal

Grounds for dismissal include any form of violation of the Student and Parent Code of Conduct as set forth in this document. The Oscar Peterson School of Music reserves the right to terminate the registration of any student whose continued enrollment is considered detrimental to the interests of RCM.

Parents in violation of the Student and Parent Code of Conduct or administrative policies may be required to withdraw their students from the school.