



## Chateauguay Valley Career Education Centre

### Rules of Conduct and Safety

2018-2019



#### All Students

Where circumstances require it, disciplinary measures may take the form of verbal warnings, written warnings, suspensions and dismissals. A copy of warnings will be inserted in the student's permanent file for future reference.

If a student's conduct should warrant a suspension or dismissal, the student will first be advised via a meeting with the coordinator and/or the Centre Director followed by a written notice outlining the reasons for the disciplinary action. Dismissal from a continuing education program will be considered for any of the following reasons:

1. Proven or suspected substance abuse anywhere on the campus (abuse implies the consumption, being under the influence, or in the possession thereof).
2. Sexual, verbal, or physical harassment and bullying in person or via social media (per Board policy, copies may be obtained from the Centre Administration).
3. Where applicable, more than three (3) unexcused, consecutive absences from class, or frequent absenteeism in excess of 20% of class time. It will also result in not having the privilege of remedial help or retakes.
4. Illegal gambling is not permitted on Centre properties.
5. Cheating—on tests, exams, or other instances where plagiarism is evident, students will automatically receive a grade of zero (0).
6. Unacceptable and inappropriate language for the work environment including messages on clothing, jokes of questionable subject matter or of racist content.
7. Reprimanded twice for poor performance/attitude/participation.
8. Insubordination to instructors or employees.
9. Speeding and reckless driving around the building.
10. Smoking on Centre grounds (per Board policy).
11. Proven dishonesty, mischief, vandalism, theft, fraud, or acts of aggression.
12. Programs may have specific criteria regarding dismissal due to multiple exam failures, off site locations should be treated with the same rules as on campus

Students in violation of the above rules will meet with the centre director and will receive an evaluation. Depending on the gravity of the offence, the student will receive a verbal warning, a written evaluation or be asked to leave the program.

#### All Other Users of the Centre

Please be advised that civil comportment is expected at all times. Damages to property and behaviour not appropriate to the common good will lead to a suspension of your privileges as a visitor or user of the Centre's services.

**I have read and understood these rules of conduct and safety, and fully agree to these conditions.**

**Print Name :**

---

Student Signature

---

Centre Director Signature