



NOVA CAREER CENTRE

Rules of Conduct & Safety

2019-2020

All Students

All students and staff of the Nova Career Centre have the right to work and learn in a welcoming, safe, and respectful environment. Standards of excellence are great indicators of a successful student. If a student is not conforming to the expected behaviours of the Nova Career Centre, they may be asked to leave:

- (1) Students comply with all departmental procedures.
- (2) There is zero tolerance for plagiarism and cheating - on tests, exams, and other instances. If students are found to be cheating, they will automatically receive a "0" grade and each case will be handled individually.
- (3) Students who are consistently absent or late will meet with the support team about improving their approach to school and a plan will be put in place with the students' progress at the centre of this plan. If the plan is not successful, a student may be asked to leave the centre.
- (4) Mischief, vandalism, theft, acts of aggression, harassment (sexual, verbal, discriminatory, or physical), and bullying is not acceptable in any form. According to the school board policy GBGB, if a complaint is filed the student(s) will be removed from the centre while an investigation takes place and may result in dismissal from the centre.
- (5) Disrespect is unacceptable. This behaviour will oblige the student to meet with the support team to create a plan for improved behaviour management. If the plan does not work, the student may be asked to leave the centre.
- (6) Speeding and reckless driving around the building will result in the loss of parking privileges.
- (7) Smoking cigarettes, consuming cannabis or vaping anywhere on school grounds is illegal and punishable by fine or possible dismissal from the centre. The only place that it is tolerated to smoke cigarettes or vape is on the sidewalk at the end of the property in both the front and the back.
- (8) Substance use is not tolerated. Being under the influence of such substances while at class is also unacceptable and will not be tolerated (this includes alcohol, cannabis, and/or other substances).

Department Expected Behaviour:

All students in all shop environments are expected to:

- (9) Report accidents immediately to an instructor.
- (10) Use all machines or pieces of equipment with proper operating instructions or supervision from your instructor.
- (11) Tie back long hair safely or cover it completely. Jewellery (rings, watches, beads, etc...) is to be removed.
- (12) Sweep shop floors and work benches at the end of each class.
- (13) Never, under any circumstances, blow compressed air at another person.
- (14) Do not use an ear-borne recreational audio device in a shop setting.
- (15) Personal protective equipment (PPE) must be worn and all shirts are tucked in at all times.
- (16) All work materials and tools must be kept in approved containers or toolboxes.

Auto Student Specific

- (17) Wear face shield and safety glasses when using any grinding equipment.
- (18) Shop uniforms or specified working clothes are to be worn in the shop and the classroom.
- (19) Shop floors, bays and work benches must be swept, washed, and degreased after each work assignment.

Welding Student Specific

- (20) During shop activities, personal protective equipment (PPE) must be worn (welding helmet, long sleeves, leather jacket, gloves, suitable pants, steel toe, boots, safety glasses, hearing protection, dusk mask).
- (21) Anyone noticing any damaged or broken equipment will report it to a teacher or other responsible employee.
- (22) Full-face visors are mandatory in the grinding room.
- (23) Hoodies are prohibited at all times.

Interior Design and Display Specific

- (24) Students must wear functional clothing for both shop work and classroom.
- (25) Closed shoes and a paint smock are required while working in the shops.
- (26) When operating shop equipment and tools, eye protection must be worn at all times.
- (27) All sinks and paint equipment must be properly cleaned and put away at the end of every class.

Hairdressing Specific

- (28) Uniform is mandatory and consists of: white tops, black pants, flat-heeled closed toe shoes, and a smock.

Institutional and Home Care Assistance Specific

- (29) Uniforms must be worn during labs and stage internship.
- (30) Proper hygiene practices must be consistent in the Home Care classroom and during stage.