



## NOVA CAREER CENTRE Rules of Conduct & Safety 2023-2024

### 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. We adhere to the standards of all policies, by-laws, and organizational guides of the New Frontiers School Board, in accordance with the laws of Quebec, if a student is not conforming to the expected behaviors 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 remedial work may be assigned where applicable.
- (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), racism, homophobia against LGBTQIA2+ and bullying is not acceptable in any form. 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) Any object used in an offensive or aggressive manner as a weapon is strictly prohibited, and unsafe behavior of any kind may be grounds for dismissal.
- (6) Disrespect to fellow students and employees is never acceptable. This behaviour will oblige the student to meet with the support staff to create a plan for improved behaviour management. If the plan does not work, the student may be asked to leave the centre.
- (7) Speeding and reckless driving around the HSB/Nova/ Board Office complex will result in the loss of parking privileges.
- (8) 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.
- (9) Substance use which impairs a person is not tolerated. Being under the influence of such substances while on school board property is unacceptable and will not be tolerated (this includes alcohol, cannabis, and/or other substances).
- (10) Photographing, videoing, taking screenshots, or making recordings of any kind of students or staff without their prior consent, online or in person will not be tolerated.

### Values

**Accountable**

**Respectful**

**Inclusive**

**Safe**

**Communicative**

**Proud**

**Sober**

**Collaborative**

### Department Expected Behaviour: All students in all shop environments are expected to:

- (11) Report accidents immediately to an instructor.
- (12) Use all machines or pieces of equipment with proper operating instructions.
- (13) Tie back long hair safely or cover it completely. Jewellery (rings, watches, beads, etc....) is to be removed.
- (14) Do not use an ear-borne recreational audio device in a shop setting.
- (15) All work materials and tools must be kept in approved containers or toolboxes.

**Please note that where applicable, off-site locations will follow the same rules as on campus, this includes on-line learning situations**

#### **Auto Student Specific**

- (1) Wear face shield, safety glasses and gloves. No gloves necessary for stationary grinders, drills, and saws.
- (2) Shop uniforms or specified working clothes are to be worn in the shop and the classroom.
- (3) Shop floors, bays and work benches must be swept, washed, and degreased after each work assignment.
- (4) Proper personal protective equipment must be worn when using an oxyacetylene torch

#### **Welding Student Specific**

- (5) During shop activities, personal protective clothing must be worn (welding helmet, no short sleeves, leather jacket, gloves, suitable pants). All shirts are tucked in at all times.
- (6) Anyone noticing any damaged or broken equipment will report it to a teacher or other responsible employee.
- (7) Full-face visors are mandatory in the grinding room.
- (8) Ear protection is required in the form of ear plugs
- (9) Hoodies are always prohibited

#### **Interior Design and Display Specific**

- (10) Students must always wear appropriate clothing.
- (11) Laced up and/or closed shoes are required and a paint smock while working in the shops.
- (12) When operating shop equipment and electric power tools, goggles must always be worn.
- (13) All sinks and paint equipment must be properly cleaned and put away at the end of every class.

#### **Hairdressing Specific**

- (14) The uniform is mandatory and consists of black tops, black pants, flat-heeled closed toe shoes, and a smock.
- (15) For proper use of tools & safety, fingernails must be kept no longer than ¼ inch

#### **Institutional and Home Care Assistance Specific**

- (16) Uniforms must always be worn during stage work.
- (17) Proper hygiene practices must be consistent in the Home Care classroom and during stage.
- (18) Infection control & cross contamination practices must always be followed
- (19) Police checks may need to be completed prior to stages

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*I understand and agree to follow the code of conduct while at Nova, and I understand that I may be asked to leave if I do not.*

*Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

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