



**HUNTINGDON ADULT EDUCATION AND COMMUNITY  
CENTRE**  
**Rules of Conduct & Safety 2025-2026**



**All Students**

All students and staff of HAECC 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 HAECC, 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 or a staff member about improving their approach to school and a plan will be put in place with the students' progress at the center of this plan. Absenteeism more than 20% of class time may result in not having the privilege of remedial help or retakes. If a plan is not successful, a student may be asked to leave the centre.
- (4) Mischief (including but not limited to downloading inappropriate content from the web), 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) Bringing dangerous items to school such as firecrackers, fireworks and /or weapons of any kind or facsimiles thereof and 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. Disrespect includes but is not limited to insubordination to instructors or other NFSB employees. Being reprimanded a second time for poor performance/attitude/participation will require the student to meet with staff to create a plan for improving behaviour management.
- (7) Speeding and reckless driving around any NFSB campus will result in the loss of parking privileges.
- (8) Smoking cigarettes, consuming cannabis, vaping or gambling anywhere on school grounds is illegal and punishable by fine or possible dismissal from the centre. The only place where smoking or vaping is permitted is off NFSB property.
- (9) Being under the influence 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.
- (11) Students are not allowed to use personal mobile devices such as cell phones, headphones, earbuds, etc.. in Centre classrooms, shops, and labs, except in specific cases: when it's necessary for teaching methods used by the teacher, for a student's health condition, or to support a student's learning needs.

**Values**

**Accountability**

**Respectful**

**Inclusivity**

**Safety**

**Communication**

**Pride**

**Sobriety**

**Collaboration**

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

- (12) Report accidents immediately to an instructor.
- (13) Use all machines or equipment with proper operating instructions.
- (14) Tie back long hair safely or cover it completely. Jewellery (rings, watches, beads, etc...) should be removed.
- (15) Keep all work materials & tools in approved containers or toolboxes.

**Please note that where applicable, off-site locations (i.e. field trips and stages) will follow the same rules as on campus, this includes on-line learning situations.**

**Horticulture & Garden Centre Operations and Landscaping**

- (1) Proper personal protective equipment must be worn.
- (2) Anyone noticing any damaged or broken equipment will report it to a teacher or other responsible employee.
- (3) Students must always wear appropriate clothing.
- (4) Laced up and/or closed shoes are required.
- (5) When operating shop equipment and electric power tools, goggles must always be worn.
- (6) Infection control & cross contamination practices must always be followed.
- (7) Horticulture students are permitted to have a blade no longer than four (4) inches for class solely for educational purposes.
- (8) Police checks may need to be completed prior to stages.

---

*I understand and agree to follow the code of conduct while at HAECC, and I understand that I may be removed from my program if I do not.*

*Student's Name:* \_\_\_\_\_

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

---