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| Student Code of Conduct POLICY |  |

**Original Date: August 4th, 2019**  **Glocal Institute, Inc.**

# PURPOSE

Glocal Institute, Inc. recognizes that in order to operate a meaningful educational program and a safe environment for students and staff, the Student Code of Conduct must be followed. Glocal Institute, Inc. believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats, or danger.

The school further believes that academic honesty and integrity are fundamental to the educational mission of this School.

# SCOPE

Every student is expected to comply with the standards set and to be familiar with all the rules and regulations of Glocal Institute, Inc. Any student or group of students may be denied access to the learning environment upon the instructor’s determination that the behaviour impedes student learning and/or the health and safety of peers, self, or the staff. The instructor will notify the student(s) of their denied access. The Administrator will also be notified by the end of the working day.

# POLICY STATEMENT

1. Students are expected to comply with all institutional, federal, state, county, and municipal policies, statutes and ordinances.
2. At all times, students are expected to conduct themselves in such a manner as not to interfere with the educational process at Glocal Institute, Inc.
3. Students will conduct themselves in such a manner as not to endanger the safety or welfare of their fellow students.
4. Students must comply with the following school rules and may be subject to discipline, including suspension or expulsion, for the following offenses:

* Obstruction or disruption of the normal operations of the school or activities authorized by the School.
* Physical or verbal abuse, harassment, or detention of any person(s) on School property or at School activities when such endangers the health, safety, or rights of such persons.
* Theft or damage to property of the School or property of any visitor or member of the Glocal Institute, Inc. community.
* Unauthorized entry to or use of Glocal Institute, Inc. property or facilities.
* Dishonesty, which includes but is not limited to, knowingly furnishing false information to the school, plagiarism, or any form of cheating.
* Use, under the influence of, possession, sale or distribution of narcotic or illegal drugs, firearms, explosives, dangerous chemicals, alcoholic beverages, etc. on school owned or leased property, or at school sponsored activities.
* Possession of a dangerous weapon on school premises or at school-related events.
* Any infractions that the student receives discipline for at the employer during the apprenticeship will be shared with the school. This may result in a formal review by the school and the student placed on probation or even separated from the program.

**NON-ACADEMIC DISCIPLINE, SUSPENSION, OR DISMISSAL**

The following procedures have been developed to address a student who has failed to comply with this policy.

Any violation of a Glocal Institute, Inc. standard or policy may serve as a basis for one of the following actions.

**Step 1:**A violation will be reported to the Administrator, who will determine what, if any, disciplinary action is appropriate. Action may be taken to temporarily suspend a student pending an investigation when the student’s continued presence might endanger the student or others.

**Step 2:** In the event that the administration has reasonable cause to believe that a student has pursued a course of conduct which is contrary to School policy and should require suspension or dismissal, the Administrator or designee may take appropriate action. Within two (2) days from the action, the student shall be given notice in writing by certified mail or personal delivery regarding the charges and grounds which, if proven, would justify suspension or dismissal within two (2) working days. The notice will also offer the student the opportunity to have a hearing.

**Step 3:**If the student requests a hearing, he/she must notify the Administrator or designee in writing within three (3) working days of receipt of the letter. The student will be notified in writing, by certified mail or personal delivery, of the time and place of a hearing before a disciplinary committee composed of the Administrator or designee, a staff member, and a student. Said hearing shall be held no less than two (2) working days nor more than seven (7) calendar days from the date the student receives the above notice of hearing. The student shall be provided the name(s) of the witness(es) testifying against him/her and an oral or written report on the facts to which each witness testifies.

**Step 4:**At any hearing before the disciplinary committee, the student shall have the right to present testimony on his/her own behalf, call witnesses, and be represented by legal counsel of his/her choosing.

**Step 5:** The committee shall issue a dated, written order (to the student) informing the student of the decision. The order may be personally delivered or sent certified mail. The decision of the committee is final.

# APPROVAL AND REVIEW DETAILS

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| **Approval and Review** | **Details** |
| Approval Authority | 3/30/2021 |
| Advisory Committee to Approval Authority | 3/30/2021 |
| Administrator | 08/04/19; 3/30/2021, 3/29/24 |
| Next Review Date | 4/01/2025 |