



Cree School Board
Commission scolaire crie

Code of Conduct Applicable to Students enrolled in Programs and Courses offered by Sabtuan Adult Education Services

Department responsible: Adult Education
Effective date: September 14, 2005
Amended on September 12, 2006, July 1, 2008 and
 November 19, 2014 and April 29, 2016
Approved by: Resolution #EC 2016-215

References:	Council Policies : Mega End, GP-1, E2, E4 and EL-1
<u>Other related Policies</u>	<ul style="list-style-type: none"> ▪ Admission to Adult Education Programs (SAES-01) ▪ Regulations / SRVTC Student Residence (SAES-03) ▪ SRVTC Adult Student Assistance Program (SAES-04) ▪ Against Harassment (ADM-01) ▪ Non-Smoking Policy (ADM-07) ▪ Use of Internet (IT-01)

The Cree School Board recognizes the importance in providing a learning environment that is safe, harmonious and conducive to the needs and well-being of all students and staff of Sabtuan Adult Education Services.

The present Code is consistent with the following organizational values:

- Respect
- Excellence
- Accountability
- Leadership
- Integrity
- Teamwork

1) General provisions

Purpose

1.1. This Code of Conduct is intended to establish rules pertaining to the conduct expected from students enrolled in any Sabtuan Adult Education course or program. This Code also identifies the measures to be applied when inappropriate conduct occurs.

Application

1.2. This Code applies to situations whether they occur:

- a) on School Board premises,
- b) at school-authorized events or activities,
- c) at any other location where a course or training is given, or
- d) in any other circumstances where the incident has a direct impact on the Cree School Board staff, students, stakeholders, etc.

Definitions

1.3. For the purposes of this Code, the following words or expressions mean:

- a) **Centre Director:** the Centre Director of the Sabtuan Regional Vocational Training Centre or the person responsible for any other centres;
- b) **bootlegging:** to produce, distribute, or sell alcohol without permission or illegally;
- c) **bullying:** ; any direct or indirect behaviour, comment, act or gesture, including through the use of social media, intended to injure, hurt, oppress, intimidate or ostracize, and includes cyberbullying¹;
- d) **drugs:** an illicit or a controlled substance, as set out in the Controlled Drugs and Substances Act and any other substance used as an intoxicant;
- e) **education consultant:** the Education consultant assigned to the community where the course or program is given and where the student is enrolled;
- f) **expulsion:** the exclusion of a student from a class or a program for an indefinite period;
- g) **harassment:** engaging in a course of improper comment or conduct that is known or ought reasonably to be known to be unwelcome as defined in the Policy Against Harassment (ADM-01);
- h) **physical assault:** the intentional application of force, directly or indirectly, in any degree at all, to a person without that person's consent;
- i) **sexual assault:** non-consensual touching of a sexual nature that violates the sexual integrity of a person;
- j) **suspension:** the exclusion of a student from a class or a program for a determined period of time;
- k) **vandalism:** deliberate damage of property.

¹ Cyberbullying is the intentional harming or harassment of a person or group through the internet and other electronic means.

2) Expectations

[General understanding](#)

2.1. To succeed in his studies the student must::

- a) demonstrate respect and consideration for other persons and property;
- b) be on time and attend all classes as per established schedule and timetable;
- c) complete all class tasks on time and be present for all scheduled evaluations in class or outside if necessary;
- d) attend special activities related to his course or program;
- e) advise his teacher or the Education Consultant in advance or as soon as possible in case of absence from class;
- f) respect the work of others; no form of plagiarism will be tolerated;
- g) abide by all safety rules and wear required safety equipment in all shops and work sites;
- h) respect all Cree School Board policies and rules and inform his dependents of them.

3) Rules

[Suitable learning environment](#)

3.1. To ensure a suitable learning environment:

- a) access to shops or classrooms before or after regular school hours is permitted only when accompanied by the teacher;
- b) access to the store keeper's area is not permitted;
- c) food or drink is not allowed in classrooms, the library, the computer room and workshops;
- d) use of cellular phones or other similar personal electronic devices is not allowed in classrooms, the library, in computer labs or in workshops unless if required for pedagogical purposes;
- e) during scheduled classes, student's dependants and guests may not access classrooms, the library, the computer labs or workshops unless authorized and supervised;
- f) the student is responsible for the behaviour and actions of his dependants and guests on the premises of the Cree School Board;
- g) students must respect the Cree School Board policies or any other laws when participating in a class activity whether on or off Cree School Board premises.

4) Behaviours subject to corrective measures

Immediate Expulsion

4.1. The following behaviours will result in an immediate expulsion of the student from the program of studies:

- a) drug trafficking;
- b) bootlegging;
- c) sexual assault;
- d) possession or use of a weapon (any object used, designed to be used, or intended for use in causing injury to any person or to threaten or intimidate any person).

4.2. The following behaviours are subject to progressive disciplinary measures (verbal warning, written warning, suspension and expulsion):

- a) bullying;
- b) physical assault;
- c) theft;
- d) vandalism;
- e) possession of or consumption of drugs;
- f) possession of or consumption of alcohol;
- g) be under the influence of alcohol or drugs;
- h) any behaviour that may be detrimental to the well being of others;
- i) any violation of laws and regulations (Criminal Code, Cree School Board policies, etc.).

Exception / gradation of sanctions

However, a suspension or expulsion may be applied immediately depending on the circumstances or seriousness of the incident.

Absence

4.3. In case of absence, only the following are considered legitimate or valid reasons to be absent from class and must be declared as such in writing to the teacher or to the education consultant:

- a) medical condition for himself or his child preventing him from attending class (doctor's certificate may be required but is mandatory after missing 3 school days). Repeated medical absences may warrant a medical expertise to ensure that the medical condition of the student will not interfere with his studies;
- b) unforeseen disasters (for example: fire, flood, snowstorms, etc.);
- c) court appearances as a witness or otherwise for civil litigations;
- d) job interviews;
- e) death of an immediate family member (spouse, child, father, father-in-law, mother, mother-in-law, grandparent, brother and sister).

[Suspension & expulsion](#)

4.4. Suspension of a maximum of 5 school days² may be applied by the Centre Director or the Coordinator of General Education or Coordinator of Vocational Training after consultation with the Director of Adult Education. The Director of Adult Education may suspend a student for a longer period.

Only the Director of Adult Education may expel a student.

When the security, safety and well being of the other students or staff might be compromised by a student's behaviour identified in this Code, the Education Consultants and teachers may require the student to leave the class immediately for the remainder of the day.

[Notification](#)

4.5. Any measures, interventions or sanctions taken must be documented and included in the student's file.

When the sanction is a suspension or an expulsion, copy of the letter is sent to the Coordinator of Administrative Services who will in case of expulsion send proper notifications to the concerned education consultant of the community of origin or of the domicile of a student.

[Readmittance](#)

4.6. Any student who was expelled is subject to the conditions established in the Policy on Admission to Adult Education Programs for his readmittance to any course or program.

[Damages / financial responsibility](#)

4.7. In addition to the above, the student may be held financially responsible for any damages caused to the Board's property.

[Agreement](#)

4.8. All students must sign the Agreement on the Code of Conduct shown in **Annex A**. This Agreement is kept in the student's file.

5) Final Provision

[Student staying in the residence](#)

5.1. When a SRVTC student is also lodged in the Student Residence, the following applies:

- Any expulsion from the Program involves his immediate eviction from the Residence.
- In case of suspension from the Program, the Centre Director in collaboration with the Residence Manager may impose measures such as chores and other tasks to the student.

Any measures or sanctions taken according to this Code or according to the students residence regulations are considered jointly in dealing with the student situation.

² Either for the application of the gradation of sanction or pending a decision on the recommendation of expulsion to the Director of Adult Education.

6) Application of this Policy

[Previous provisions](#)

6.1. This Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

[Official version](#)

6.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

6.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Sabtuan Adult Education Services is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Annex A

Sabtuan Adult Education Services / Code of Conduct Student Agreement

In order to succeed in my studies and to maximize my learning experience,

I _____ recognize that I have read and understand the
expectations
Printed name

and rules in the Code of Conduct Applicable to Students enrolled in Programs and Courses offered by Sabtuan Adult Education Services and I **agree to follow them;**

Furthermore, I agree to fulfill my everyday duties in compliance with the course and program and I understand that failure to do so could lead to my expulsion from the course or program;

Moreover, I understand that if I am expelled from a course or program, I may have to wait 2 years before being able to re-apply to any Sabtuan Adult Education course or program and if I withdraw without a valid reason accepted by the Cree School Board that I may have to wait one year and this according to the Policy on Admission to Adult Education Programs.

Signed: _____

Date: _____

***This Agreement is kept in the Student's file and a copy is given to the Student*