

# STUDENT CODE OF CONDUCT

## **POLICY**

1. The Gateway District recognizes that in order to operate a meaningful educational program and a safe environment for students and staff, this Code of Conduct will be followed.
2. The Gateway District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats, or danger. The District further believes that academic honesty and integrity are fundamental to the educational mission of this College. Every student is expected to comply with the standards set and to be familiar with all the rules, regulations, and policies of Gateway Technical College.
3. On a daily basis, any student or group of students may be denied access to the classroom upon the instructor's determination that their behavior impedes student learning, the health and safety of peers, self, or the staff. The instructor will notify the student(s) of their denied access. The dean of campus affairs will also be notified by the end of the working day.

## **PROCEDURE**

### **Standards**

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 Gateway Technical College.
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 and may be subject to discipline, including suspension or dismissal for the following offenses:
  - a. Obstruction or disruption of the normal operations of the College or activities authorized by the College.
  - b. 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.
  - c. Theft or damage to property of the College or property of any visitor or member of the Gateway Technical College community.
  - d. Unauthorized entry to or use of Gateway Technical College property or facilities.
  - e. Dishonesty, which includes but is not limited to, knowingly furnishing false information to the College, plagiarism, or any form of cheating.
  - f. Use, under the influence of, possession, sale or distribution of narcotic or illegal drugs, firearms, explosives, dangerous chemicals, alcoholic beverages, etc. on Gateway owned or leased property, or at Gateway sponsored activities.
  - g. Possession of a dangerous weapon on school premises or at school-related events.

## **DISCIPLINE**

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

- Step 1.** Upon receipt of an alleged violation, the appropriate dean of campus affairs will be assigned to investigate the charges. The dean of campus affairs may temporarily suspend a student pending an investigation when the student's continued presence might cause continued academic disruption or endanger the student or others.

- Step 2.** If the investigation determines that the college has reasonable cause to believe that a student has pursued a course of conduct which is contrary to Gateway policy and requires sanction(s), the dean of campus affairs 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, the results of the investigation and the sanctions applied. The notice will also provide the information necessary for the student to appeal the sanctions if he/she wishes.
- Step 3.** If the student appeals the sanctions, he/she must notify the executive vice president/provost in writing within five (5) 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 the hearing before a disciplinary committee composed of the executive vice president/provost 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 witnesses testifying against him/her and a copy of the initial investigation results that was conducted by the dean of campus affairs.
- Step 4.** At any hearing before the disciplinary committee, the student shall have the right to present testimony on his/her own behalf and call witnesses.
- 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.

## **NON-ACADEMIC SANCTIONS**

The following sanctions may be imposed to students who fail to comply with this policy.

1. Warning: Issued to a student who has committed a minor violation of this policy and doesn't pose a continued concern for the college.
2. Disciplinary Probation: Issued to a student who has committed a violation of this policy and will face additional sanctions if any additional violations occur during a specified time frame.
3. Suspension: Issued to a student, for a specified time frame, who has committed a major, egregious or continued violation(s) of this policy.
4. Dismissal: Permanent removal, issued to a student who has committed a major, egregious or continued violation(s) of this policy.
5. Restriction: Issued to a student who has committed a violation of this policy and the resolution is a limitation on the student's access to identified services, locations, education, community activities or persons. Issued for a specified time frame.
6. Restitution: Issued to a student who has committed a violation of this policy that resulted in staff, institutional or another student's financial loss. May be issued as a condition of return or continued attendance in the college.
7. Referral: Issued to a student who has committed a violation of this policy and it's determined that continued participation at the college is contingent upon the student attending designated services (college or private vendor) or programs. May be issued for a specified time frame or as permanent and may be issued as a condition of return or continued attendance in the college.

8. Loss of Privileges: Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access to identified service, location, or educational community activities.
9. No Contact: Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access/contact with an identified individual(s) or groups of student and/or staff.

These sanctions are not meant to be progressive in nature. A student may be issued one or more of these sanctions in response to an incident. The college will determine level of sanction based on the severity of the incident or series of incidents.