

RESPECTFUL AND FAIR TREATMENT OF STUDENTS POLICY

EQUITY AND HUMAN RIGHTS

It is the policy of Cambridge that all students and employees have the right to study and work in a safe and secure environment that asserts the personal worth and dignity of each individual. Individuals should only use equipment they've been authorized and trained to use; and they should use proper procedures and observe safety precautions at all times whilst using the equipment. Disciplinary action will be taken against those who violate safety policy. The College will deal fairly and effectively with harassment and discrimination should it arise.

Discrimination against or harassment of any employee or student on the basis of race, ancestry, place of origin, color, ethnic origin, language or dialect spoken, citizenship, creed, sex, age, marital status, family status, criminal charges or criminal record, mental or physical disability, sexual orientation or political affiliation defeats this objective and will not be tolerated by Cambridge College.

DISCIPLINARY POLICY

Cambridge College shall take disciplinary action when a violation of the Student Rights and Responsibilities is reported. This does not preclude the initiation of criminal or other legal charges. Disciplinary action will be appropriate to the offense and relevant circumstances of the case, and is applied after admission or judgment of wrongdoing. Considerations in determining discipline include, but are not limited to work history, academic track record, previous discipline, past cases, respondent's acknowledgement of wrong, relationship of parties, degree of aggression and physical contact, number of events, impact of the complainant and intent of the respondent.

PENALTIES

The penalties which may be imposed for any offenses outlined in this handbook, include, but are not limited to the following:

- Failing grade or mark of zero in the course, examination or course work in which academic misconduct occurred;
- Suspension from the college for a specified period of time;
- Expulsion including the immediate termination of a student's contract with the college and a failing grade or mark of zero in the program;
- Reprimand, with a letter placed in the student's file;
- Restitution in the case of damage to, or removal or unauthorized use of property;
- A notation on student's permanent record of the penalty imposed;
- Removal of facilities privileges for specific time;

STUDENT RIGHTS

Freedom of Expression – the right to express oneself free from censorship or reprisal except where the exercise of such right may interfere with the rights of others;

Discrimination/Harassment – the right to be free from discrimination and/or harassment, as noted under the Equity and Human Rights policy noted above.

STUDENTS RESPONSIBILITIES

- Attendance – student attendance is mandatory. See attendance policy for more detail.
- Discrimination/Harassment – discrimination or harassment of any student under the Equity and Human Rights policy noted above;

- Threat/Endangerment – a student shall not take or verbally threaten to take any action which threatens or endangers the safety, health, life or freedom of any person, or impairs the education mission of Cambridge;
- Disruption – a student shall not obstruct or disrupt, or attempt to obstruct or disrupt any Cambridge activities;
- Disorderly conduct – a student shall not engage in disorderly conduct, nor engage in disturbing the peace, as defined by law, on or around Cambridge property or Cambridge supervised functions;
- Verbal abuse – a student shall not verbally abuse other students, employees or guests of Cambridge. Verbal abuse, means unwelcome words that intimidate, disparage or cause humiliation, offense or embarrassment to a person;
- Property damage – a student shall take no action, which damages or tends to damage property that is not the student’s own;
- Theft – a student shall not take or use property that is not the student’s own without the consent of the owner or the person legally responsible for the property;
- Staff compliance – a student shall comply with the directions of Cambridge Staff acting in the performance of their regular or delegated duties and must identify himself or herself to these staff upon request;
- Facility access – a student shall not enter closed facilities, block or attempt to block access to or from Cambridge’s facilities or remain within the facilities after their closing unless authorized to do so;
- Health and Safety - Student shall observe health and safety policy and procedures at all times whilst on premises and/or at practicum host facility.
- Solicitation – a student may not solicit business or services of any kind from any other student or any other party on Cambridge premises, for himself/herself or on behalf of any other party.
- Violation – a student is a party to a violation of these responsibilities who actually violates a responsibility aids another in the violation of a responsibility.

GENERAL RULES

- Fire – a student shall not make or cause a false alarm, tamper with, damage or otherwise misuse fire safety equipment; or ignite a fire on Cambridge property;
- Cambridge records – a student shall not provide false or misleading information to Cambridge or official records. He/she shall not forge, alter or misuse Cambridge College’s name, the name of any Cambridge employee, documents, records or identification;
- Keys – a student shall not possess or use any Cambridge access keys without proper authorization; and under no circumstances may he/she duplicate any keys;
- Alcohol – a student shall not possess, consume, provide or aid in the consumption or furnishing of alcoholic beverages on Cambridge property;
- Restricted substances – a student shall not have anything in his/her possession, which is controlled, restricted or prohibited drug or narcotic unless medically authorized;
- Weapon – a student shall not possess explosives, fireworks or dangerous chemicals, substance, device, or instrument designed as a weapon or whose use is capable of threatening or producing bodily harm or death on Cambridge property;
- Copying – student shall not commit plagiarism;

- No smoking anywhere in the building as per City of Burnaby Bylaw. Please keep outside areas tidy by using ashtrays and garbage cans;
- Video or audio taping, or photocopying of any kind anywhere in college facilities or buildings is not permitted without written approval from the Administration officer;
- Pets or animals are not permitted on the premises without prior approval from property manager and college Administration Office;
- Each facility has designated times and protocol for student access. Violations may result in denied access;
- Students may use school phones in the pursuit of information directly related to school projects or employment. Students wishing to use the school phone must make arrangements to do so with either administration or instructional staff. Faxes may be sent or received only through administration;
- Students should practice personal safety and take care of their belongings. Students are responsible for their own belongings. The Cambridge College assumes no responsibility for any item lost or stolen. Cambridge is not responsible for any loss of property or for personal safety in the vicinity of the Center;
- Cellular phones and pagers must be turned off or switched to vibrate only mode while in classrooms or labs. Phones must not be used in the classrooms, laboratory, lobby or reception areas;
- Students must inform the administration office in writing of any changes in address and/or phone numbers within 3 days of the change;
- No outside equipment is permitted in the classrooms. Possession or displaying of materials or data that contravenes the Human Rights code or criminal code of Canada is prohibited;
- The following areas and equipment are off limits to all students, Staff Office without accompaniment, Interview Room without accompaniment, Administrative Offices and Administration Office Resources, Staff computers, or fax machines, photocopy machines,
- Stationary or equipment lockers, Staff telephones (except in emergency), Examination/Testing Room (except when writing an official test), and Internet access (except during laboratory exercises);
- Posting off any signs is not permitted in the college property. Students posting signs on college or property may be subject appropriate redress from both Administration Offices;
- Access to laboratory equipment and resources are by advanced bookings through administration. Students are restricted to application software and laboratory equipment as scheduled in program outline. Violations will result in denied access or extra charges;
- Students must not enter a classroom or lab when another lecture is in progress;
- Students must not talk to, or disturb other students while an Examination/Test is in progress;
- No food (including gums or sweets) or drink shall be consumed on college premises except in designated kitchenette. Food or drink must be taken to the kitchen or outside the college premises (common area);
- Equipment in classroom(s) and lab(s) are for staff and student use only. Students are responsible for the safety and security of items they have borrowed and will be held responsible for loss. Return all borrowed items prior to leaving your workbenches, even if it is just for a short break.

MAJOR OFFENSES

Major misconduct subject to suspension or expulsion includes, but is not limited to, the following offenses:

- Assaulting individuals, including conduct which leads to the physical or emotional injury (or which threatens the physical or emotional well being) of faculty, staff, students and others associated with the college. This offense is not limited only to events, which occur only on school premises;
- Ingesting alcohol or non-prescription drugs, or evidencing symptoms of having done so, during class or class assignments, practicum;
- Plagiarism, a form of academic misconduct in which an individual submits or presents the work of another person as his or her own;
- Cheating on an examination, which includes having in an examination any materials or resources other than those authorized by the examiner(s);
- Damaging, removing, or making unauthorized use of school property, personal property of faculty staff, students or others at school. Without restricting the generality of the meaning of “property” it includes information, however it be recorded or stored. Chewing Gum or sticking chewing gum on furniture, equipment, carpet or any other part or fixtures of premises;
- Submitting false records or information, in writing or orally, or failing to provide relevant information when requested;
- Using equipment, software or resources on the premises to produce commercial or personal work. All school equipment and facilities are to be used for class projects and training purposes only;
- Disrupting instructional activities, including making it difficult to proceed with scheduled lectures, workshops etc. and with examinations and results;
- Failing to negotiate student loan documents within a reasonable period of time from receipt and endorsement by the school administration;
- Failing to make scheduled payments as agreed on the student’s contract;
- Attempting an offense or assisting others to attempt or engage in an offense;
- Failing to comply with any penalty imposed for misconduct;
- Copying or removing any software, hardware, text or other items belonging to CCT or others without permission.