#101-102,9486-120St, Surrey , BC V3V 4B9
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Respectful-Fair Treatment Policy	2025-09-17
Name of Policy	Implementation Date
All Positions	2025-09-17
Position(s) Responsible	Date of Last Revision

ACE Community College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on the College's premises or in the course of activities or events hosted by the College, (ACE Community College) expects students to meet and adhere to a code of conduct while completing a program of study. The College is a community of students and staff who are involved in learning, teaching, and other activities. In accordance with the code of conduct, all staff and students are expected to conduct themselves in a manner which promotes a positive learning environment. Students are expected to follow the College's code of conduct as set out below and are responsible for reading and understanding the Code. Failure to fulfill these responsibilities may result in dismissal or disciplinary actions.

The Code of Conduct

Expectations for Students:

- *Attend school in accordance with the Attendance Policy.*
- *Treat all students and staff with respect.*
- *Dress in accordance with the expectations of an employee in the industry relevant to your program of study. in a tidy and clean manner.*
- *Treat school property with respect.*
- *Complete all assignments and examinations on the scheduled completion dates.*
- *Avoid any conduct which may be deemed to be detrimental or damaging to the other students, staff members or the institution.*
- *Prohibited conduct under the Code includes but is not limited to:*
  - *Any assaulting, disruptive, intimidating or offensive classroom behaviors to another individual.*
  - *possessing or bringing weapons of any kind (i.e. knives, guns) to campus.*
  - *using, possessing or distributing alcohol or drugs.*
  - *making inappropriate remarks concerning another student or staff members' ethnicity, race, religion, or sexual orientation.*
  - *Supplying false information or misusing any of the College's records and/or information.*

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- *making false accusations. disrupting classroom or campus lectures and activities.*
- *any other conduct which is determined to be detrimental or damaging to other students, staff members or the Institution.*

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- *Sexual assault to another individual or group.*
- *Physical assault or any other violent acts committed on or off campus against any student or staff member.*
- *Verbal abuse or threats.*
- *Vandalism of school property.*
- *Theft of the college's property, records, or confidential information.*

Students who do not meet the expected code of conduct will be subjected to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Disciplinary measures:

1. All concerns relating to a student's conduct/misconduct shall be directed in writing to the Senior Education Administrator or the College Administrator (*Supneet Chawla, SChawla@acecollegecanada.com).* Concerns may be brought by staff, students, instructors, or the public.

2. The Senior Education Administrator and/or College Administrator will arrange to meet with the student to discuss the complaint within 5 business days of receiving notice of the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Senior Education Administrator or College Administrator will meet with the student as soon as possible.

3. Following the meeting with the student, the Senior Education Administrator or College Administrator will conduct any further investigations deemed necessary to determine whether the complaint is substantiated, in whole or in part.

4. Any necessary inquiries or investigations shall be completed within 5 business days of the initial meeting with the student.

5. Upon completion of all inquiries and investigations the Senior Education Administrator or College Administrator will provide the student with a written determination with respect to the complaint. In the event a student wishes to dispute a written determination, the dispute shall be resolved in accordance with the College's Dispute Resolution Policy.

6. In the event the complaint has been substantiated, the Senior Education Administrator and/or College Administrator may:

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a. Give the student a written warning, a copy of which will be signed and acknowledged by the student and placed on the student's file.

b. Set a probationary period with conditions which must be fulfilled or demonstrated. During a probationary period, a student's conduct will be monitored by the Senior Education Administrator and/or College Administrator. Any notice of a probationary period will be signed and acknowledged by the student and placed on the student's file.

c. Relocate the student to another class.

d. Dismiss the student from the program of study. In the event of a dismissal, the Senior Education Administrator and/or College Administrator will provide the student with a written notice of dismissal which will include a calculation of any refund which may be due under the Tuition Refund Policy. Any refund deemed to be owing under the Tuition Refund Policy shall be delivered to the student within 30 days of the date of the notice of dismissal. In the event the student owes tuition or other fees to the College at the time of the dismissal, the Senior Education Administrator and/or College Administrator may undertake collection of the amount owing, forthwith upon dismissal.

e. Request immediate payment or compensation in the event of any physical damage caused by the student to the College's equipment or facility.