



ADU 01- Code of conduct for Adult and vocational Education Students

Department responsible: Adult and Vocational Education	Approved by: Director General
Effective date: January 1 st 2003	Amended on: November 7, 2011, October 22, 2015 and June 2018
Reference: CC#2015/16-13	

Kativik Ilisarniliriniq gives high priority in providing a learning environment that is safe, harmonious and sensitive to the needs and well-being of all students and staff of its Adult Education centers and its vocational training center¹.

1. Premises

1.1 Purpose

This Code is to set the rules pertaining to the proper conduct expected from all students enrolled in an Adult and vocational Education program and provides rules to be applied when inappropriate conduct occurs.

1.2 Definition

In this Code, the following expressions mean:

- a) **Centre Director:** the Centre Director of an adult education center or of the technical vocational training center; when there is no Centre Director in the community, it is the Director of Adult and Vocational Education Services who takes on this role;
- b) **Principal:** the Principal of an adult education center;
- c) **expulsion:** is the exclusion of a student from school or individual classes for an indefinite period;
- d) **school:** an adult education center, the technical vocational training center or any other premises used by the Adult and Vocational Education Services for its students;
- e) **student:** person enrolled in a full-time or part-time program;
- f) **suspension:** is the exclusion of a student from school or from classrooms for a specific period of time, after which the student has a right to return.

¹ **Note:** In this document, the masculine form is used for brevity purposes only.



2. Student's obligations

2.1 Commitments

The student has the following obligations:

- a) attend classes daily and be on time;
- b) attend special activities in the school;
- c) abide by the rules established by the Board, school, residence and host family;
- d) act with dignity and respect;
- e) in case of an absence from class, advise his teacher, Principal or Centre Director in advance or as soon as possible thereafter.

2.2 Absenteeism

Absenteeism is only warranted for a valid reason.

2.3 Unacceptable behavior

Alcohol consumption, sexual promiscuity, the use of drugs or any illegal acts will not be tolerated on school premises (including the residence and host family).

2.4 Agreement

All students must sign the Student Agreement as provided in Annex A. This Agreement is kept in the student's file.

3. Disciplinary measures

3.1 Application

The School Board may take disciplinary measures for an offence against the Code of Conduct when the offence occurs on School Board premises including the residences at School Board-sponsored events or in the host family.

3.2 Discipline preceding suspension or expulsion

As a general rule no student shall be suspended or expelled unless other forms of corrective action to modify his conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

Exception

However, a student may be immediately suspended in exceptional situations, other than absenteeism, when such misconduct is serious in nature or disruptive to the operation of the school.



3.3 Tentative list of offences

Appropriate disciplinary measures and sanctions shall be applied to any student who commits, or attempts to commit one (among others) of the following acts of misconduct:

- a) bullying & violence;
- b) threatened, attempted or caused physical injury to another person;
- c) use, possession or storage of any weapon on Board premises or at Board-sponsored activities, unless expressly authorized in writing by the Centre Director. Weapon includes, but is not limited to, firearms, ammunition, dangerous weapons, substances or materials;
- d) possessed, used, sold, provided or been under the influence of any controlled substance, drug, alcoholic beverage or an intoxicant of any kind;
- e) committed robbery or extortion;
- f) caused or attempted to cause damage to school or private property;
- g) committed an obscene act or engaged in habitual profanity or vulgarity;
- h) violation of a Board or policies or directives, including but not limited to regulations prohibiting sexual harassment;
- i) unauthorized presence in or use of Board premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours;
- j) aid to others in committing or inciting others to commit any act mentioned above.
- k) noncompliance of the safety rules in Vocational Training

3.4 Sanction

Any student who violates any of the rules set forth in section 3.3 above, shall be subject to:

- a) for the first offence: a verbal warning;
- b) for the second offence: a written warning and a meeting between the student, the teacher and the Centre Director or principal;
- c) for the third offence: a final written warning.
- d) Possible application of sections 4 and 5

In any serious matter, suspension and expulsion as set in sections 4 and 5 may be applied immediately.



3.5 Searches to ensure the safety of all

The Board may also conduct searches in bags, lockers, rooms and other areas when there is reasonable suspicion that the law or that this Directive is being breached namely regarding the possession of drugs, alcohol and weapons of any kind. Those found in violation of a law are also subject to criminal prosecution.

Staff should be accompanied by a witness when conducting searches. After completion of the search a report of the event shall be sent to the Director of Adult Education.

4. Suspension

4.1 Suspension for the remaining of the day

The Centre Director or Principal may suspend a student from school for a maximum of 2 days for any offence. The Director of Adult and Vocational Education Services shall be informed of any suspension.

4.2 Suspension of more than 2 days

The Centre Director or Principal may suspend a student for more than 2 days but for a fixed period of time for misconduct when the misconduct makes the continued presence of the student harmful to the welfare of the school.

Consultation with the Adult Ed. Services

In such situation, the Centre Director or Principal shall consult the Adult and Vocational Education Services, before imposing such suspension.

4.3 Student's restrictions

Suspension means that the student is not allowed to:

- a) attend school;
- b) be on the school grounds or in the building;
- c) participate in any school activities.

4.4 Procedure for suspension

When the Centre Director or Principal determines that a student should be suspended, the following procedures shall be followed:

- a) a meeting will be held prior to the suspension of any student. At this meeting the student will be provided an opportunity to explain his conduct;



- b) the meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

5. Expulsion

5.1 Application

The Director of Adult and Vocational Education Services may expel a student from a school upon the finding that the student committed a serious offence as listed in 3.3 or similar in gravity and that:

- a) other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or
- b) that due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or other students and staff, or makes it impossible for the teachers to do their job.

5.2 Student's restrictions

Expulsion means that the student is not allowed to:

- a) attend school;
- b) be on school grounds or in the building;
- c) participate in any school activities.

6. Re-admission of the student

6.1 Minimum delay

A student who is requested to leave or who quits school without a valid reason will be obliged to wait a minimum of a complete school semester (4 months). He will have to re-apply and will be re-evaluated before being considered for re-admission.

7. Application of this Code

7.1 Previous provisions

The present Code replaces all other codes of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this Code for the benefit of the reader.



7.2 Responsibility

Any person referred to in this Code must abide to 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 Adult and Vocational Education Services is the person responsible for providing support in the interpretation of this Code and to ensure its revision when necessary.



Annex A

Kativik Ilisarniliriniq Adult and Vocational Education

Student Agreement

I, _____, agree to:
(Print Name)

- 1) attend all the scheduled courses of my Program;
- 2) complete all required assignments;
- 3) meet with the Education Consultant or Centre Director or Principal, when required;
- 4) abide by the policies and directives applicable to Adult Education students;
- 5) respect the travel arrangements made for me by Kativik Ilisarniliriniq

And,

- 6) I understand that:
 - a) I might be withdrawn from any Adult and Vocational Education Program or Adult Education residences for an undetermined duration namely if I:
 - am absent without a valid reason;
 - do not fulfill my everyday duties in compliance with the course;
 - do not respect the Directives of the Adult & Vocational Education Services.
 - b) when there is reasonable suspicion that I have breached the law or a Board Policy namely regarding the possession of drugs, alcohol and weapons of any kind, the Board may conduct appropriate searches in my bags, lockers, classrooms, residences, etc.



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Kativik Ilisarniliriniq

I have read and understand the above and all of the requirements pertaining to the *Code of conduct for Adult and vocational Education Students (ADU-01)* as well as if applicable, the *Directive pertaining to the Nunavimmi Pigiursavik Training Centre Students' Residence and other residences under the supervision of Adult Education Services (ADU-03)* and I agree with them.

Signed: _____ Date: _____

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