



## **Conduct Policy-Violations of Standards**

A student found to have committed violations of the school's policy will be subject to a range of penalties up to and including termination and legal prosecution at the discretion of the administration.

### **CODE OF CONDUCT POLICY**

The Review Board Coordinator reviews all allegations of Code of Conduct violations in accordance with this policy and imposes sanctions based on his or her findings. Decisions made by the Review Board Coordinator shall be final, pending the appeal process if applicable.

### **Violations – Prohibited Conduct**

The Code of Conduct applies to behavior that affects the school community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations when the actions in question adversely affect the school community and/or pursuit of its objectives.

Any student found to have engaged in misconduct, including but not limited to the following types of misconduct, may be subject to disciplinary sanctions:

Assigned area violations, such as;

Property misuses, including defacing or destroying property;

Client service violations, such as student intentionally not following the educator's directive and or required check points;

Unprofessional behavior;

Not being prepared for scheduled classroom or clinic activities;

Any disruptive behaviors interrupting or preventing the regular operation of the school or the education of other students;

Improper documentation of manual sign in times;

Cheating (including plagiarism);

Stealing;

Falsifying or forging any school document, record or instrument of identification (for example: signing someone else in/out for daily hours) or otherwise furnishing false information to the school or a governmental or accrediting agency;

Committing fraud;

Exhibiting violence, threats, abusing and/or causing physical harm to others;

Insubordination, or inappropriate or abusive language toward any school staff, faculty or students;

Hazing, bully or cyberbullying, whether it be a single incident or a series of incidents;

Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer access;

Abuse of computer time, including but not limited to:

1. Unauthorized entry into a file, to use, read or change contents, or for any other purpose,
2. Unauthorized transfer of a file,
3. Unauthorized use of another individual's identification and password,
4. Use of computing facilities to interfere with work of another student, faculty member or school official,
5. Use of computing facilities to send obscene or abusive messages,
6. Use of computing facilities to interfere with normal operation of the school computing system, or
7. Introduction, reproduction and/or promulgation of any computer virus;

Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor's order, and the school, or being under the influence of such substances;

Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and the school, or public intoxication;

Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals;

Harassment or Discrimination: unlawful harassment or discrimination based on race, religion, color, sex, gender, gender identity or expression, age, national origin, disability, veteran status or any other characteristic or condition protected by federal, state or local law. Prohibited conduct examples include: inappropriate remarks, jokes, posters or cartoons, any unwelcome touching or physical contact, slurs, derogatory remarks and/or stereotypes;

Violation of published school policies, procedures, rules, or regulations; and

Violation of local, state or federal laws.

### **Conduct Procedures**

Any member of the school community may bring conduct to the Review Board Coordinator's attention for potential filing of Code of Conduct charges. Students may file a complaint using the general grievance procedure located in this Catalog or directly with the Review Board Coordinator. Complaints may be filed on behalf of the school by the Review Board Coordinator regardless of whether the member of the school community who brought the issue forward wishes to proceed. The School encourages complaints regarding Sexual Harassment or sex discrimination be made to the Title IX Coordinator:

**Juliet Pellin, Corporate Director of Financial Aide**  
**(330) 792-6504, Ext. 103, email address: [jpellin@casalaveda.com](mailto:jpellin@casalaveda.com)**

Upon receiving notice of potential charges, the Review Board Coordinator will conduct a preliminary investigation to determine if the alleged conduct potentially violates the Code of Conduct and, if applicable, whether the situation can be resolved by mutual consent of the complainant and the respondent on a basis acceptable to the Review Board Coordinator. The Review Board Coordinator may issue a written conduct warning to a respondent where the matter is resolved by mutual consent.

The Review Board Coordinator may determine that the conduct alleged either does not violate the Code of Conduct or is not of sufficient severity or seriousness to warrant a sanction. In these cases, the Review Board Coordinator may, as he/she deems appropriate, issue written conduct guidance advising the respondent regarding the behavior and the school's expectations for future conduct.

All charges shall be presented in writing to the respondent and, when appropriate, to the complainant. The respondent shall be provided with at least three (3) days to respond in writing to the charges. Receipt of the charging letter is presumed to be three days after mailing (for letters sent via US mail), or the date of electronic transmission (for email).

The Review Board Coordinator shall determine whether the respondent has violated the Code of Conduct. The Review Board Coordinator's determination shall be made based on whether it is more likely than not that the respondent violated the Code of Conduct. There shall be a single record, which shall be the property of the school.

The Review Board Coordinator shall notify the respondent of the outcome in writing, and in appropriate cases, shall also notify the complainant.

### **Interim Suspension**

In certain circumstances, the Review Board Coordinator may impose an interim suspension.

Interim suspension may be imposed:

1. To ensure the safety and well-being of members of the school community; or
2. The Review Board Coordinator deems that the respondent poses a threat of disruption of or interference with the normal operation of the school.

During the interim suspension, the respondent may be denied access to school premises and/or all other school activities or privileges for which the respondent might otherwise be eligible. In appropriate cases, the Review Board Coordinator may notify the complainant of a respondent's interim suspension status.

### **Sanctions**

The sanctions listed below may be imposed upon any student found to have violated this Code of Conduct. The sanctions may be used in any order and/or combination that the school deems appropriate for the conduct in question.

1. Lost hours -
2. Warning – A verbal or written notice that the student has not met the school's conduct expectations.
3. Probation – A written reprimand with stated conditions in effect for a designated period, including the probability of more severe disciplinary sanctions if the student does not comply with the school's policies or otherwise does not meet the school's conduct expectations during the probationary period. A book report may also be required – topic and length clearly stated by the staff member.

4. Suspension – Separation of the student from the school for a defined period, typically up to 30 days, after which the student may be eligible to return. A student on suspension who fails to provide the Review Board Coordinator with documentation that the stipulations for return have been met within the designation timeframe is automatically expelled. For the period of suspension, the student may earn no clock hours and the school will not charge tuition.
5. Termination – Permanent separation of the student from all school locations and ineligibility to receive all school services, including client services. An expelled student will not be considered for re-entry into the same program or any alternative program at the Institute.

The Review Board Coordinator shall advise the student in writing of the determination, the sanction(s) imposed, if any, and appeal procedures as appropriate.

Other than suspension and termination, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Upon graduation or permanent separation from the school, a student may petition the Review Board Coordinator to have his/her disciplinary record expunged or partially expunged of disciplinary actions. Whether to grant the request to expunge or partially expunge shall be at the school's discretion.

### **Written Appeals**

In cases resulting in suspension or termination only, the decision as to a Code of Conduct violation or sanctions imposed by the Review Board Coordinator may be appealed by the student to the Review Board. Such appeals shall be in writing and must be submitted within seven (7) days of the date of the student's receipt of the determination letter. Receipt of the determination letter is presumed to be three (3) days after mailing (for letters sent via US mail), or the date of electronic transmission (for email).

The Review Board shall consist of Edward Brown, CFO; Juliet Pellin, Corporate Director of Financial Aid, Susan Partin, Corporate Director of Admissions; Barbara Bader, Corporate Director of Student Services, or their designee. The results of the appeal to the Review Board shall be final.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record for one or more of the following purposes:

1. To determine whether the decision reached regarding the student was based on reasonable evidence; that is, without substituting its judgment for that of Review Board Coordinator, the Review Board shall consider whether the facts in the case were reasonably sufficient to establish that it was more likely than not that a violation of the Code of Conduct did or did not occur.
2. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the student was found to have committed.
3. To consider new evidence sufficient to alter the decision or sanction which was not previously considered because such evidence was not known or available.

the Review Board shall notify the student, in writing, of the outcome of the appeal. If the Review Board rules favorably on the appeal, the matter shall be remanded to the Review Board Coordinator for action to be taken in response to the appeal findings. If the ruling on the appeal is negative, then the decision of the Review Board Coordinator is upheld and finalized.

Anytime during the student's program, the violation of a major standard will result in suspension pending review of this alleged violation. Depending on the outcome of this investigation, if a student is terminated from a program for this, they will not be considered for re-entry into the same program or any alternative program. In addition, student will not be permitted to enter the school campus for any reason, including to receive client services once they have been terminated.