



ACE TRADES  
AND TECHNICAL  
INSTITUTE

A LANDMARK IN TRADES EDUCATION

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Student Code of Conduct and Dismissal Policy  
Name of Policy

Jan 18<sup>th</sup>, 2018  
Implementation Date

Director Administration  
Position(s) Responsible for Administering this Pol

Jan 18<sup>th</sup>, 2018  
Date of Last Revision

ACE Trades and Technical Institute expects students to meet and adhere to a code of conduct set out in this policy while completing a program of study at ACE Trades and Technical Institute. The list below outlines the code of conduct that all students are expected to follow. If necessary, students should request clarification from the Senior Education Administrator if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any ACE Trades and Technical Institute Inc. programs or activity.

### The Code of Conduct

While on ACE Trades and Technical Institute premises or in the course of activities or events hosted by ACE Trades and Technical Institute students:

- must comply with all applicable ACE Trades and Technical Institute policies, including the Attendance Policy;
- must treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behaviour;
- must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation;
- must dress according to the school’s dress code as outlined in the Student Handbook;
- must treat ACE Trades and Technical Institute property with respect not steal, misuse, destroy or deface ACE Trades and Technical Institute property;
- must promptly pay all tuition fees due;
- must complete all assignments and examinations on the scheduled completion dates.

The institution forbids; disruptive or offensive classroom behavior; bringing weapons of any kind (i.e. knives, guns) to school; bringing any alcohol or any prohibited mood altering substances to the institution; making inappropriate remarks concerning another student or staff's ethnicity, race, religion or sexual orientation and any other conduct which is determined to be detrimental or damaging to other students, staff members or the Institution.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive. Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the institution.

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

- Sexual assault
- Physical assault or other violent acts committed on or off campus against any student
- Verbal abuse or threats
- Vandalism of school property
- Theft
- None payment of school fees (unless previously approved by the Director of Administration)

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

Concerns related to a student's conduct shall be referred to the Senior Education Administrator to process in accordance with this Policy.

**Procedure:**

- 1) All concerns relating to student misconduct shall be directed to the Director of Administration. Concerns may be brought by staff, students or the public.
- 2) The Director of Administration will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Director of Administration will meet with the student as soon as possible.
- 3) Following the meeting with the student, the Director of Administration will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.

- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The Director of Administration will meet with the student and do one of the following:
  - (a) Determine that the concern(s) were not substantiated;
  - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
    - (i) Give the student a warning setting out the consequences of further misconduct;
    - (ii) Set a probationary period with appropriate conditions; or
    - (iii) Recommend that the student be dismissed from the Institution.
- 6) The Director of Administration will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the institutions complaint file, and the original will be placed in the student file.