

COLUMBIA COLLEGE CODE OF CONDUCT

GENERAL INTRODUCTION

Columbia College's Mission is to prepare international and Canadian students for admission to a university by providing quality academic programs in a supportive learning environment. Students attend Columbia College with the aim of developing individual potential and acquiring the knowledge, skills and attitudes they need to contribute to a healthy, democratic and pluralistic society and a prosperous, sustainable economy. Other students will not be permitted to impede any student's participation in school, their mastery of learning outcomes or their ability to become contributing members of society.

Residents of British Columbia are protected under the BC Human Rights Code against discrimination based on race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age. As an international college, Columbia College firmly believes in multiculturalism and fully supports the Multicultural Act; the purposes of this Act are

- i. to recognize that the diversity of British Columbians as regards race, cultural heritage, religion, ethnicity, ancestry, sexual orientation, gender identity, and place of origin is a fundamental characteristic of the society of British Columbia that enriches the lives of all British Columbians.
- ii. to encourage respect for the multicultural heritage of British Columbia
- iii. to promote racial harmony and cross-cultural understanding and to respect the development of a community that is united and at peace with itself.

Columbia College is committed to providing an environment that supports student achievement by addressing safety issues that can become barriers to optimal learning, and to ensure that no member of the College community suffers from illegal discrimination, bullying, harassment, or intimidation. The College will do so by providing a safe and secure learning environment in which people are respectful and courteous to each other.

EXPECTATIONS

All members of the College community will

- conduct themselves in an orderly, respectful, and courteous manner at all times while at the College or while participating in any College function on or off campus.
- endeavour to treat other members of the community with respect and dignity, in the same way they themselves would like to be treated.
- respect and promote the physical safety and well-being of others.
- respect the property of the College and that of other members of the College, making every effort to keep the school building clean, tidy, and safe.
- participate in creating a safe, positive environment.
- inform a member of the College Administration of any instances of bullying*, harassment** or intimidation***.
- honor the Columbia College Code of Classroom Conduct (see below) when in class.

- refrain from inappropriate and/or disruptive behavior.
- refrain from any act of academic dishonesty. (The College has policies on “Plagiarism and Other Forms of Cheating” – these are summarized in the College Calendar; details are available from the College’s Student Services Department).
- accept responsibility for their own actions.

(The Schools Act requires that all students comply with the Code of Conduct and other rules and policies authorized by the School Board.)

DISCIPLINARY ACTION

Columbia College will take disciplinary action against any member of the College breaching the College Code of Conduct. Such action will be taken with a view to being preventative and restorative rather than simply punitive, but all decisions will be made giving primary consideration to the collective benefit of the College community. Generally, disciplinary measures taken will be progressive, with more serious action taken for repeated violations of the Code of Conduct. Measures may include verbal warnings, suspension or even expulsion from the College depending on the severity of the infraction, whether the behavior is part of a pattern, whether there exist mitigating circumstances, etc.

Parents/guardians of students under the age of 19 who are in Foundation Programs will be notified of any disciplinary action taken against their child/ward.

REPORTING VIOLATIONS

Columbia College recognizes that members of the College are sometimes reluctant to report instances of bullying, harassment, intimidation, and so on, often because they fear retaliation. However, the College is often unable to take appropriate action without such information, and College members should view it as their duty to report all breaches of the Code of Conduct. The College will treat information received as confidential and take reasonable steps to protect the sources of such information.

The College will maintain a zero tolerance policy towards any act of retaliation or retribution that results from a College member carrying out their duty as outlined above.

Teachers, administrators and other school staff must be approachable. Students need to understand that they are expected to inform a member of staff promptly if they observe inappropriate behaviour of any sort, and that they should feel secure from retribution when they do so.

CLASSROOM CODE OF CONDUCT

For Students

Students at Columbia College are expected to show respect for the rights of other students, in particular the right to study and learn. Any behaviour in a classroom that interferes with the instructor's ability to conduct the class will be treated as disruptive; the penalties for disruptive behaviour are set out in the College Calendar, and include suspension and even expulsion from the College. In general students are expected to be attentive and courteous during class and lab time, to complete assigned work and to accept responsibility for their own achievement. In particular:

1. students will aim to arrive at all classes early so as to be ready when the class begins – this means taking a seat and getting out paper, pens, necessary texts and so on before the class starts.
2. students will not expect to leave the class before the instructor has finished. On those rare occasions when a student must leave a class early he/she should seek the permission of the instructor before the class starts. If a student must excuse himself/herself during a class the student should request permission and leave as quietly as possible.
3. cellphones, pagers and beepers will be turned **off** during classes, not simply switched to “vibrate” mode. Students should never consult their phones, etc, during a class. The only electronic devices that may be used during a class are electronic calculators, electronic dictionaries, and laptops/tablets that are being used to source course material such as e-texts, and these devices may only be used in class **if the instructor gives his/her explicit permission.**
4. students will not talk while the instructor is talking.
5. students will speak respectfully when asking a question or answering a question posed by the instructor.
6. students may not eat or drink during classes unless the instructor indicates that this is acceptable in his/her class

For Instructors

Instructors at Columbia College are expected to take responsibility for their classes, which means enforcing the Classroom Code of Conduct for students set out above. Instructors are also expected to remember that students should be treated respectfully at all times, remembering that Columbia College's student body is drawn from a variety of cultures and that concepts of “politeness” and “respectful behaviour” vary greatly from one culture to another. Instructors should not resort to sarcasm and should not make jokes at a student's expense. If a student's behaviour is not acceptable then he/she should be so informed directly but not confrontationally. Instructors are expected to:

1. arrive at all classes on time. Students should not be given time “to settle”. Most Columbia College classes start on the hour, and instructors should set an example to students by arriving and starting on time.
2. be prepared for class when they arrive – time should not be taken out of the class for photocopying, etc.
3. turn off cellphones, pagers and beepers while in class.
4. finish all classes on time. Classes at Columbia usually finish five minutes before the hour – going beyond this is likely to make students late for their next class, and this is unfair to both students and colleagues.

5. dress professionally in presentable attire.
6. notify administration before making any changes to schedule or room assignments, including class cancellations.

** Bullying - a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance.*

*** Harassment - any unwelcome or unwanted act or comment that is hurtful, degrading or humiliating to another person.*

**** Intimidation - the act of instilling fear in someone as a means of controlling that person.*

Columbia College acknowledges the following sources consulted in preparing this document:

“Safe, Caring and Orderly Schools. A Guide”. BC Ministry of Education, November 2008.

“Developing and Reviewing Codes of Conduct: A Companion”. BC Ministry of Education, August 2007.

“Safe and Orderly Schools. A Guide”. BC Ministry of Education, March 2004.