

III. REOC STUDENT CODE OF CONDUCT

The REOC requires each student to conduct him or herself in such a manner as to uphold the good name of the REOC and that of his/her fellow students. Each student, in his/her relationships with other students, faculty, staff and/or administrators, shall respect the rights and privileges of the other party and act accordingly.

Students who violate the REOC Code of Conduct and who fail to comply with directions of REOC officials acting in the performance of their duties to comply may be suspended and/or terminated.

Examples of non-compliance Student Code of Conduct includes (but may not be limited to):

- Dressing inappropriately
- Violation of Electronic Device policy

- Engaging in language or gestures that are offensive Use and smell of non-prescription medication (i.e., marijuana, etc.)

IV. RELATIONSHIPS

It is inappropriate for EOC students to develop personal relationships with EOC employees. Personal relationships include relationships that consist of interactions not related to the learning activities at the EOC. Intimate relationships are personal and therefore unacceptable. All relationships should be professional in nature. Transporting students in employee vehicles is unacceptable. Touching and hugging students is discouraged because this may lead to unacceptable future behavior and may be misinterpreted by either of the two parties. It is generally not acceptable for EOC employees to share intimate details of their lives with students. This changes the roles from “teacher/staff – student” to “friend – friend.”

V. ZERO TOLERANCE POLICY

Any student engaging in any of the following behaviors while he/she is attending classes or representing REOC at an off-site location or function will be terminated from the Center immediately and will not be allowed re-entry into REOC. REOC enforces a ZERO TOLERANCE policy for REOC owned or controlled property, at events, clinical/internship sites, or at a REOC sponsored or supervised function including:

- A. Possession, display or use of alcohol.
- B. Possession, display or use of drugs and/or illegal substances.
- C. Possession, display or use of weapons or firearms.
- D. Unprofessional conduct as indicated by gambling, the use of profanity, verbal and/or physical abuse, bullying, harassment, stalking/intimidation, or other indirect/direct threats, by any student to another student, faculty, staff, or REOC guest.
- E. Use of Internet sites that REOC administration considers pornographic, unlawful or otherwise inappropriate for an educational setting.
- F. Dishonesty, such as cheating or plagiarism, in any academic instance.
- G. Knowingly falsifying information to the REOC activities or classes, such as forgery, alteration, or misuse of REOC documents, records or identification.
- H. Obstruction or disruption of REOC activities or classes.
- I. Theft, defacing, damaging, or maliciously destroying any REOC property is prohibited.
- J. Unauthorized entry to, or use of, REOC facilities.
- K. Disorderly, lewd, indecent, or obscene conduct or expression on REOC-owned or controlled property or at a REOC sponsored or supervised function.

VI. SUSPENSION POLICY

A student may be suspended when he/she violates any portion of the REOC Student Code of Conduct and will be escorted from the premises immediately. Some violations are grounds for immediate termination from a program. The student must leave the REOC Center or REOC sponsored events and clinical/internship sites. Where appropriate, the school will also notify appropriate authorities (i.e., Rochester Police Department).

REOC Administration reserves the right to suspend a student based upon mitigating factors.

If suspended, the student's daily attendance record reflects his/her absence from class. The Dean/Executive Director or designee reviews all student suspensions and has the right to terminate a student from his/her program and/or his/her right to return to the REOC in the future.

A. Suspension Guidelines

1. The student should understand the reason for the suspension.
2. The REOC employee who suspends a student must complete the REOC Student Suspension Form indicating:
 - a. Why the student is suspended;
 - b. Recommendation for program dismissal (if applicable).
3. The suspended student can receive a copy of the REOC Student Suspension Form at the time of suspension.
4. The REOC employee will submit a written report on the suspension details to the Dean/Executive Director or the Director of Academic Affairs within 24 hours (excluding weekends and holidays) of the suspension.
5. Within 24 hours prior to returning to class, the suspended student **MUST** contact the Dean/Executive Director or the Director of Academic Affairs to review classroom rules, regulations and expectations.
6. As a result of the incident, the student may be dismissed/terminated from the program immediately. If this is the case, the Dean/Executive Director or the Director of Academic Affairs will discuss the situation with the student and determine the final outcome.

VII. DISMISSAL/TERMINATION POLICY

During a term, a student may also be dismissed/ terminated from his/her program for the following reasons:

- Unsatisfactory attendance.
- Unsatisfactory completion of class work or homework assignments.
- Unsatisfactory academic progress.
- Disruptive behavior in the classroom.
- Disruptive/inappropriate behavior in any REOC owned property.
- Disruptive/inappropriate behavior or actions while representing REOC at an off-site function or at an event where the student is representing REOC.
- Unsafe or unsatisfactory conduct and/or inappropriate behavior in an internship site, clinical or practical setting.

If the student is in disagreement with dismissal/ termination from his/her program, he/she has the option to file a student appeal within 24 hours (excluding weekends and holidays) of the dismissal notification. **If the dismissal is the result of violating the Zero Tolerance Policy, the student may not appeal.**

VIII. STUDENT APPEALS (GRIEVANCE) POLICY

If a student disagrees with a decision made by an REOC official, the student can file a student appeal, **except if it is in violation of the Zero Tolerance policy**. The student must file the appeal within **24 hours** (excluding weekends and holidays) of the occurrence for which he/she is appealing. A student who wishes to file an appeal should contact his or her program counselor.

The following steps are followed for a student appeal:

- A. The REOC Student Appeal Form will be completed by the student and submitted to the Chairperson of the Student Appeals Committee within **24 hours** (excluding weekends and holidays) of appealed situation (i.e., drop or dismissal).
- B. The Chairperson of the Student Appeals Committee (or designee) will set up the Student Appeals Hearing. The hearing will include members of the Student Appeals Committee, a program (department) representative and the student.
- C. This committee will review any information provided by the student or department prior to the hearing.
- D. During the hearing, the student and department representative will have an opportunity to discuss the incident and the reason for the appeal.
- E. The student, department representative or Student Appeals Committee members may ask questions for clarification.
- F. The student and the department representative will be excused when the Student Appeals Committee has collected enough information.
- G. The Student Appeals Committee will discuss information gathered at the hearing and forward their recommendations to the Dean/Executive Director within **24 hours** (excluding weekends and holidays).
- H. The Dean/Executive Director will review the committee's appeal summary/recommendations and will make the final determination on the appeal. The Dean/Executive Director will inform the student, the department representative, and the Student Appeals Committee Chairperson of the final decision in writing, within **48 hours** (excluding weekends and holidays).

Please Note:

Tele-Hearing: Student grievances may be held via Zoom. Hearings will be audio taped as a matter of record.

IX. READMISSION POLICY

Upon completion of an REOC academic or career and technical program, each student is expected to obtain employment or further his/her education. Once a student completes an REOC program, the student is not allowed re-entry into that same program.

If a student has completed an academic program, the student may talk to his/her instructor for possible referral to a REOC career and technical program. This additional training is available to support REOC's mission of upward mobility for students. Employment in the field of training is expected upon completion of REOC programs. A minimum of one year employment is required before a student will be considered for additional REOC training.

If a student is dropped or withdraws from his/her program, the student must contact the Admissions Office to seek possible re-admission. Re-admission is based on both seat availability within the program and a student's REOC enrollment history. There is no guarantee that a student will be re-admitted to a program.

IMPORTANT NOTICE: If a student has been dismissed/terminated from his/her program, has been in violation of the REOC Student Code of Conduct (or the REOC Building Rules and Regulations), the

student will NOT be re-admitted into REOC without a written request from the student, and prior approval from the Dean/Executive Director or the REOC Director of Academic Affairs.

TIPS FOR REOC STUDENT SUCCESS

Survive in Class:

- Attend the entire class every day.
- Respect yourself and others and be courteous.
- Do not loiter in the halls or rest rooms.
- Exercise self-control.
- Use acceptable language at all times (no name calling, insults or profanity).
- Be a good listener.
- Think before you speak or act.
- Develop a positive attitude.
- Take schoolwork seriously to finish your program.
- Turn off or silence your cell phone.

Develop Good Study Habits:

- Take notes. Review them and rewrite them.
- Study at least 10-15 minutes every day for every hour spent in class.
- Form study groups and do not skip classes.
- When studying/completing assignments at home, do not allow distractions (phone calls, visits, etc.).

Get Along With Your Teachers and Counselor:

- Get to know your teachers and counselor.
- Make an appointment to get extra help from teachers.
- Get assignments from teachers or classmates when absent.
- Before complaining, think about what you may be doing that may need to be improved.
- Contact your teachers when you must be absent and find out what assignments you must do.
- Talk to your counselor for help with problems.

Organize Your Life Outside of School:

- Budget your time and money.
- Try to arrange outside appointments after school hours.
- Disassociate yourselves from people with negative attitudes, anti-social behavior and who do not want you to succeed.
- Get proper rest; eat healthy and smart.
- Remember your goals and work toward them.
- Make new friends.