

## **IH Career College Student Dismissal Policy**

Should a situation arise where a student's enrolment at the school is felt to be detrimental or damaging to the other students or staff members, or to the atmosphere or safety of the school, the student may be dismissed from the school.

Any of the following will result in immediate dismissal without a written warning letter given

1. Sexual assault or Harassment
2. Physical assault or other violent acts committed either on campus or off campus against any other student or member of staff.
3. Vandalism of school property
4. Verbal abuse or threats
5. Theft

The following infraction will result in dismissal with 1 prior warning letter given:

1. Smoking in non-designated smoking areas
2. Consuming food and/or drinks at a computer or in the computer lab
3. Abuse of alcohol and/or narcotics on campus
4. Disruptive or offensive classroom behavior
5. Making inappropriate remarks concerning one's ethnicity, race, religion or sexual orientation
6. Any manner of recruitment or attempted recruitment without prior knowledge of the School Director
7. Damage to school's or staff equipment resulting from careless or inappropriate use
8. Intentional dissemination of falsehoods or erroneous information that causes damage to the reputation of International House, it's staff or students

The following infraction will result in dismissal with 2 prior warning letter given:

1. Absenteeism (Defined as being absent more than 3 times per week without prior notice being given)
2. Tardiness (Defined as being absent more than 3 times per week without prior notice being given)
3. Shouting in common areas or other disruptive or offensive behavior
4. Unauthorized use of school equipment
5. Consistent use of native language in class or common areas of the school
6. Plagiarism.
7. Non-completion within the given time frame (see student contract)