

STUDENT CONDUCT CODE

The student conduct policy sets behavioral standards for Casa Loma College students and defines the relationship between the College and its students. It affirms values essential to promoting individual intellectual and personal development and for creating an effective learning community. Casa Loma College expects students to conduct themselves in a responsible manner that is respectful of the rights, well-being and property of all members of the College community and that supports the college's educational mission.

One of the primary purposes for this publication is to set forth the minimal requirements for student conduct while on and off the campus of Casa Loma College or in association with any event acknowledged by Casa Loma College. All Casa Loma College students, regardless of their location in attending classes, are required to be conscious of and abide by the policies and procedures outlined below. Please read this information carefully as you will find actions on your part which Casa Loma College has determined to be conduct detrimental to yourself and possibly the College as a whole. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Chief Executive Officer shall make the final determination.

Prohibited Conduct

1. Academic Dishonesty—cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.
2. Cheating includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests or examinations, the use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments, or the acquisition, without permission, of tests or other academic materials belonging to a member of the College faculty or staff. (see section on Academic Integrity)
3. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
4. Alcoholic Beverages and Illegal Substances—Using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or illegal substances on or off College property or clinical affiliation sites.

5. Assault or Battery- Assault or battery, abuse or any threat of force or violence directed toward any member of the College, students or campus visitors.
6. Bullying/Cyber bullying- repeated and aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.
7. Children - are not to accompany students to classes unless special instructor permission is given and they are not to be left unattended.
8. Destruction/misuse of property- a. Destroying, defacing, tampering with, materially altering or otherwise damaging property not one's own. This includes but is not limited to doors, windows, elevators, restroom equipment, vending machines, computer equipment, classroom/laboratory equipment, etc. b. Creating a condition that endangers or threatens property not one's own.
9. Discrimination- Any act or failure to act that is based upon an individual or group's actual or perceived status that is sufficiently severe that it limits or denies the ability to participate in or benefit from Casa Loma College's educational program or activities.
10. Disruptive Activity—Participating in or the promoting of disruptive activity that interferes with teaching, College events and activities, or disciplinary proceedings, interfering with teaching, changing the atmosphere of the classroom or preventing learning from taking place, obstructing or misusing College systems or services.
11. Drinking or eating within the skills lab, library or classrooms in which computers are utilized.
12. Endangering - the mental or physical health or safety of a person, subjecting a person to public humiliation or ridicule.
13. Facilities Misuse—Using College facilities, supplies, vehicles, telephones or other materials or service without authorization
14. False Information— Knowingly distorting or altering the truth for personal (or student organization) gain or favor, including but not limited to: falsification of admissions application, possessing false identification, or falsification of documents provided to university faculty or staff
15. Family or friends of students –family or friends are not permitted in the teaching areas unless authorized by College personnel.
16. Fire safety- a. Tampering with, or misuse of, fire alarms and/or firefighting equipment, including but not limited to: fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, or other safety devices. b. Possession of flammable items, including but not limited to: candles, incense, or other items which maintain a purpose of being used in a flammable way. c. Arson. Causing a fire or explosion, or unauthorized use of any potential incendiary device / equipment.
17. Financial Responsibilities-Failure to promptly meet financial responsibilities to the institution, including but not limited to; knowingly passing a worthless check or money

order in payment to the institution or to an official acting or to an official acting in an official capacity.

18. Gambling— Gaming or betting for money or other possessions
19. Gender/sexual harassment- a. Sexual harassment, sexual misconduct, sexual exploitation, stalking, intimate partner violence, domestic violence, and/or dating violence. b. Other non-consensual sexual acts include, but are not limited to: i. physically restraining or detaining a person while another performs sexual contact or intercourse on themselves or with others. ii. Participating in or facilitating prostitution
20. Harassment- Harassment and Bias-Related Incidents: Conduct that creates or attempts to create an environment that a reasonable person would consider intimidating, hostile, abusive, or offensive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with performance. Harassment may extend further than the person harassed; it can involve anyone affected. Typically, harassment includes more than one act or event. However, a single serious incident can constitute harassment. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not be considered harassment under this policy. Bias-related incidents are behavior that constitutes an expression of hostility against person or property of another due to the targeted person's age, color, disability, ethnicity, gender, marital status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may contribute to creating an unsafe, negative, or unwelcome environment for the targeted person.
21. Harm to Persons: Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health and safety of any person; fighting, any attempt to cause injury or inflict pain, causing injury or inflicting pain, physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative unwanted physical contact. Intimidation, implied threats or acts that cause an unreasonable fear of harm in another.
22. Health, Safety or Security Endangerment—Initiating any false report, warning or threat of fire, or other emergency, failing to abide by any published or posted health, safety or security measures, tampering with fire safety equipment or parking vehicles so as to obstruct access to College buildings Conduct which threatens the health or safety of any person on campus or clinical affiliations.
23. Hostile Environment Caused by Sexual Harassment: A hostile environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the College's programs or activities.
24. Interference with the Student Grievance Process: Knowingly violating the terms of any disciplinary proceeding, including, but not limited to:

- a. Failure to comply with sanctions or failure to appear at a disciplinary meeting, conference or hearing when requested.
 - b. Falsification, distortion, or misrepresentation of information.
 - c. Disruption of or interference with disciplinary proceedings-Attempting to influence, harass or intimidate a victim, witness or member of the College's Grievance Committee prior to, during, and/or after a proceeding.
25. Littering: Littering; trash or household rubbish left in housing facilities, common areas, or locations not designed for waste disposal.
26. Obstruction of College Operations— Failure to comply with instructions of College officials acting in performance of their duties.
27. On-line Behavior – online behavior, such as harassment or intimidation, delivered by email, bog, web pages, social media networking sites and other similar entries. The College does not regularly seek out this information, but will take action if and when such information is brought to the attention of College officials.
28. Physical violence- Punching, slapping, kicking, or otherwise striking any person(s); and/or other conduct which threatens or endangers the health, safety, and/or welfare of any person.
29. Reasonable request- Failure to comply with a reasonable request of an official(s) carrying out assigned duties and responsibilities, including but not limited to a person instructing a class, an online faculty or librarian or a law enforcement officer
30. Recording privacy-Using electronic or other means to make an audio, video, or photographic record of any person in a location where there is a reasonable expectation of privacy, without the person's prior knowledge and written consent. The storing, sharing, and/or distributing of such unauthorized records by any means are prohibited.
31. Retaliation-Any intentional, adverse action taken by a responding individual or allied third party, against a participant or supporter of a participant in a grievance proceeding or other protected activity.
32. Sex-based Harassment- Sex-based harassment includes sexual harassment and gender-based harassment.
33. Sexual Harassment-Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
34. Sexual Assault: Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- a. Intentional touching of another person's intimate parts without that person's consent; or
 - b. Other intentional sexual contact with another person without that person's consent; or
 - c. Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
 - d. Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
35. Sexual Exploitation: Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include:
36. Recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- a. Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,
 - b. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
37. Sexual Misconduct: Sexual misconduct is a form of sexual harassment and includes sexual exploitation, sexual assault or other sexual violence, domestic violence, dating violence, and stalking. Many types of sexual misconduct may include nonconsensual sexual contact or sexual exploitation, but nonconsensual sexual contact and/or sexual exploitation are not a necessary component(s).
38. Stalking: Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress, and/or creates a hostile environment. Examples include acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking can be a form of sexual harassment. Stalking behavior includes, but is not limited to:
- a. Repeated, unwanted, intrusive, or frightening communications by phone, mail, text, email and/or social media;
 - b. Repeatedly leaving or sending complainant unwanted items, presents, or flowers;
 - c. Following or lying in wait for the complainant at places such as home, school, work, or recreation place;

- d. Making direct or indirect threats to harm the complainant, the complainant's children, relatives, friends, or pets;
 - e. Damaging or threatening to damage the complainant's property;
 - f. Posting information or spreading rumors about the complainant on the internet, in a Campus place, or by word of mouth; or
 - g. Unreasonably obtaining personal information about the complainant by accessing Campus records, using internet search services, hiring private investigators, going through the complainant's garbage, following the complainant, contacting complainant's friends, family work, or neighbors, etc.
39. Smoking (including e-cigarettes) is not allowed within 25 feet of the entrances or exits to the College building. Students must also abide by the smoking regulations at off-campus affiliated sites.
40. Theft of or Damage to Property—Stealing, embezzling or possessing stolen property, destroying, defacing, using graffiti, damaging or littering on College property.
41. Theft or other abuse of computer time, including but not limited to:
- a. unauthorized entry into a file to use, read or change the contents, or for any other purpose;
 - b. unauthorized transfer of a file;
 - c. unauthorized use of an individual's identification and password;
 - d. use of computing facilities to interfere with the work of a student, faculty member or College official;
 - e. use of computing facilities to interfere with operation of the College and other computing systems;
 - f. unauthorized use or copying of copyrighted software;
 - g. the installation or use of a program whose effect is to damage the media or files;
 - h. unauthorized use of computer time for personal, business or illegal purposes;
 - i. Unauthorized possession, duplication or use of keys to any College premises; or unauthorized entry to, occupancy of, or use of College premises.
42. Use of threats of violence against a faculty member, student, or any employee of the College
43. Violating any local, State, or Federal laws
44. Weapons—Possessing or using unauthorized firearms or other weapons on College controlled property. A weapon is broadly defined to include, but is not limited to, all firearms, dangerous knives, explosives, explosive fuels, dangerous chemicals, and fireworks.
45. Willful creation or distribution of anonymous documents, letters, phone calls, etc. containing libelous, slanderous, erroneous, or unfounded information that is disruptive to the mission, administration, students, and educational environment of the College.

46. Any other action which clearly is in violation of College policy and which adversely affects the educational mission of the College may be cause for disciplinary action.