

# **TAMCC Code of Conduct for Students**

## **Zero Tolerance Policy**

It is the policy of the College to maintain a learning and working environment that is free from violence, bullying, sexual harassment and explicit or subtle sexual overtures. Save in defense of one's person, it is further the policy of the College that violence against another constitutes abuse. Furthermore, it is the clear policy of the College that on the issue of violence and the carrying or storing of weapons within the precincts of the College, the College will be guided by and act in accordance with the Criminal Code and the Restriction of Offensive Weapons Act, respectively Chapters (CAP) 1 and 288 of the 2010 continuous revised Laws of Grenada.

The Code of Conduct for Students aims to protect the general student body from the minority of students who may behave anti-socially or cause damage to property. Your time at the T.A. Marryshow Community College should be fun, creative and productive. The objective of the code is to help in ensuring that there is a conducive, learning environment at the College, by defining a range of unacceptable behaviour, and setting out a procedure for formally dealing with such behaviour.

If a student is believed to have behaved in any of the prohibited ways listed or identified, then the College will conduct an investigation, and expeditiously come to a resolution. If the behaviour is found to be unacceptable, mediation may be the chosen method to deal with the matter. This might include payment for damage caused, which is not a fine but intended as restitution, apologizing to those affected, or reaching an agreement with those affected by the behaviour, and holding them a high standard of behaviour in the future. If a resolution is not possible, the procedure would move towards a formal disciplinary hearing.

If you are concerned about a possible breach of the Code, please contact either the Dean of your School, the Campus Director or the Director of Student Affairs.

## **UNACCEPTABLE TYPES OF CONDUCT**

The College recognizes the following three groups of behaviours as being unacceptable. Such forms of conduct will not be tolerated and the persons exhibiting such behaviours will be disciplined.

### **GROUP A: CRIMINAL MISCONDUCT**

1. Knowingly furnishing false information to the College;
2. Forgery, alteration, misuse or mutilation of College documents or being party to such an act;
3. Willful destruction of College property;
4. Aiding, abetting or inciting others in committing any act of criminal misconduct;
5. Theft;
6. The use of violence or the utterance of threats of violence against persons;
7. Possession of dangerous weapons;
8. Possession, use or distribution of illegal drugs.
9. Sexual harassment and assault;
10. The use of profane or abusive language;
11. Possession and distribution of pornographic materials including child pornography;
12. Other offences deemed criminal under the Laws of Grenada.

### **GROUP B: GENERAL MISCONDUCT**

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures or any other authorized activities on the College premises;
2. Gross repeated insolence to members of staff;
3. Bullying;
4. Failure to comply with the lawful verbal or written directions of any College official including Security Officer acting in the performance of his/her employment;
5. Braiding and Plaiting of hair outside of the designated places;
6. Smoking, gambling, playing cards and dominoes on the College premises;
7. Unwelcomed sexual behaviour on campus;

8. The use of cellular phones in formal settings such as the library, computer and other laboratories, class rooms, administrative offices and during lectures and student assemblies;
9. Possession, consumption or distribution of alcoholic beverages on the College premise;
10. Other misconduct deemed unacceptable by the Principal, Dean or Director of Student Affairs that may interfere with the teaching process or the mission of the College.

**GROUP C: ACADEMIC DISHONESTY**

1. Academic cheating includes attempts at, or accomplishment of any of the following:
  - a. Copying or obtaining information from another student's test/examination paper;
  - b. The use of unauthorized materials or equipment in the test/examination;
  - c. Conspiring or cooperating with any other person by giving or receiving information without authority during a test/examination;
  - d. Obtaining or causing any other person to obtain all or part of an un-administered test;
  - e. The substitution of one student for another, to take a test;
  - f. Submitting as one's own effort in the fulfillment of a course requirement, any research paper, term paper, project, report, essay, other written work, drawing, design painting or other art work which has been prepared totally or in part by another;
  - g. Any other deceptive means of securing a mark or grade in a course, which will be recorded as part of the course work of the student.
2. Plagiarism is the use of another person's work (whether or not copyrighted); the incorporation of that work in one's own work; and the submission of such work for credit without due acknowledgement. Any alleged instance of academic cheating or plagiarism shall be reported by the invigilator or Lecturer/Instructor, to the Dean. A written

report should be submitted to the Dean of the School, in which the student's programme of study is taken. The Dean shall determine what further courses of action are to be taken.

### **DEFINITIONS**

For the purpose of this Code or Policy, the following definitions shall have effect:

#### **VIOLENCE**

Violence is defined to include the use of force whether accompanied by the use of an instrument or weapon or not and whether resulting in physical harm or injury or not. It also includes verbal threats and abuse.

#### **BULLYING**

Bullying is defined as the intimidation of a weaker person or mistreatment of an individual who is in a more vulnerable situation than the person committing the act of bullying. Imposition of one's will on another include but is not limited to, disparaging comments and obscene language or even verbal aggression.

#### **SEXUAL HARASSMENT**

Sexual Harassment is defined as unwelcomed sexual advances, requests for sexual favours and or other verbal or physical conduct of a sexual nature which includes but not limited to:

1. Subtle pressure for sexual activity;
2. Unwelcomed physical touches;
3. Offensive sexual graffiti;
4. Repeated requests or pressure for dates;
5. Unwanted offensive contacts;
6. Disparaging sexual remarks about one's gender or sexual orientation;
7. Physical aggression such as pinching or patting;
8. Obscene gestures.

#### ***What to do if you feel you are being Sexually Harassed***

Exercise your right to study or work in an environment that is free from harassment by taking the following actions:

1. Let the offender know that the harassing behaviour is unwelcome and you want it to stop. You may convey this by phone or writing or face to face if you can do so in calm, firm, manner. If you choose to write, be sure to keep a copy with the date of delivery.
2. Keep a written record of the behaviour. Describe the incidents with time, places, dates and witnesses if any.
3. If the behaviour does not stop, you should ask for help from the Director of Student Affairs, Dean of the School or Counselor.

### **SANCTIONS FOR CODE OF CONDUCT VIOLATIONS**

The following is a list of the sanctions which the College may apply in responding to breaches of the Code of Conduct for the students. A Dean in consultation with the Director of Student Affairs may recommend to the Principal to impose sanctions No. 1 to 7. Any case, however, that is referred to the Council may exercise sanctions 8 to 9.

1. Reprimand
  - Oral or written disapproval issued to the student.
2. Restrictions
  - Exclusion from enjoying or participating in social activities, or from holding office in College clubs or organizations.
  - Exclusion from the campus and/or any campus building.
3. Restitution
  - Reimbursement for damage or misappropriation of property; this may take the form of appropriate service or other compensation.
4. Community Service
  - Assignment to work a specific number of hours at or through a community service agency.

5. Additional Sanctioning Options
  - Other appropriate sanctions may be utilized, as agreed to by the parties to a case and administered by the Dean.
6. Disciplinary Probation
  - Notice to the students that any further major disciplinary violations may result in suspension; this action might also include, but not be limited to, the following; the setting of restrictions on social activities, the issuing of reprimand, restitution, and/or community service.
7. Suspension
  - Temporary severance of a student's relationship with the College.
8. Probated Expulsion
  - Further violations of major offenses, as specified by the Board or Court, shall result in expulsion.
9. Expulsion
  - Permanent severance of student's relationship with the College.