

Student Dismissal and Code of Conduct Policy for *inlingua Victoria College of Languages*.

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Student Dismissal and Code of Conduct Policy Purpose

This policy outlines the expected standards of behavior for all students enrolled at *inlingua Victoria College of Languages* ("inlingua Victoria"), including those participating in work experience placements. All students are required to comply with this Code of Conduct throughout their studies. Questions or requests for clarification should be directed to the Director of Operations.

Code of Conduct

While attending inlingua Victoria or participating in any school-related activity, students must adhere to the following expectations:

- Comply with all inlingua Victoria policies, including the **Attendance Policy**.
- Treat all fellow students, staff, and faculty with respect and refrain from engaging in any physically aggressive, threatening, harassing, discriminatory, or otherwise inappropriate behavior.
- Speak **English only** while inside the school premises.
- Maintain a **minimum class attendance rate of 80%**.
- Be punctual for **at least 80% of classes**.
- Complete and submit assigned homework.
- Respect and follow both **school rules** and **homestay family guidelines**.
- Refrain from stealing, misusing, damaging, or defacing school property.
- Abstain from the use, possession, or distribution of alcohol, controlled substances, or restricted drugs.

- Abide by all applicable laws under the **Canadian Criminal Code** and relevant provincial or municipal legislation.

This list is not exhaustive and is provided to illustrate the types of behavior that may result in disciplinary action. Any violations of this Code may lead to disciplinary measures, up to and including immediate dismissal, as outlined below and in the *Student Policies and Information Handbook* (Sections 3.12 and 3.13).

Student Misconduct and Dismissal Procedure

1. Initial Resolution Attempt

When a concern arises, students are encouraged to address the issue directly with the individual involved. If unresolved, the student must submit the concern in writing to the **Academic Manager**.

2. Meeting with Academic Manager

Upon receipt of the written concern, the Academic Manager will meet with the student to discuss the issue within **five (5) school days**.

3. Investigation

The Academic Manager will conduct an appropriate investigation, which may include further discussions with the student and relevant inlingua personnel.

4. Written Communication

All communication related to the complaint must be in writing (email)

5. Response

A written response will be provided to all involved parties within **ten (10) school days** of receiving the student's written concern:

- If the concern is **not substantiated**, a written explanation will be issued.
- If the concern is **substantiated in full or in part**, a proposed resolution will be provided. The student will have **five (5) school days** to appeal the decision.

All documentation, including the decision and supporting materials, will be placed in the student's file .

6. **Appeal Process**

If the student wishes to appeal, they must notify the Academic Manager within **five (5) school days**. The matter will be referred to the **Executive Director**.

7. **Executive Review**

The Executive Director will review the case and, if needed, meet with the student within **five (5) school days** of receiving the appeal.

8. **Final Decision**

A final written decision will be issued by the Executive Director within **five (5) school days** following the meeting or receipt of the appeal. This decision is final, and the internal dispute resolution process will be considered complete.

9. **Timeline**

Written reasons for the final determination will be provided within **forty-five (45) days** from the date the initial complaint was filed.

10. **Representation**

Students may be represented by an **authorized agent or legal counsel** throughout the process.

11. **External Complaints**

If a student believes they have been misled by inlingua Victoria regarding any aspect of the institution or its operations, they may file a complaint with:

- **Private Training Institutions Branch (PTIB)** (for approved programs):
<https://www.privatetraininginstitutions.gov.bc.ca/students>
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