



## Dismissal Policy

Students at EC Vancouver must adhere to the Code of Conduct and Language Use Policy as stated in the Student Enrolment Contract and hereunder:

### **EC Code of Conduct**

EC is committed to promoting a learning environment that reflects the values of respect, dignity, honesty, integrity, tolerance, equality, and diversity. We expect students enrolled at EC to behave in a mature, respectful, and cooperative manner at all times. Teachers, administrative staff, and students all contribute to creating a positive learning environment in the classroom and on campus. Students must:

- respect EC staff, teachers, fellow students, and their property
- behave in a responsible manner
- avoid language or actions that might harm or damage another person at school
- avoid actions that might damage the school environment or break Canadian laws
- identify themselves when asked by an EC staff member
- attend class regularly in accordance with the EC Attendance Policy
- arrive in class on time in accordance with the EC On-Time Arrival Policy
- complete assigned homework on time
- help create a productive learning environment in the school and during class (no cell phones)

### **Language Use Policy**

Students enrolled in any of EC's English language programs must speak English in classrooms and hallways, the office, the Student Resource Centre, and student lounges.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive.

Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from EC Vancouver. The refund policy remains applicable for dismissed students.

## Dismissal Procedure

If a student violates the EC Code of Conduct or the Language Use Policy, they may be subject to the disciplinary procedure outlined as follows.

1. A verbal warning by a member of staff.
2. A first written warning by email. The parents (in case of a minor) and the agency (if applicable) where the student booked will be informed.
3. A second written warning by email and a meeting with the Director of Studies or the Operations Manager. The parents (in case of a minor) and the agency (if applicable) where the student booked will be informed.
4. A final written warning and a meeting with the Centre Director. The parents (in case of a minor) and the agency (if applicable) where the student booked will be informed.
5. EC dismisses the student. The parents (in case of a minor) and the agency (if applicable) where the student booked will be informed. If a refund is due to the student, EC Vancouver will ensure that a refund as per our Refund Policy is forwarded to the student within 30 days of the dismissal.

EC reserves the right to skip the first 4 steps above and dismiss a student with immediate effect in case the student poses a danger to others or breaks Canadian law.

***Last reviewed: June 2023***

***Reviewer: Martha Delgadillo, Centre Director, EC Vancouver***