



CODE OF CONDUCT POLICY

All students are expected to conduct themselves in a professional manner and abide by school rules, policies and procedures. A student found to have committed violations of the school's policy will be subject to a range of penalties up to and including termination and legal prosecution at the discretion of the administration.

Violations – Prohibited Conduct

The Code of Conduct applies to behavior that affects the school community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations when the actions in question adversely affect the school community and/or pursuit of its objectives.

Any student found to have engaged in misconduct, including but not limited to the following types of misconduct, may be subject to disciplinary sanctions:

- Assigned area violations such as: not signed out for breaks or clocked out for lunch, outside of the institute building- not clocked out, sitting in the hallways, excessive use of restrooms for recreational purposes.
- Property misuses, including defacing or destroying property.
- Client service violations, such as student intentionally not following the educator's directive and or required checkpoints.
- Unprofessional behavior.
- Use of profanity.
- Not being prepared for scheduled classroom or clinic activities.
- Any disruptive behaviors interrupting or preventing the regular operation of the school or the education of other students.
- Improper documentation of manual sign in times.
- Cheating (including plagiarism)
- Stealing / theft -Major Standard Violation
- Falsifying or forging any school document, record, or instrument of identification (for example: signing someone else in/out for daily hours) or otherwise furnishing false information to the school or a governmental or accrediting agency.
- Committing fraud.
- Exhibiting violence, threats, abusing and/or causing physical harm to others -Major Standard Violation
- Insubordination, or inappropriate or abusive language toward any school staff, faculty, or students -Major Standard Violation
- Hazing, bully, or cyberbullying, whether it be a single incident or a series of incidents -Major Standard Violation
- Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer access.

Abuse of computer time, including but not limited to:

- Unauthorized entry into a file, to use, read or change contents, or for any other purpose,
- Unauthorized transfer of a file,
- Unauthorized use of another individual's identification and password,
- Use of computing facilities to interfere with work of another student, faculty member or school official,
- Use of computing facilities to send obscene or abusive messages,
- Use of computing facilities to interfere with normal operation of the school computing system, or
- Introduction, reproduction and/or promulgation of any computer virus
- Use, possession, or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor's order, and the school, or being under the influence of such substances.

- Use, possession, or distribution of alcoholic beverages, except as expressly permitted by law and the school, or public intoxication.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
- Harassment or Discrimination: unlawful harassment or discrimination based on race, religion, color, sex, gender, gender identity or expression, age, national origin, disability, veteran status or any other characteristic or condition protected by federal, state or local law. Prohibited conduct examples include inappropriate remarks, jokes, posters or cartoons, any unwelcome touching or physical contact, slurs, derogatory remarks and/or stereotypes. The school's complete Title IX Policy is in the Course catalog / Student manual and can be found on the school's website- [Title IX Policy — Brown Aveda Institute](#)
- Violation of published school policies, procedures, rules, or regulations; and Violation of local, state, or federal laws.

Written Appeals

Student may appeal a school decision to the Review Board. A student may initiate an appeal within fourteen (14) days of receipt of the school's decision.

The results of the appeal to the Review Board shall be final.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record for one or more of the following purposes:

1. To determine whether the decision reached regarding the student was based on reasonable evidence; that is, without substituting its judgment for, the Review Board shall consider whether the facts in the case were reasonably sufficient to establish that it was more likely than not that a violation of the Code of Conduct did or did not occur.
2. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the student was found to have committed.
3. To consider new evidence sufficient to alter the decision or sanction which was not previously considered because such evidence was not known or available.

The student is required to submit a written appeal to the Review Board, which includes the following:

- A full description of the student's basis for appeal;
- A statement of the remedy the student is seeking; and
- Any supporting documentation.

Written appeals can be submitted in-person, via mail or email at bbader@brownaveda.com

Anytime during the student's program, the violation of a major standard such as: stealing, committing violence/ physical harm to others, insubordination, hazing, bullying will result in suspension pending review of this alleged violation. Depending on the outcome of this investigation, if a student is terminated from a program for this, they will not be considered for re-entry into the same program or any alternative program. In addition, student will not be permitted to enter the school campus for any reason without permission from the school, including to receive client services once they have been terminated.