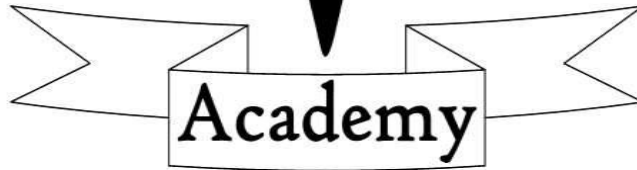


Barber Styling

**IV**



STANDARDS OF CONDUCT

# Code of Conduct

VH Academy expects its students and staff to conduct themselves as business professionals as they progress toward their goals of academic achievement and career success. VH Academy also expects its students to act responsibly in all areas of personal conduct when on School premises and to take full responsibility for their actions. Generally, VH Academy limits disciplinary action to conduct which adversely affects school community's pursuit of its educational objectives. Conduct subject to disciplinary action includes, but is not limited to, the following:

## 1. Unprofessional Conduct

- Dishonesty, including, but not limited to, forgery, knowingly furnishing false information to the school, and alteration and/or use of school documents, financial instruments, or identification cards with intent to defraud. Dishonesty involving academic integrity, including, but not limited to, cheating or plagiarism will not be tolerated.
- Disruption or obstruction of teaching, administration, disciplinary proceedings, or other school activities conducted by a VH Academy official.
- Disrespect of or insubordination to VH Academy personnel.
- Use of oral or written profanity.
- Physical and/or psychological abuse or the threat of such abuse of any person on VH Academy premises or at school activities. This includes "hazing," which is defined as initiation or discipline of fellow students by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals.
- Sexual harassment of other students, faculty, or staff.
- Breach of the peace on any VH Academy premises.
- Repeatedly contacting faculty or staff when the person contacted has indicated that a response is pending or requests not to be contacted.

## 2. Misuse of VH Academy Property

- Unauthorized use of, damage to, theft or seizure of any property or facilities of the VH Academy, or emergency equipment located within the boundary of VH Academy premises, or threat to do so, or refusal to depart from any property or facilities of the VH Academy upon direction by VH Academy officials or other persons authorized to represent the VH Academy.
- Littering, defacing, destroying, or damaging property of the VH Academy or property under its jurisdiction.
- Unauthorized entry into, presence in, or use of any VH Academy building or facility.
- Violation of the VH Academy computer use policy.
- Improper use of instructional materials, including damage to materials and failure to return materials when due.

### 3. Alcohol and Drug Violations

- Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized in the policies and guidelines of the VH Academy.
- Possession, use, sale, or distribution of any type of drugs for illegal purposes.
- Appearing at any VH Academy premises while intoxicated or while under the influence of an illegal substance.
- Violation of the VH Academy policy pertaining to smoking.

### 4. Criminal Activity and Violent or Dangerous Behavior

- Violation of any local, state, or federal law.
- Possession on VH Academy property or at any VH Academy activity of weapons, such as knives, firearms, or any dangerous chemical or explosive elements or their component parts.
- Physical detainment or restraint of another person or the removal of such person from any place where he is authorized to remain or to in any way obstruct the free movement of persons or vehicles on VH Academy premises or at VH Academy activities.
- Threatening of any member of the VH Academy community.
- Violation of VH Academy fire policies, e.g., tampering with fire protection apparatus or failure to comply with emergency evacuation procedures.
- Gambling or holding of a raffle or lottery on VH Academy premises.
- Participation in unauthorized and/or disorderly assembly or incitement of a riot.

### 5. Other Violations

- Violation of any other VH Academy rule or policy not contained in official VH Academy publications but announced as administrative edict by a VH Academy official or other person authorized by the VH Academy Administrator.
- Willful encouragement of others to commit any of the acts herein prohibited.

## Sanctions

The following sanctions may be imposed, separately or in conjunction with other sanctions:

1. Admonition: A written statement to a student that he/she is violating or has violated VH Academy rules and may be subject to more severe disciplinary action.
2. Disciplinary Probation: Exclusion from the privilege of participation in extracurricular activities of the VH Academy, including the holding of any office, for a period of time not exceeding one year from resolution.
3. Restitution: Required reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation.

4. Discretionary Sanctions: Sanctions that combine one or more of the listed sanctions or sanctions specific to a particular violation.
5. Interim Suspension: If, in the opinion of the VH Academy Administrator or designee, the presence of a student poses a serious threat to others, Administrator or designee may suspend the student immediately. If the student requests an appeal of the decision, a hearing shall be held at the earliest reasonable time.
6. Suspension: Exclusion from the VH Academy for a definite period.
7. Expulsion: Termination of student status with VH Academy for an indefinite, or permanent, period of time.

## **Unauthorized Electronic Distribution of Copyrighted Materials**

**What is the unauthorized electronic distribution of copyrighted materials and peer-to-peer file sharing?** The VH Academy prohibits students from using its computer systems and networks to violate copyright law. Copyright owners have the right to control, within certain limits, how their works are published, distributed, and sold, and the right to be paid for the use of a work. Unless a student is the copyright holder or has express permission to share someone else's copyrighted works, the distribution of copyrighted works to the Internet to share via a peer-to-peer network is almost certainly violating another person's copyrights.

Peer-to-peer file sharing occurs when individuals store files on their computers and enable their computers as servers so that others may download the files. The VH Academy strictly forbids peer-to-peer file sharing applications or any application used to violate copyrights or any federal or state law. Violations include copying or distributing copyrighted media such as songs, movies, software, video games, text and pictures, without authorization from the copyright owner.

### **Proper Use of VH Academy Networks and Computers**

VH Academy's networks and computers may only be used for educational-related objectives of the Academy. VH Academy networks and computers may not be used to operate file sharing programs, including peer-to-peer file sharing applications for the illegal downloading of copyrighted materials.

Use of file sharing applications can harm student users and the VH Academy. A student who runs a file sharing application may be inadvertently sharing personal information, such as e-mail messages and credit card information. In addition, virus writers often target file sharing applications. Finally, file sharing programs may disrupt Internet access and performance of programs used for academic work on VH Academy networks.

### **Legal Alternatives to Unauthorized Distribution of Copyrighted Materials**

There are many legal alternatives for obtaining music and video on the Internet. The Recording Industry Association of America (RIAA) provides students with a list of legal alternatives for listening to or downloading music

([http://www.riaa.com/toolsforparents.php?content\\_selector=legal-music-services](http://www.riaa.com/toolsforparents.php?content_selector=legal-music-services)). The Motion Picture Association of America (MPAA) also maintains a growing list of legal alternatives to accessing videos at <http://www.mpaa.org/contentprotection/getmovies-tv-shows>.

## **VH Academy Procedures to Prevent and Remedy Distribution of Copyrighted Materials**

All use of VH Academy networks and computers, including e-mail accounts, may be monitored by the VH Academy at any time without notice to identify and mitigate usage in violation of federal copyright laws, and for other purposes. Computers found to be engaging in peer-to-peer activity on VH Academy networks will be automatically blocked from accessing the network.

### **Disciplinary Action and Legal Penalties**

Violation of this policy may result in an immediate suspension or loss of computer or network privileges at the VH Academy and will also subject a student to disciplinary action, up to and including suspension or expulsion from the VH Academy. If appropriate, violations may also be reported to local or federal law enforcement agencies for prosecution.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject copyright infringers to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Disciplinary Procedures**

Any academic or administrative official, faculty member, or student may file a complaint with the VH Academy Administrator against any student for violations of VH Academy policies and procedures.

If a student poses a threat to any person on VH Academy premises, or through VH Academy online, is disruptive or uncontrollable, damages or threatens to damage any property, or some other serious behavioral issue exists, VH Academy Administrator or designee may immediately suspend the student and may have the student escorted from VH Academy premises, or removed from VH Academy online, in accordance with violation of VH Academy's applicable policy (s). If none of the above behaviors is involved, the following procedure will be followed:

**Level I (Warning)** – If a VH Academy Administrator observes, or is told by a Faculty member or staff member of, a violation of the Student Code of Conduct, the Administrator will immediately investigate the matter. If the Administrator finds that the Code of Conduct has been violated, the Administrator will issue a written admonition to the student. The student will have the opportunity to submit his or her response to the admonition. The student must put his or her

response in writing to the Administrator within five (5) business days of receiving the admonition. The admonition letter and student response will be kept in the student's campus record. Violations of a serious nature may proceed to Level II or Level III without a warning.

Level II – If a second violation of the Student Code of Conduct occurs by a student, the VH Academy Administrator will immediately investigate the matter. If the Administrator finds that the Code of Conduct has been violated, then the Administrator will issue a written admonition to the student. The student will have the opportunity to submit his or her response to the admonition. The student must put his or her response in writing to the Administrator within five (5) business days of receiving the admonition. The admonition letter and student response will be kept in the student's campus record.

Level III - If a third violation of the Code of Conduct is found, the VH Academy Administrator or designee will investigate for further action. The Administrator will provide written notice within ten (10) business days to the student that the matter has been referred to the Administrator, the section of the Code of Conduct the student has been charged with violating, and the sanction that will be imposed. The Administrator or designee, will also provide the student with the opportunity to appeal the decision. The student will have ten (10) business days to appeal the decision.

## **Suspension for Mental Instability or Violence**

Any campus leader may immediately remove a student from VH Academy campus if the student is a threat to him/herself, to VH Academy property, or to any other person on VH Academy premises. Only the VH Academy Administrator may immediately suspend a student if he/she has a good faith belief that the student poses a danger to any other person on VH Academy premises or to VH Academy property. Such a determination may occur if the student exhibits behavior including, but not limited to, extreme mental confusion or delusions, disruptive or disorderly conduct, threats of physical harm to individuals, damage or threats to damage any property, or any other violent or serious behavioral problems. In such situations, Office of Student Affairs personnel, in consultation with the legal department, may immediately bar the student from all VH Academy premises and activities and refer the student to mental health treatment resources.

A student suspended under or barred from campus under the above policy may submit a written appeal to the VH Academy Administrator within ten (10) business days of the decision. The VH Academy Administrator will evaluate the appeal and may request to interview the student, by telephone or in person, prior to making a decision. Such decision on appeal may include re-admission of the student on campus on the condition that the student submit evidence that that the student has been in a course of treatment with a licensed mental health provider and that the mental health provider or law enforcement believes that the student is no longer a danger or threat to him/herself or others.