

Regulatory Authority

Vancouver Davis College (VDC) is certified with the [Private Training Institutions Branch](http://www.privatetraininginstitutions.gov.bc.ca) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca

Statement of Student Rights

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities:

- You have the right to be treated fairly and respectfully by the institution.
- You have the right to a student enrolment contract that includes the following information:
 - amount of tuition and any additional fee for your program
 - refund policy
 - if your program includes a work experience component, the requirements to participate in the work experience and the geographic area where it will be provided
 - whether the program was approved by PTIB or does not require approval.
- You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.
- You have the right to make a claim to PTIB for a tuition refund if:
 - your institution ceased to hold a certificate before you completed an approved program
 - you were misled about a significant aspect of your approved program.

You must file the claim within one year of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

Admission Policy

Vancouver Davis College admits qualified students without discrimination regarding race, colour, creed, national or ethnic origin, marital status, sexual orientation, age, or religion. Applicants must meet program prerequisites and have sufficient financial support for his/her study in Canada.

Before entering any kind of an agreement with the College, students are provided a copy of our current Student Manual for their review, which will include the following policies and detailed procedures for students to address issues arising from these policies:

- I. Tuition and Refund Policy
- II. Dispute Resolution/Grade Appeal Policy
- III. Dismissal Policy
- IV. Admissions Policy
- V. Withdrawal Policy
- VI. Attendance Policy
- VII. Program Outline
- VIII. Work Experience Policy
- IX. Language Proficiency Assessment Policy
- X. Credit Transfer and Articulation Policy
- XI. Respectful and Fair Treatment Policy
- XII. Sexual Misconduct Policy

Admission Procedures

All applicants participate in a comprehensive admissions procedure to determine their likelihood of being successful in the program of choice.

1. Inquiries are referred to the Student Advisor who communicates (by email/ face-to-face, social media, Skype or telephone) to confirm the suitability of the program and discuss career and employment opportunities and challenges. A thorough assessment is done through this process and students are provided a copy of the Student Manual, which includes all policies as required by PTIB.
2. Evidence of Admission Requirements is confirmed by the Admissions Coordinator or Registrar. Student credentials (e.g. transcript, proof of age, etc.) are placed in the student file.
3. Optional step: An interview with the instructor and/or trial lesson in the program of choice may be conducted.
4. After receiving evidence that the prospective student meets all the admission criteria, the Admissions Coordinator prepares the Letter of Acceptance and a Tuition Invoice. These are forwarded to the student for review.
5. The Admissions Coordinator prepares the Student Enrolment Contract.
6. The Admissions Coordinator and the student review the contract and the policies that will affect the student during his/her completion of the program of study.
7. If necessary, the prospective student meets with Marketing Director/Assistant to discuss and agree upon financial arrangements for payment of tuition and other fees.
8. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the Admissions Coordinator arranges for the prospective student to digitally sign the contract and it is signed by the authorized college representative. A copy of the signed contract is provided to the student and a copy is placed in the student file.

Tuition and Fees Policy

Fee payment

1. Fees must be paid on time as per the schedule stipulated in the Student Enrolment Contract. Vancouver Davis College will accept payment by certified cheque or money order, debit card, credit card, or electronic funds transfer.
2. A \$100.00 fee may be charged for cheques not honoured by the issuing bank.
3. A \$50.00 fee is charged for re-issuing Letters of Acceptance
4. A \$30.00 fee is charged for cancellations.
5. An administration fee of \$50.00 is charged on withdrawals.
6. Late payments will be subject to the following fee and discipline structures:
 - a. More than 3 days: \$50.00
 - b. More than 5 days: \$100.00
 - c. More than 10 days: may be barred from attending classes or examinations
7. In accordance with the Personal Information Protection Act, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Training Institutions Branch for the purposes of administering the Student Training Completion Fund. This information is collected by the Private Training Institutions Branch (PTIB) under the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of your personal information, visit the website at www.privatetraininginstitutions.gov.bc.ca
8. It is the student's responsibility to honour their financial obligations to the school as outlined in their student contract. Failure to do so may result in the student being barred from classes and examinations until all tuition payments are brought up-to-date.
9. If a student is having financial difficulty and is not able to fulfill the terms of the contract, s/he should make an appointment with the Finance Department to discuss the situation and consider options. The student is strongly encouraged to arrange to meet before actual default occurs. The Finance Department may need to consult with the senior management team to determine the most appropriate course of action in a particular case.

Refund Policy

A student may be entitled to a refund of tuition fees in the event that:

1. The student provides written notice to the institution that he or she is withdrawing from the program; or
2. The institution provides written notice to the student advising that the student has been dismissed from the program.
3. The written notice of withdrawal or dismissal may be delivered in any manner provided a receipt or other verification is available that indicates the date on which the notice is delivered.
4. The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
5. The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
6. If the institution has received fees exceeding the amount it is entitled to under the student contract, the excess amount must be refunded.
7. VDC reserves the right to cancel any program due to insufficient enrollment. Should this occur, 100% of the fees will be refunded.

Refunds before the program of study starts

1. If written notice of withdrawal is received by the institution not later than 7 days after the contract is signed, and before the commencement of the period of instruction specified in the contract, the institution will refund 100% of the total tuition and related fees due under the contract other than the application fee.
2. If the interval between the date the contract was signed and the start date of the program is less than 7 days, if written notice of withdrawal is received by the institution before the commencement of the period of instruction specified in the contract, the institution will refund 100% of the total tuition and fees due under the contract other than the application fee.
3. If written notice of withdrawal is received by the institution at least 30 before the later of: a) the program start date in the most recent Letter of Acceptance (international students) or b) the program start date in the enrolment contract, the institution may retain up to 10% of tuition, to a maximum of \$1,000.
4. Subject to Section 1(a) above, if written notice of withdrawal is received by the institution less than 30 days before later of: a) the program start date in the most recent Letter of Acceptance (international students) or b) the program start date in the enrolment contract, the institution may retain up to 20% of the total tuition only, due under the contract to a maximum of \$1300.

Refunds after the program of study starts

(Applies to all approved programs other than distance-education-only programs)

1. If written notice of withdrawal is received by the institution or a student is dismissed before up to and including 10% of the instruction hours specified in the contract have elapsed, the institution may retain 30% of the tuition due under the contract.
2. If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the instruction hours specified in the contract have elapsed, the institution may retain 50% of the tuition due under the contract.
3. If a student withdraws or is dismissed after 30% of the instruction hours specified in the contract have elapsed, no refund is required.
4. Where a student did not meet the college and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the college will refund all

tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.

5. Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.
6. Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge, the student must return the equipment unopened or as issued within 14 calendar days; and if the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.
7. Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.
8. Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out above.

International Students

1. An international student is a person who is not a Canadian citizen, permanent resident or who has been determined under the Immigration and Refugee Protection Act to be a Convention Refugee.
2. If an international student's Study Permit application has not been completed by the start date identified in the institution's Letter of Acceptance and the student so notifies the institution, at the request of the student, the institution may issue an additional Letter of Acceptance for a later start date. In such a circumstance, the institution may charge the student an additional \$50 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application.
3. Students denied a Study Permit must provide the institution with a copy of the denial letter prior to the program start date as set out in the institution's most recently issued Letter of Acceptance. Should a student fail to advise the institution, or choose to withdraw for other reasons, the refund policy set out above will apply. Refunds owed to students must be paid within 30 days of the institutions receiving a copy of the Study Permit denial letter.

Attendance Policy

Vancouver Davis College expects regular and punctual class attendance. Students are expected to attend every class session, in accordance with their contractual agreement. Student absences will be recorded from the first day the class meets. The student is responsible for maintaining their attendance according to the expectations of their program.

In case of absence, it is the student's responsibility to notify VDC before the start of classes on the day of absence. The student is also responsible for notifying any third party funder, if applicable, of the absence.

If a student needs urgent leave, he/she must provide a dated, written, notice of Urgent Leave to the Senior Education Administrator or Onsite Administrator. The course must be completed within its duration. Vancouver Davis College is not responsible for makeup classes.

Interruption of Studies

If for any reason a student interrupts their studies by being absent from scheduled classes for more than five (5) consecutive days or by missing a scheduled examination, they must meet

with the Senior Education Administrator or Onsite Administrator to obtain permission to resume classes. Non-attendance does not constitute notice of withdrawal. The College will consider only two reasons as valid for interruption of studies:

1. Medical Reasons - The student may be asked to provide a physician's note attesting to the illness and stating the dates that the student was required to be away from college.
2. Compassionate Reasons - The student must provide a letter explaining the circumstances surrounding the absence. A compassionate reason for absence must meet the definition "a suddenly-arising situation beyond the control of the student."

Re-admission will be considered on a case-by-case basis. Students must submit a written letter to the Campus Manager and Senior Educational Administrator or designee requesting re-admission. The student will be responsible for payment of all fees relating to college up to and including the date of termination in accordance with the Refund Policy. Students must be in good financial and academic standing in order to be re-admitted. Students may not be able to resume their program where they left. The student's scheduling and/or completion dates may also be changed as a result.

Attendance Warnings

Students whose absences exceed 10% of the total hours of the program of study will be warned in writing.

Students whose absences exceed 15% of the total hours of the program of study may be placed on probation and will be subject to conditions if they wish to continue study.

Students whose absences exceed 20% of the total hours of the program of study may be dismissed from the program.

VDC may place a student on probation should there be a regular routine of poor attendance, particularly where poor attendance is coupled with poor academic performance and/or failure to maintain course completion dates.

Dispute Resolution Policy

VDC is committed to providing an educational and work environment in which students may raise and resolve issues without fear of intimidation or retaliation and in a confidential and protected manner. The individual raising a concern must be prepared to appear and state the cause of their concern in person.

Procedure

1. This policy governs complaints from students respecting and any aspect of its operations.
2. Students will not be subject to any form of retaliation if filing a complaint.
3. All complaints must be made in writing.
4. The student must provide the written complaint to the On-site Administrator who is responsible for making determinations in respect of complaints. If the On-site Administrator is absent or is named in a complaint, the student must submit the complaint to the Senior Education Administrator.

What to Report:

- a. Students should report any situation or school conduct believed to violate an applicable law, regulation, government contract or grant requirement, or PTA policy.
- b. Students do not need to know the exact law or requirement or be certain a violation has or will occur. If one suspects something is wrong, the better course of action is always to report it.

- i. Examples include theft; abuses; discrimination or sexual harassment; misuse of school property or equipment; violation of safety rules; environmental abuse concerns; conflicts of interest; student/student or student/teacher compatibility; any issue that impedes the learning of material contained in the program, and intentional misuse of the school's network or computers.
5. The On-site Administrator of the school will receive written submissions, may call for verbal presentations by the party or parties concerned. The On-site Administrator may add school administrators, faculty members, advisory board members, or other knowledgeable persons to the hearing committee.
6. The determination regarding the complaint along with written reasons for the determination will be provided to the student within 45 days after the date on which the complaint was made.
7. Written reasons for the determination will be placed in school complaint administration file.
8. The student making the complaint may be represented by an agent or a lawyer.
9. If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutionsbranch.gov.bc.ca).
10. If a finding results in a written warning or other action being taken against any person, that written warning shall be placed in that person's student or personnel file.
11. If the finding results in a policy change for the school, an amendment to the policy and procedure handbook shall be made and updated at the next publication.

Grade Appeal Policy

1. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted, he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Educational Administrator.
3. The Senior Educational Administrator will obtain a copy of the assignment/test in question from the instructor and will have another instructor conduct a review.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. Once the re-assessment is complete, the Senior Educational Administrator will review the process and, once his/her review is complete, the grade will be considered final and cannot be appealed.

The decisions on the grade appeal will be provided to students by VDC within 30 school days.

Respectful and Fair Treatment Policy

Vancouver Davis College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students and expects students and prospective students to meet and adhere to a code of conduct while applying for and completing a program of study.

While on VDC premises or during activities or events hosted by VDC the following activities are prohibited:

1. Conduct which is determined to be detrimental or damaging to other students, staff members or the Institution.
2. Disruptive or offensive classroom behavior; bringing weapons of any kind (i.e. knives, guns) to school; bringing any alcohol or any prohibited mood altering substances to the institution; making inappropriate remarks concerning another student or staff's ethnicity, race, religion or sexual orientation and any other conduct which is determined to be detrimental or damaging to other students, staff members or the Institution.

3. Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:
 - a. Sexual assault.
 - b. Physical assault or other violent acts committed on or off campus against any student.
 - c. Verbal abuse or threats.
 - d. Vandalism of school property.
 - e. Theft.
4. Plagiarism, which is intellectual theft, occurs where an individual submits or presents the oral or written work of another person as his or her own. Plagiarism should not occur in submitted drafts or final works. A student who seeks assistance from a tutor or other scholastic aids must ensure that the work submitted is the student's own. Students are responsible for ensuring that any work submitted does not constitute plagiarism. Students who are in any doubt as to what constitutes plagiarism should consult their instructor before handing in any assignments.

If under any circumstances, a prohibited activity occurs, all incidents of suspected non-academic misconduct will be reported to the SEA, who will then bring the matter to the attention of the President of the college. The SEA will consider the allegations and may do any of the following:

1. Meet with the student suspected of the misconduct;
2. Conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated. Such inquiries or investigations shall be completed within 5 school days of the initial meeting with the student. After investigating, the SEA will do one of the following:
 - a. Determine that the concern(s) were not substantiated;
 - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
 - i. Give the student a warning setting out the consequences of further misconduct;
 - ii. Set a probationary period with appropriate conditions; or
 - iii. Recommend that the student be dismissed from the Institution.
3. The VDC SEA will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the institution's complaint file, and the original will be placed in the student file.
4. If the student is issued a warning or placed on probation, the SEA and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
5. If the recommendation is to dismiss the student, the President of the college will meet with the student to dismiss him/her from study at the school. President of the college will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.
6. If a refund is due to the student, the President of the college will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
7. If the student owes tuition or other fees to the school, the President of the college may undertake the collection of the amount owing.

Academic misconduct often results in a one-year suspension from the College and a notation of academic discipline on the student's record. However, disciplinary measures which may be imposed, singly or in combination, for academic misconduct include, but are not limited to the following:

1. a letter of reprimand
2. a failing grade or mark of zero on the assignment or in the course in which the academic misconduct occurred
3. suspension, cancellation of program
4. a notation of academic discipline on the student's record in the college student management system, which will appear on the student's Transcript of Academic Record

5. revocation of a diploma or other academic credentials dishonestly or improperly obtained.

The VDC SEA will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the SEA will meet with the student as soon as possible.

Following the meeting with the student, the SEA will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.

Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.

1. The SEA will meet with the student and Conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
2. After investigating, the SEA will do one of the following:
 - a. Determine that the concern(s) were not substantiated;
 - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
 - i. Give the student a warning setting out the consequences of further misconduct;
 - ii. Set a probationary period with appropriate conditions; or
 - iii. Recommend that the student be dismissed from the Institution.
3. The SEA will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the institution's complaint file, and the original will be placed in the student file. If the student is issued a warning or placed on probation, the SEA and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.

Sexual Misconduct Policy

Vancouver Davis College is committed to the prevention of and appropriate response to sexual misconduct.

Sexual misconduct is defined as an offensive attack on the security and dignity of an individual (whether verbal, written, physical, or graphic) that aggregates a hostile/intimidating and uncomfortable environment. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behavior includes but is not limited to the following: sexual assault; sexual exploitation; sexual harassment; stalking or attempting to make unwanted contact with another person, indecent exposure; voyeurism; the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video; the attempt to commit an act of sexual misconduct; and the threat to commit an act of sexual misconduct.

To prevent sexual misconduct, Vancouver Davis College properly screens every employee and student; assuring to its best ability and effort that there are no criminal records at hand or any reason causing suspicion or doubt of an individual's character. VDC places the safety and security of all stakeholders as a non-negotiable. Should such misconduct occur, VDC will take the necessary steps to alleviate and resolve the situation immediately.

A Complaint of sexual misconduct is different than a Report of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A Report is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.

Vancouver Davis College will deal with allegations of sexual misconduct in a procedurally fair, unbiased, and timely manner. The parties shall be advised of the allegations and responses of both the complainant and respondent and shall be accorded reasonable opportunity to provide comments in support or defense of their own positions. Both the complainant and respondent have a reasonable right to respond to any information gathered during the investigation that will be utilized in determining a finding of misconduct. For a complaint to be considered under this Policy, it must be submitted within six (6) months of the date of the last alleged incident of sexual misconduct. The President of Vancouver Davis College may consider an extension to file a complaint past the six (6) month limit, if reasonable grounds for such an extension exist in extenuating circumstances.

All information related to a complaint or report is confidential and will not be shared without the written consent of the parties, subject to the following exceptions:

- If an individual is at imminent risk of severe or life-threatening self-harm.
- If an individual is at imminent risk of harming another.
- There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
- Where reporting is required by law.
- Where it is necessary to ensure procedural fairness in an investigation or other response to a complaint or report.

Complaint Procedure

1. Any Vancouver Davis College student who feels he or she has experienced or witnessed sexual misconduct and is considering a complaint process is encouraged to discuss the matter with the VP Compliance (Dan Tidsbury) in person or by written statement or by leaving a message by phone or e-mail.
2. The VP Compliance will engage in a confidential discussion/consultation within 24 hours regarding the complainant's options, and provide the complainant with information and guidance regarding:
 - Whether the behavior(s) in question may fall within the definition(s) of sexual misconduct under this policy
 - Possible procedures and options available to the complainant under this policy
 - The formal report procedure if the complainant wishes to pursue a formal complaint
 - Available support for the complainant both on and off campus
3. The VP Compliance does not determine whether behaviors are sexual misconduct. The VP Compliance only confirms that behaviors as described by the complainant may constitute sexual misconduct. Only a formal investigation can determine whether sexual misconduct has taken place.
4. The Campus Manager will maintain confidentiality of this discussion. The complaint will not be pressed to file formal report if he or she is not willing to. However, if the complainant claims that the sexual misconduct involves violence, the VP Compliance must report the situation to either the President (Dr. John Han) or the Executive Vice-President (Winnie Zhang) at Vancouver Davis College who will investigate and may encourage the complainant to report the situation to the police.

Report Procedure

1. If the complainant wishes to pursue formal report, he or she must submit a formal written statement of complaint to the VP Compliance.

2. As soon as the formal written statement of complaint is received, the VP Compliance will report the incident to either the President or Executive Vice-President at Vancouver Davis College. The VP Compliance or a designated staff will initiate formal investigation in the meantime.
3. After completion of the investigation, the investigator will complete a written report, including a copy of the written complaint and findings of fact, and submit the report to either the President or Executive Vice-President at Vancouver Davis College. The report will state a positive or null finding of misconduct and may include recommendations for resolution of the complaint and/or for remedial or disciplinary action.
4. After reviewing the report of the investigator, either the President or Executive Vice-President at Vancouver Davis College will make final decisions on the findings of sexual misconduct and on appropriate actions in the circumstances within 7 (seven) working days.

Withdrawal Policy

If a student decides to withdraw from a program, s/he must provide a dated, written, notice of withdrawal to the Admissions department. Refunds are calculated per the VDC Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

An international student whose application for a study permit has been denied is entitled to a refund under Private Training Institutions Branch (PTIB) Bylaws, if a copy of the denial letter is provided to Vancouver Davis College prior to the program start date.

Dismissal Policy

Vancouver Davis College expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any (institution) program or activity.

The Code of Conduct

Expectations of Students:

1. Attend school in accordance with the Attendance Policy.
2. Treat all students and staff with respect.
3. Treat school property with respect.
4. Complete all assignments and examinations on the scheduled completion dates.
5. Avoid any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.
6. The institution forbids: disruptive or offensive classroom behavior; bringing weapons of any kind (i.e. knives, guns) to school; bringing any alcohol or any prohibited mood altering substances to the institution; making inappropriate remarks concerning another student or staff's ethnicity, race, religion or sexual orientation and any other conduct which is determined to be detrimental or damaging to other students, staff members or the institution.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

1. Sexual assault.
2. Physical assault or other violent acts committed on or off campus against any student.
3. Verbal abuse or threats.
4. Vandalism of school property.
5. Theft.

Concerns related to a student's conduct shall be referred to the DCV SEA to process in accordance with this policy.