

## **Policy #5101**

**Policy Title: Code of Conduct for SVHEC Student Community and Visitors**

**Responsible Oversight Director: Director, Student and Partner Advancement**

**Original Policy Creation Date: August 23, 2013**

**Date of Current Revision: February 2024.**

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### **A. PURPOSE**

The Southern Virginia Higher Education Center (SVHEC) is committed to maintaining a safe, civil, and respectful environment for SVHEC staff, SVHEC Educational Partner Staff, SVHEC partner-enrolled students, SVHEC Workforce Training program students, SVHEC Career Tech Academy students, and visitors. The following Student and Visitor Code of Conduct policy is provided as a guide. The SVHEC has the authority to bar individuals from the Center found to be in non-compliance with the Code of Conduct and other SVHEC policies.

This policy is not applicable to SVHEC and SVHEC Partner employees. Employees and partnering institutions of the SVHEC are subject to the Department of Human Resource Management Standards of Conduct ([https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1\\_60.pdf](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60.pdf)), and agency specific codes of conduct.

### **B. AUTHORITY**

Virginia Code [Section 23.1-3120 through 23.1-3124](#), as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
- 4. SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## C. DEFINITIONS

**SVHEC Student Community** – The SVHEC Student Community, by definition, includes but is not limited to, Students enrolled through SVHEC Educational Partner Institutions, SVHEC Customized Training students, SVHEC Workforce Training Program Students, SVHEC Career Tech Academy Students, SVHEC Testing and Assessment Center clients, SVHEC Volunteer Literacy Program student, and visitors.

**SVHEC Educational Partner**- an entity with whom the SVHEC has a relationship to provide higher education and/or workforce training programs on-site.

**Students enrolled through SVHEC Educational Partner Institutions** – students who are on-site at the SVHEC enrolled in on-site classes.

**SVHEC Customized Training students**- Students attending courses designed specifically for a group of individuals from an industry, usually attending as a group.

**SVHEC Workforce Training Program Student** - Individual who is enrolled in an SVHEC Workforce Training Program attending class on-site at the SVHEC.

**SVHEC Career Tech Academy Student** – An area high school student who attends classes for a portion of the day at the SVHEC.

**SVHEC Testing and Assessment Center Client**- Individual who has registered for testing or an assessment.

**SVHEC Volunteer Literacy Program Student**- Individual attending one-on-one tutoring sessions on-site at the SVHEC.

**Visitor**- Anyone utilizing SVHEC facilities or resources that is not included in any of the above categories.

**Complaint** - An informal claim by any student on-site at the SVHEC, student, or visitor, or by a third party against a member of the SVHEC community regarding alleged improper, unfair, arbitrary, or discriminatory treatment. A complaint may constitute a grievance, if the complaint is not mutually resolved and if the complaint falls within the definition of a grievance.

**Complaint/Grievance Process** - Process by which an SVHEC student or visitor, or a third party may make a complaint. If the complaint is not appropriate for informal resolution, the complainant may file a formal written complaint, using the SVHEC Complaint/Grievance form, and deliver to the Chief Finance and Operations Officer, or the Director of Student and Partner Advancement who will notify the appropriate parties involved. The CFOO or Director of Student and Partner Advancement will convene the SVHEC Complaint/Grievance Committee to review the formal written complaint/grievance submitted. The complaint/grievance process ends with the decision of the Complaint/Grievance Committee, after approval from the SVHEC Executive Director, which is final.

**Grievance** - A dispute or disagreement raised by any member of the SVHEC Student Community alleging improper, unfair, arbitrary, or discriminatory action by anyone. Informal complaints not mutually resolved may become grievance. If the complaint falls within the definition of a grievance. A formal written complaint is filed using the SVHEC Complaint/Grievance form, and the complainant follows the SVHEC Complaint/Grievance Process.

**SVHEC Complaint/Grievance Committee** - Group of individuals selected to review formal written complaints/grievances that could not be resolved through an informal review process or decisions that are being appealed. Membership of the SVHEC Complaint/Grievance Committee is made up of SVHEC staff.

#### **D. SCOPE**

This policy applies to the SVHEC Student Community, and any SVHEC visitor.

#### **E. POLICY STATEMENT**

All parties of the SVHEC Student Community are subject to the SVHEC Code of Conduct. In addition, SVHEC students enrolled through SVHEC Educational Partner Institutions must follow all policies of the partner institution with which they are enrolled. Career Tech Academy students must follow all policies of the respective high school they are enrolled in.

All students of the SVHEC Student Community are expected to comply with all SVHEC policies, rules, and regulations in addition to state, local, and federal laws. Violations of which may result in disciplinary action. In addition, the following is prohibited conduct while at the SVHEC, engaging in SVHEC-sponsored activities, or off the premises of SVHEC to the extent the conduct adversely affects the SVHEC or the pursuit of its objectives or creates a hostile environment for students and visitors, staff or members of the SVHEC larger community on the premises of the SVHEC:

1. Use or possession of ammunition, firearms, other weapons, marijuana, alcohol, or illegal or illegally obtained drugs on the premises, including the parking lot.
2. Smoking or vaping within 25 feet of any SVHEC building, or inside the buildings.
3. Conducting oneself in a manner that endangers the health and/or safety of others or presents a threat of physical harm to others.
4. Bringing children, or other visitors to class. Unsupervised children are not allowed on the premises.
5. Stealing, destroying, defacing, damaging, or misuse of SVHEC property or property of another person.
6. Harassment of anyone on the grounds of the SVHEC or in the greater community involving SVHEC or third parties.
7. Sexual assault, sexual harassment, and other forms of discrimination against anyone on or off campus as it relates to the SVHEC.
8. Obstructing or disrupting teaching, training, work, research, administration, disciplinary procedures, or other authorized activities of the SVHEC and its partners.
9. Cheating, including plagiarism, in any SVHEC Workforce Training Program, or customized training program.
10. Furnishing false information to any SVHEC employee or official.
11. Food is not allowed in classrooms. Water and drinks are allowed as long as they have a spillproof lid.
12. Forgery, alteration, or misuse of any SVHEC document, record, or instrument.

13. Unauthorized possession, duplication, or use of keys, and key fobs to any SVHEC facility or unauthorized entry to or use of SVHEC premises
14. Abuse of Computer Resources, building and facilities, furniture, and furnishings of the SVHEC, including but not limited to:
  - a. Unauthorized entry into, transfer, or downloading of file.
  - b. Use of another individual's identification or password.
  - c. Use of computer, facilities, and equipment to interfere with the work of a member of the SVHEC community.
  - d. Use of computer, facilities, and equipment to send harassing or obscene messages.
  - e. Use of computer, facilities and equipment to access, download, or view pornographic or obscene materials or images.
  - f. Other violation of SVHEC Policy #4101, *Use of SVHEC Information Technology Resources and Systems* ("Computer Acceptable Use" Policy).
  - g. Damaging or defacing furniture and furnishings of the SVHEC.
  - h. Damaging or defacing the SVHEC building in any way, or property of the SVHEC.

#### **Students Enrolled through SVHEC Educational Partner**

SVHEC Enrolled through SVHEC Educational Partners found to be in violation of SVHEC Policy #5101, depending on the nature of the offense, will be:

1. Turned over to the official partner representative or a law enforcement official;
2. Reported by SVHEC staff to the appropriate partner representative with a written explanation of the offense; and/or
3. Banned from the SVHEC premises temporarily or indefinitely.

Sanctioning of partner-enrolled students shall be the responsibility of the SVHEC Educational Partner.

**Any student included in the SVHEC Student Community and visitors of the SVHEC found to be in violation of SVHEC Policy #5101 may, depending on the nature of the offense, be:**

1. Asked to immediately vacate the premise or be turned over to a law enforcement official;
2. Given a written explanation of the offense and the potential sanctions, with copies provided to SVHEC leadership, and/or the proper law enforcement official;
3. Provided an opportunity to respond to the alleged offense(s) before the SVHEC Chief Financial Operations Officer (CFOO); and/or the Director of Student and Partner Advancement;
4. Subjected to sanctions proportionate to the offense including, but not limited to, dismissal or suspension from the SVHEC program involved, banned from the SVHEC premises temporarily or indefinitely, written reprimand, or written counseling.

### **SVHEC CAREER TECH ACADEMY STUDENTS**

SVHEC Career Tech Academy students found to be in violation of the SVHEC *Policy #5101* may, depending on the nature of the offense, be:

1. Turned over to the official partner representative or a law enforcement official;
2. Reported by SVHEC staff to the appropriate public-school administrator with a written explanation of the offense; and/or
3. Banned from the SVHEC premises temporarily or indefinitely.

Sanctioning of SVHEC Career Tech Academy enrolled students shall be the responsibility of the corresponding public-school administrator.

### **OTHER VISITORS**

Other individuals (not included in aforementioned categories) visiting the SVHEC and who are found to be in violation of SVHEC *Policy #5101* may, depending on the nature of the offense, be:

1. Asked to immediately vacate the premise or be turned over to a law enforcement official;
2. Given a written explanation of the offense and the consequences, with copies provided to SVHEC leadership, and/or the proper law enforcement official; and/or
3. Banned from the SVHEC premises temporarily or indefinitely.

### **SVHEC Student Community Code of Conduct Complaint/Grievance Process:**

If a student of the SVHEC Student Community, or visitor wishes to file a complaint/grievance in response to a disciplinary action resulting from an infraction of SVHEC *Policy #5101 SVHEC Student Community Code of Conduct*, he/she may complete and submit the SVHEC Complaint/Grievance Form within ten business days of the date of the disciplinary action decision and request an appointment to appear before the SVHEC Complaint/Grievance Committee. The form is at the bottom of this policy. All procedures for review of the disciplinary action will be in accordance with the SVHEC Complaint/Grievance Process. The Complaint/Grievance Committee may choose to uphold the original disciplinary action, vacate, or impose a different sanction. The decision of the Complaint/Grievance Committee will be given to the Executive Director of the SVHEC, and the decision of the Executive Director is final.

POLICY HISTORY

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Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

*Patricia M. Nelson*

Responsible Oversight Director's Signature

8/23/2013  
Date

Executive Director- Provisional Approval of Policy:

*Betty A. Adams*

Executive Director's Signature

8/23/2013  
Date

Executive Director- Provisional Approval of **REVISED** Policy:

*Betty A. Adams*

Executive Director's Signature

10/1/2016  
Date

Date of Presentation to Board of Trustees: **December 6, 2017**

Board Action:  Approve the Policy  
 Reject the Policy

Chairman's or Designee's Signature

12/6/17  
Date

Policy Creation Date: **August 23, 2013**

Last Revision Date: **October 1, 2016**

Scheduled Review Date: **October 1, 2021**

## POLICY HISTORY (Revision of Policy)

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Terrence D. Barbakel  
Revisions Author's Signature

2/6/2024  
Date

G H Cole  
Responsible Oversight Director's Signature

2-6-2024  
Date

### Executive Director – Provisional Approval of **REVISED** Policy:

Patricia A. ...  
Executive Director's Signature

02/29/24  
Date

Does this policy need to go before the Board for this revision approval?

Yes

No


Neil ...  
PRC Chairman Signature

2/24/2024  
Date

Policy Creation Date: **August 2013**

This Revision Date: **February 2024**

### **Instructions for Completing SVHEC Complaint/Grievance Form**

1. Complete all fields in the SVHEC Complaint/Grievance Form 
2. Attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based. All supporting documentation for your complaint must accompany the statement. Specify any pertinent dates, staff you dealt with, and the details and nature of your complaint.
3. Submit the completed SVHEC Complaint/Grievance form to the OLSE Manager in the Office of Learner Success and Engagement. If you prefer to mail this form to Southern Virginia Higher Education Center, please use the following address:

**Southern Virginia Higher Education Center  
OLSE Manager  
Office of Learner Success and Engagement  
820 Bruce Street  
South Boston, VA 24592**



## Complaint/Grievance Form

Please indicate the training program about which you have a complaint or grievance:

- Industrial Technology /Mechatronics
- Heating, Ventilation, and Air Conditioning (HVAC)
- Welding
- IT Academy
- Center of Nursing Excellence
- Career Tech Academy
- Other Program or Event \_\_\_\_\_  
(Provide Program or Event Name)

### YOUR INFORMATION *(fill in all fields below)*

Full Name
Mailing Address
City / State / Zip
Home Phone / Work Phone / Cell Phone
Email Address
How do you prefer to be contacted?



## STATEMENT OF COMPLAINT/GRIEVANCE

Please attach a statement to this form describing the nature of the complaint or grievance. The statement should include a description of the events or circumstances upon which the complaint or grievance is based and all supporting documentation for your complaint or grievance must be attached. Specify any pertinent dates, staff you dealt with, monies owed, balances due, etc.

The information you provide will be used in an effort to resolve your complaint or grievance and will be shared with the SVHEC Complaint/Grievance Committee, Leadership Team, and possibly others to reach a possible resolution to your complaint.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and submit the Complaint/Grievance Form to the OLSE Manager in the Office of Learner Success and Engagement Office at the Southern Virginia Higher Education Center. If you prefer to mail this form to Southern Virginia Higher Education Center, the address is listed below:

**Southern Virginia Higher Education Center**  
**Attn: OLSE Manager, Office of Learner Success and Engagement**  
**820 Bruce Street**  
**South Boston, Virginia 24592**