Montego Bay Community College

CODE OF CONDUCT

(This is a binding contract.)

Please keep this document and refer to it frequently to remind you of the agreements to which you have signed.

Be sure to read the code of Conduct very carefully before you sign it. For the duration of your tenure at this institution, you will be bound by the rules and regulations included therein.

Montego Bay Community College strives for the highest standards of academic excellence and discipline. To this end, all members of the student body shall pay strict attention to, and faithfully observe, all the guidelines set out by the Disciplinary Committee of the college as listed hereunder.

The infringement of any of these guidelines shall incur a penalty, which will be imposed, after due deliberation by members of staff, the Disciplinary Committee, Vice Principals, Principal or the Board of Management of the Institution.

Students who have been involved in serious disciplinary infractions may be denied the privilege to participate in the Graduation or Valedictory Service at the end of their course of study.

1. All students are expected to observe the guidelines relating to the College’s dress code.

(Please refer to Uniform Requirements)

- Shirts and blouses must be neatly tucked into skirts and pants at all times
- Day students are required to be in uniform whenever on the campus whether or not they have classes
- Under garments should not be visible

2. CONDUCT

(i) Behaviour Conducive to Learning and Positive Campus Life

Once a student joins the college, he/she is expected to share in the responsibility for creating an environment in which everyone can learn and enjoy the social and academic life of the college, as such:

- Students must be quiet and orderly when moving in the vicinity of the auditorium, lecture rooms, conference room, corridors, offices, reception area, lecture theatre and car park.
- Excessive noise making and any behavior that disrupts the educational process will not be tolerated, and will be grounds for disciplinary action.
- There should be no playing of games during lecture time. There are designated times set aside for student’s recreational activities, after which there should be no loitering on the compound.
- Students must observe all traffic signs on the campus. THERE SHOULD BE NO PARKING BEYOND THE “STOP” SIGN. This is to allow free access to service and emergency vehicles on the campus.
- Staff designated parking is for MBCC staff only. Failure to comply will result in vehicles being clamped.
- Dishonesty - lies, libel, slander, theft and all fraudulent activities are considered serious offenses; the appropriate measures will be applied for such offenses.
- “Whatever is illegal in the society is illegal in the school, and the school as the chief socialization agent of the State has a duty to ensure that the law is observed in its domain…. The principal must report the offense to the relevant authority. There is no discretion to ignore or ‘cover up’ the offense designated as zero tolerated”. (Excerpt from Ministry of Education Security and Safety Policy Guidelines, 2008).
- Any student who has been convicted in a court of law for any criminal offence (except for minor traffic offenses) will be recommended for expulsion.

(ii) Inappropriate Behaviour

The following behaviours should NOT be demonstrated by students of the Montego Bay Community College at any time, and if so displayed, the perpetrator/s will be referred to the Disciplinary Committee and or treated in a manner prescribed below:

- Insubordination and disobedience to all categories of staff are grounds for severe disciplinary action.
- Discourteous and insolent behaviour to any member of the administrative, ancillary and/or academic staff, as well as any general show of poor manners is grounds for severe disciplinary action.
- Sexual harassment as well as inappropriate physical contact are grounds for severe disciplinary action.
Sharing or viewing of pornographic materials on the campus is not permitted.

Downloading of non-academic material in the library or computer labs is not permitted.

Acts of violence including intimidation or aggressive behavior may be reported to the police, and are grounds for disciplinary action, including suspension. Non-violent techniques should be used to resolve conflicts. Students are expected to be courteous to each other at all times.

The use of indecent language, acts of vulgarity, loud boisterous and other inappropriate behaviour are prohibited both on and off campus.

Students who engage in the following activities will be severely punished:
- Littering the compound
- Spitting, defecating, or urinating in anything other than the appropriate receptacle and in the proper place.

Engaging in any act which is associated with gang membership on or off the college campus, is grounds for severe disciplinary action and will be reported to the Police.

3. WEAPONS AND DRUGS
The Administration reserves the right to search students on campus at any time. Students who fail to comply with this request could face disciplinary action. Students should note carefully the following:

- The carrying of knives, sharp implements, guns and other weapons is prohibited. The matter may be reported to the police and students involved may be suspended or expelled from the College, subject to the discretion of the Board of Management.

- The possession, use of, or trading in illicit drugs on the campus is strictly prohibited. Students are warned that such actions will be brought to the attention of the police.

- Gambling, smoking and consumption of alcoholic beverages are prohibited on the campus, and are grounds for disciplinary action including expulsion.

4. ATTENDANCE AND PUNCTUALITY
Students are required to attend academic instructional activities related to the performance of their programme of studies. The College cannot assume any responsibility for problems encountered by students who, without good reason, fail to attend classes. It is expected that students will make every effort to fulfill the requirements of the College.

- Students are expected to be punctual for lectures, tests and examinations. The lecturer reserves the right to NOT admit a student in a class if he/she is more than 15 minutes late for a lecture.

- All students are required to attend at least 90% of lectures for each course. Failure to do so may result in a student being debarred from writing the examination.

- Students who become pregnant during their course of study will receive no special privileges and/or arrangements for classes.

- Special College Requirements for full-time students:
  - All first-year students are required to attend and pass College Skills classes
  - All first-year students are required to perform 30 hours of Voluntary Service. The objective of this Voluntary Service Project is to afford students the opportunity to carry out their social responsibilities through voluntary community service. The Voluntary Service Project card must be submitted to the Guidance Counselor by March 31 of their first year.
  - Successful completion of these two exercises is a requirement for valedictory service and graduation.

- Assignments and Presentations should be delivered ON TIME. The lecturer reserves the right to penalize or not to accept late assignments.

5. PLAGIARISM
Plagiarism is the use of another person’s work as if it were your own, without adequate acknowledgement of the original source. Students are encouraged to engage in research and to seek information from various sources, but failure to acknowledge these sources will be seen as grounds for serious disciplinary action as set out in the Plagiarism Policy. Academic violations include:

- Using identical words, ideas and arguments as those found in a text, article, brochure, internet article or any writing other than the student’s own work.

- Paraphrasing sentences or paragraphs of another person’s work without due acknowledgement.

- Obvious omission of citations and references.

- Use of personalized vocabulary and writing style of others, such as is not normally used by the student.

- Citing the source but not distinguishing between student and author’s work, in such a way as to suggest that what is written is really the view of the student.
Form COC01

- Submitting the same work for two or more courses without the permission of the lecturer.
- Allowing another person to write large quantities of the work for him or her – this will include the use of electronic assistance.
- Permitting impersonation in the examination.
- Presenting the work of another person completely as one’s own.
- Presenting research that was not carried out as if it had been done by the student.
- Falsifying data from questionnaires, experiments and any other research activities to make it fit a given hypothesis or premise, or for any other reason.
- Inventing citations and references in the term paper or essay.
- Persisting in plagiarizing, after being found blameworthy for a previous Level I or Level II violation (see Plagiarism Policy).

Sanctions for these infractions are found in the Plagiarism Policy.

6. MAJORS and ASSESSMENT
- The offerings of majors are subject to majority demand, depending on the number of students registered in the programme.
- Students are required to submit all assignments on the dates and in the manner specified by Lecturers. Failure to do so will result in sanctions being applied.
- Students are expected to be present for ALL examinations and tests. Absence on account of illness or death in the immediate family must be substantiated with a MEDICAL CERTIFICATE or death certificate and proof of relation within FIVE working days of the absence. Where an acceptable explanation is not presented, the lecturer will award a zero for the test or examination that has been missed.
- Students must adhere to the stated examination policy, and special attention is drawn to the following:
  - The Chief examiner reserves the right NOT to admit a student if he/she is more than 30 minutes late for an examination.
  - Examination Cards and Students IDs must be presented in the examination center. Students will NOT be permitted to sit an examination without an examination card.
  - Examination cards are issued to students who are in good financial standing with the college.
  - Cheating in examinations is a serious offence and will be treated with the strictest disciplinary measures in accordance with the guidelines provided for that particular examination.
  - Students caught cheating may not be allowed a re-sit for two years.
  - Bags and books must be left in the Bag Room provided.

7. CELL PHONES/LAPTOPS & OTHER ELECTRONIC DEVICES – these devices are taken onto the campus at owner’s risk. The college will not accept responsibility for the loss of these items.

The following policy guidelines should be strictly adhered to and failure to comply could result in disciplinary action:
- Cell phones must be turned off during lectures, all general assembly and in the library.
- Phones any other audible electronic devices should not be used in the auditorium and on the corridors.
- The use of all electronic devices is restricted to educational purposes. Class use is permissible ONLY as directed by the lecturer in charge.
- Electronic devices must not be taken to examinations.
- The charging of all electronic devices is prohibited.

8. SAFETY AND SECURITY

A high premium is attached to the safety and security of our College family and students are expected to play their part in maintaining this

- Theft and vandalism of other persons’ or college property (including graffiti) will be reported to the Police and are grounds for severe disciplinary action including restitution.
Students must take care of the college furniture and college property in general. Students will be charged for the damage they incur or cause to the college’s furniture or property.

Students in the Food, IT, Electronics and Science Labs are required to adhere strictly to the regulations governing the use of these labs. Failure to do so will attract the appropriate sanctions.

For their own security, students are required to display their identification cards at all times, and present them for inspection at the request of authorized personnel. The college reserves the right to withdraw ID cards when students fail to adhere to the College’s rules and regulations.

9. PAYMENT OF FEES
The College aims to provide excellent education at an affordable rate. To this end, a reasonable payment plan is offered to the students and it is expected that they will comply with the terms of their agreement. Proper servicing of one’s obligation involves

- The completion of Partial Payment Agreement forms in duplicate in the event that a partial payment plan is accessed.
- Prompt payment of agreed fees before the commencement of the semester.
- All payments must be completed as per the signed agreement. Late payments will attract a penalty.
- Students wishing to withdraw from the programme must complete and submit the “Student Withdrawal” document to the registry.
- Registered students who withdraw from the College BEFORE October 31 are entitled to a refund of the amount paid less thirty percent (30%) of the ancillary fees due for the academic year and less all miscellaneous costs (including partial payment/admin charges, ID, Handbook, JAMCOPY fee and Franchise fees). Students who withdraw after this date are NOT entitled to a refund of fees paid.
- Failure to meet the payment requirements will prevent the issuance of examination cards and the degree or certificate of the programme, and may attract other relevant penalties.

10. FIELD TRIPS
- All students wishing to participate in approved off-campus activities/events must submit either a permission slip or a consent form (in the case of mature students) for each activity/event to their Head of Department at least one (1) day prior to the event/activity.
- Students are expected to adhere to the dress code of the College when they are representing the College at approved off-campus activities/events. Except in special circumstances where special permission is granted, students should wear the College uniform. In cases where the uniform is not being worn, clear guidelines for dress must be outlined in the permission letters and consent forms. Students who are inappropriately dressed for these occasions (not in conformance with guidelines provided) should not be allowed to participate in these events/activities.

We expect all students to conduct themselves at all times with decorum and dignity. Any behavior that brings the college into disrepute will attract strong disciplinary measures including expulsion.
CODE OF CONDUCT AGREEMENT

I ________________________________ have read and understood the guidelines and regulations of the Montego Bay Community College’s Code of Conduct. I promise to abide by these guidelines and accept any penalties imposed on me as a result of my failure to comply.

_______________________________________________
Student’s Signature

_______________________________________________
Date

Witnessed by:

_______________________________________________
Signature

_______________________________________________
Date

(Parents/Guardian; Spouse; Teacher; Pastor; Justice of Peace)

NB. Please sign and return this page with your registration documents to be placed on your personal file.

WELCOME TO THE COLLEGE
AND TO YOUR NEW MBCC FAMILY