

# **School Conduct Policy**

The English Language Institute wants to provide the best possible learning opportunities for all students. Cooperation and respect among students and teachers builds positive learning habits and the right classroom atmosphere. To encourage and maintain those opportunities equally for all students, ELI will take action against any disruptive behavior that occurs in class or on school grounds.

“Disruptive behavior” means conduct which prevents other students from learning or from doing the required schoolwork. Words or actions which prevent the teacher from meeting the needs and goals of the class are also disruptive. Any action or word intended to hurt a teacher, another student, or school property is disruptive behavior.

Here is a list of some behaviors which are disruptive and therefore unacceptable at the English Language Institute:

- 1) Showing disrespect or lack of courtesy towards teachers, staff, or other students. *(The relationship between teachers and students is more informal in the United States, but teachers still receive respect and courtesy in this country)*
- 2) Refusing to cooperate with teachers and other students in class work and outside assignments
- 3) Refusing to bring the required textbook and materials to class
- 4) Sleeping in class
- 5) Denying other students an equal opportunity to participate in class
- 6) Arriving late to class repeatedly. This includes returning to class late after a break.
- 7) Repeatedly speaking one’s native language during class. *You must only speak English during class time.*
- 8) Arriving at school under the influence of alcohol or drugs. **NO** alcohol or drugs are allowed in ELI classrooms or on school grounds at any time.
- 9) Using mobile communication devices, including phones, during any class.
- 10) Raising your voice at the teacher or other students in any class or outside of class time.
- 11) Being violent. Any kind of physical violence or harassment will result in immediate expulsion from the program.
- 12) Cheating in class or on homework assignments. Cheating is considered a serious offense at all American universities. Cheating includes copying someone else’s work and/or plagiarism.
- 13) Smoking anywhere on ELI and UCSD campus. Smoking is not allowed anywhere on Campus.
- 14) Bringing food or drink into rooms/areas where eating and drinking are not allowed (e.g. the computer labs at the Extension campus and/or Rady School of Management classrooms).
- 15) Any other unacceptable behavior as determined by your instructor or staff member.

***The actions and behaviors described above are unacceptable at ELI. Your teachers will discuss other details of classroom conduct and expectations with you in your classes. UCSD- ELI will expel students from the program if they display disruptive or unacceptable behavior in their scheduled classes, in the classes of others, in on-campus housing, or at any school-sponsored event. “Forgetting” the rules or ignoring them “just one time” is not acceptable-all students will be held responsible for remembering and following UCSD and UCSD-ELI rules and conduct requirements at all times.***

### **Procedures for Action Against Improper Conduct**

The English Language Institute strives to ensure that every student in the program has a pleasurable, positive learning experience. For this reason, the School Conduct Policy was created.

All teachers and students should be familiar with the School Conduct Policy from the beginning of each quarter. It will be reviewed by core teachers during the first week of classes, usually in conjunction with the discussion and activities that are done on "classroom expectations." (Please see the quarterly Academic Calendar.) The School Conduct Policy is included in the Student Handbook which every student receives during the week before classes begin or at the time of schedule pick-up.

In the event of an infraction of the School Conduct Policy, the teacher should take the following steps to correct it. This process should not be postponed.

1. When a student first displays disruptive behavior, the teacher should immediately meet with him/her to (1) discuss the problem and the way in which the student's behavior goes against the School Conduct Policy, (2) the consequences of the disruptive behavior to the class, and (3) how that behavior impedes the learning process of classmates and/or the ability of the teacher to carry on with the lessons.
2. a) If there is a second infraction, the teacher should give a warning letter to the student, with a copy to the Academic Coordinator. (It is very important to submit the copy of this written warning to the Academic Coordinator. It will be placed in the student's file and referred to in any future action.)  
  
b) The Academic Coordinator will meet with the student to discuss the problem, to review the School Conduct Policy, and to inform the student of the consequences of a third infraction.
3. With the third infraction, the student will be dismissed from the program. This means that the student must stop attending all ELI classes immediately. The letter to expel the student will be given to or mailed to the student. A copy of it will be placed in the student's file and a copy will be sent to the INS and to any sponsoring agency. With expulsion, the student will not be eligible for a letter of recommendation or a Certificate of Completion. The fact of the student's expulsion will be noted on any transfer forms that the student may need for enrollment in another school.
4. If dismissed, no tuition refund will be allowed for any portion of the quarter.
5. A student who has been expelled may not enroll in future ELI programs except at the discretion of the Academic Coordinator or the Director. Such an exception would be very rare and would mean an automatic status of "probation" for the re-enrolled student.