

General Student Rules (Code) of Conduct

Equipment: The student must have and bring their complete "equipment" every day at the institution.

Books and other educational materials: Students should bring their books and educational materials to class daily.

Attendance and Punctuality:

- In case of absence the student will be responsible for consulting with their instructors and / or peers about the discussed material during the absence to replace it upon return. The hours could have to be replaced according to the policies of the institution.
- Students should not leave the facilities of the institution during school hours

The student all time must:

1. Keep the work area tidy and clean before leaving the Institution.
2. Return loan equipment.
3. Place residual materials in disposable containers destined for it.
4. Avoid gatherings in the classroom.
5. Not leave the room or Lab without permission from the instructor or walk around during school hours.
6. Recognize the values and skills of both you and your colleagues.
7. Inform the instructor, counselor or to the Academic Coordinator any problems or suggestions regarding the institution or school.
8. Use the suggestion box.
9. Use appropriate vocabulary and talking tones.
10. Fulfill the tasks assigned by the instructor with the appropriate responsibility.
11. Make payments on time and / or when required.
12. Assume responsibility for the use and good handling of the equipment.
13. Help their peers to be prudent to avoid accidents.
14. The Institution is not responsible for lost or damaged equipment of students.
15. Cannot delegate tasks or duties assigned by the instructors to other students.
16. Respect the property of the institution such as desks, files, shelves, desks, etc.
17. We do not allow student access without authorization to the office unless it is for the delivery of a document or a meeting.
18. Students who observe negative attitude and behavior and that violate the rules of the institution will be referred to the Student Services Office who shall take appropriate measures to the situation or refer to the school Director who will determine the final or partial suspension of the program. If suspended, students may apply for readmission in accordance with established standards.
19. The documents released to the institution shall become its property and therefore will not be returned.
20. Students will be excused for use the uniform (if applicable) only on the days designated as a casual day.

21. The institution will provide in writing information regarding the measures, sanctions or decisions taken in case of indiscipline or lack of compliance with institutional norms.
22. Consecutive absences and tardiness will be referred to the Counselor after 3 absences or tardiness.
23. Any student who has 8 consecutive absences will be administrative withdraw.
24. The Institution does not allow sales without authorization of the administration.
25. It is prohibited the use, possession, sale, or distribution of controlled substances (drugs) and alcohol within the institution or during the execution of any activity sponsored by the institution, both within and outside the facilities.
26. It prohibits the consumption of food in the classrooms.

Password Technical College reserves the right to expel, suspend or refuse to accept, at any time, a student who does not meet the standards of conduct of the institution, as published in this catalog.