

Student Rights and Responsibilities Statement

Upon entering RCIIS, students agree to:

- Treat other students, teachers, and staff with mutual respect and dignity
- Not harass others, physically, sexually, verbally, or psychologically
- Not discriminate others on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation
- Keep the school administrator informed of any changes in name, address, email address, telephone number or visa status
- Comply with all the rules and requirements of all RCIIS classes
- Attend the classes on a regular basis (cannot be absent more than 3 days per session)
- Inform the school administrator of his/her vacation period one week in advance
- Uphold and obey the laws of Canada and the City of Toronto
- Meet the financial obligation to the school in a timely manner

Students have the right to ask RCIIS to:

- Provide a safe and comfortable environment for students
- Enforce school rules consistently for all students
- Provide students with clear and concise course expectations and instructions
- Have access to the course learning outcomes, requirements, and academic policies set by RCIIS

Procedure

Teachers or RCIIS staff members who believe that a student has not adhered to the Student Rights and Responsibilities Policy will bring the matter to the attention of the director or academic director. When there is evidence that a student has violated the Student Rights and Responsibilities policy, the student will be notified in writing of the nature of the alleged violation and the action that the school proposes to take.

Disciplinary Actions

In response to violations of the Student Rights and Responsibilities policy, RCIIS reserves the right to take any or all of the following actions:

- Assign a failing grade for an examination or course
- Withhold course grade(s) and/or examination score(s) and official RCIIS certificates
- Take other actions (including removal from the class / school) as deemed appropriate by the school director.