



INTERNATIONAL GATEWAY LANGUAGE ACADEMY & COLLEGE -KELOWNA CODE OF CONDUCT FOR MINORS POLICY

In addition to the Policies and Procedures, IGK expects all underage students to read, understand and follow this Code of Conduct for Minors, which introduces policies and procedures for underage students, as well as the Appendix A which includes a list of sanctions that may apply in case of a breach of any of these policies by underage students.

- 1- **UNDERAGE DEFINITION:** In Canada, the age of majority is determined by each province and territory. In British Columbia the age of majority is 19 years old.
- 2- **NO DRINKING:** The legal drinking age to consume or purchase alcohol in British Columbia is 19 years old. This includes legal entry into nightclubs and bars. Drinking underage and/or the use of fake identification is strictly prohibited.
- 3- **NO DRUGS:** Carrying and/or using illegal drugs is strictly prohibited in Canada. A police investigation will follow. This can lead to criminal charges, arrest, and/or imprisonment.
- 4- **USE OF FAKE I.D:** Fraud is illegal in Canada and the use of false identification is strictly forbidden.
- 5- **NO SMOKING:** The legal smoking age in Canada is set by each province and territory in Canada. In British Columbia, the legal smoking age at which a person is allowed to buy tobacco products, including cigarettes is 19 years old.
- 6- **NO SLEEPOVERS:** Students must sleep at their prearranged accommodation every night.
- 7- **CURFEW AT 10:00 P.M.:** Underage students must be home by 10:00 P.M. every night. If a student is not home at this time the homestay family has the responsibility to inform IGK's homestay department.
- 8- **GOOD BEHAVIOUR:** As a regular member of a homestay family, students must respect the individual rules of the household. This includes shower use, telephone use, mealtimes and other necessary rules.
- 9- **PUNCTUALITY:** Be on time. Students must be punctual at all the established meeting points and class times.
- 10- **HAVE MEDICAL INSURANCE:** Students must carry a medical insurance card with them at all times.
- 11- **HAVE A COPY OF YOUR PASSPORT:** Students must have a photocopy of their passport on them at all times.
- 12- **ATTENDANCE POLICY:** Attendance in classes is mandatory. Students must let IGK know ASAP when they are sick or cannot attend their classes for any reasons. Being absent without notification may lead to academic probation.
If students are sick and will be absent, students must:
-Call IGK's front desk line; or Email the Coordinator of campus.

ADDITIONAL INFORMATION:

If students feel uncomfortable with any staff and/or person working in the program, they can contact the Marketing Coordinator of the campus and/or the Director of Studies.

APPENDIX A – IGK 'S LIST OF SANCTIONS:

The following are sanctions that may be assigned as a result of the violation of this Code of Conduct by underage students. Sanctions may be imposed independently or in combination with other sanctions. Sanctions can be assigned to an individual student, groups of students or group leader.

Warning: A written or verbal warning will be issued to the student stating that any repetition of the behaviour will result in more severe disciplinary action.

Parental or Agent Notification: A letter, fax, email or phone call notifying a parent or agent of a student who is underage (at the time the letter is sent) that he/she has committed a violation of law or school policy, (including the use of drugs or alcohol).

Restitution: Students are required to pay for damages to public property, property of accommodation or the property of member or visitors to the school, or for other expenses incurred as a result of violations of the statements of this Code of Conduct. Such reimbursement will be charged to any student who alone, or through group activities, organizes or knowingly participates in the events causing the damage or costs. Restitution may be imposed separately or in addition to any other sanction(s).

Probation: A trial period during which a student must behave in a manner acceptable to the school. Conditions of probation may be set forth which restrict the student's participation in extra-curricular activities, sporting events or other specified activities.

Dismissal: Withdrawal from school registration, class assignments, IGK activities or IGK accommodation with no guarantee that the student may return at any future time. The use of school facilities and/or property is withdrawn by this action. A student who has been dismissed may be readmitted only with the permission of one of the Executive Director, Academic & On-site Administration and Managing Director or the Head of Operation and Sales Operations.