

## **Worsham College of Mortuary Science Student Conduct & Complaint Procedure**

**This information is also provided in the Student Handbook which each student receives prior to the beginning of classes.**

### **Conduct**

You were accepted by a professional college to be educated for a future in this highly respected profession. This requires maturity, self-discipline, and seriousness of purpose. It is the responsibility of the students to conduct themselves in a manner that permits the College to maintain an environment of friendship, equality, and educational value. All students are to conform to classroom rules as set forth by the faculty and the College.

Gambling, the use of alcoholic beverages or controlled substances, conduct which may pose a risk to the health and safety of any person, vulgar language, academic dishonesty on any exam or assignment, uncooperative, disruptive, hostile, or abusive behavior, assault and battery, theft of any College property or another student's personal property, or any violation of any law and general conduct unbecoming a professional student will not be tolerated or permitted on school premises or at any activity related to the College, and may be subject to immediate disciplinary action that could include dismissal from the program, suspension, criminal charges, or any other actions as deemed appropriate by the College. The possession or use of any contraband or controlled substance before, during, or in between any classes on campus or and/or during any College activity is strictly prohibited, and local law enforcement may be contacted by the administration if said contraband is seen and/or confiscated or student conduct is deemed to be threatening to him(her)self or others. Contraband includes any illegal substance, alcohol, drugs, weapons, etc.

Entering Worsham College or any College activity while under the influence of alcohol, drugs, or illegal substances is strictly prohibited. Further information regarding the College's zero-tolerance, substance abuse policy is found in the *Just Say No* Handbook.

The rules of conduct are also applicable while traveling to or from the College, traveling to or from the Medical Examiner's Office, at College functions, and during off-campus College activities.

Violations of these rules of conduct or of any College policy may result in disciplinary action that could include immediate termination from the program, suspension, or any other disciplinary action as deemed appropriate by the College administration. Immediate termination from the program may also require forfeiture of fees paid for that quarter, and additionally, the student will remain responsible to pay to the College any fees owed that were not yet paid (see College refund policy).

The College, its officers, staff, or Board of Directors, shall not be liable for accident, injury, damages, costs, claims or even disciplinary action which results from violation of the rules and policies as set forth by the College, its officers, directors, faculty, and staff.

## **Right to Appeal**

While each member of the faculty or staff has the obligation and responsibility to enforce the policies and rules as set forth, a student accused of violation of any policies and rules has the right to appeal if (s)he feels wrongly accused. The appeal procedures are as follows:

1. Discuss the problem with the instructor/staff member involved. In many instances, the problem may be resolved with open communication.
2. If the student remains dissatisfied, the student may present the evidence, in person or by telephone, to Leili McMurrrough, in the office of the Program Director, within 7 days of the alleged infraction.
3. A student shall submit a final written appeal to the Board of Directors of the College before pursuing any other action or claim, within 30 days of alleged infraction, and only after discussions have taken place with the Program Director. The Board of Directors shall review the appeal within 30 days after the receipt of the student's written appeal. The student shall submit written statements of witnesses' sworn to before a notary public and any other evidence as part of the written appeal to the Board of Directors. It is the College's intent to treat each grievance in a fair and just manner. The College does not guarantee that a decision will be satisfactory to the student, and the decision reached by the Board of Directors is final. The written appeal shall be given to the Program Director in a sealed envelope to be forwarded to the Board of Directors.

## **Reporting Procedures**

Any person who believes he or she has been the victim of religious, racial, or sexual harassment or age discrimination by a student, teacher, administrator, third party (present on the premises), or other College personnel, or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence or age discrimination toward a student, teacher, administrator, or other College personnel will report the alleged acts immediately, not to exceed thirty days. The reporting procedures are as follows:

Present the case in person or by telephone to Leili McMurrrough, Program Director, or to Stephanie Kann, Vice President, at 847-808-8444. If the report was given verbally the administration shall reduce it to written form within 48 hours. Submission of a good faith complaint or report of religious, racial, sexual harassment, or age discrimination will not affect the complaint or reporter's future employment, work assignments or status.

## **Investigation**

The College, upon receipt of a report or complaint alleging religious, racial or sexual harassment or age discrimination shall immediately undertake or authorize an investigation. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator or the College administration.

In addition, the College may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators, or other College personnel pending completion of an investigation of alleged religious, racial or sexual harassment or age discrimination.

In determining whether alleged conduct constitutes a violation of this policy, the College should consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. All parties to the complaint of religious, racial or sexual harassment, or age discrimination will be provided with notice of the allegations and an opportunity to present documentary and/or testimonial evidence to the college's designated investigator(s). Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

If harassment on the basis of religion, race or sex discrimination is found, the College will take reasonable steps to end the harassment or discrimination, redress the actual problem(s), and reasonably attempt to prevent recurrence.

The administration shall send a written report to the complainant upon completion of the investigation, within 45 days of the complaint. If for some reason 45 days is unreasonable, all parties will be notified, with an explanation for the delay. Within 15 additional days, a total of 60, all parties will be notified of the results of the investigation.

The report shall be maintained for a minimum of three years, and include a detailed description of the alleged act of harassment or age discrimination, and the College's response, including but not limited to the names of all the parties involved in the alleged incident, any investigatory actions by the College, the College's findings, and any disciplinary or remedial action taken by the College. If a person found to have committed an act of racial and/or sexual harassment, or age discrimination is not disciplined, the record will contain an explanation as why no disciplinary action was taken.

If the complaint involves a member of the administration, (Stephanie Kann, Karl Kann, Dede Frank or Leili McMurrrough), it should be filed directly with the Board of Directors who will conduct the investigation as outlined above. To file directly with the Board of Directors, give the Program Director the complaint in a sealed envelope. If the complaint involves the Program Director give the sealed envelope to another member of the administration to be forward to the Board of Directors. The Board of Directors will send a written report to the complainant upon completion of the investigation. The report shall include all items mentioned in the above paragraph.

#### Reprisal

The College will discipline or take appropriate action against any student, teacher, administrator, or other College personnel who retaliates against any person who reports alleged religious, racial or sexual harassment, or any person who testifies, assists or participates in any investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or age discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### Discipline

The College will take such disciplinary action it deems necessary and appropriate, including warning, suspension, immediate discharge, or expulsion to end discriminatory harassment and

prevent its recurrence. Immediate termination from the program may also require forfeiture of fees paid for that quarter, and additionally, the individual will remain responsible to pay to the College any fees owed that were not yet paid (see College refund policy).

**Should a student have any additional questions or need any clarification they should speak with the Program Director.**