

**Barbados  
Community  
College**



**Code of  
Student Conduct**

# **BCC Code of Student Conduct**

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## **1. PREAMBLE**

*Students of the Barbados Community College (BCC) are expected to conduct themselves in a manner that is supportive of the mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth, are essential to the quality educational environment the BCC seeks to maintain on all of its campuses.*

The Code of Student Conduct is the College's policy regarding the discipline of students and is intended to give general notice of prohibited conduct. *It does not however, define prohibited conduct in exhaustive terms.*

## **2. INHERENT AUTHORITY**

The College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the campus communities. The Board of Management, therefore, in exercise of the powers conferred on it by Paragraph 10(1) of the Schedule to the Barbados Community College Act, Cap. 38, has delegated authority to the Principal or his/her Designate and Appeals Committee to adjudicate cases alleging violations of the Code of Student Conduct.

## **3. VIOLATIONS OF LAW AND CODE OF STUDENT CONDUCT**

Students may be accountable to both civil and criminal authorities, and to the College for acts that constitute violations of law and of this Code.

## **4. INTERPRETATIONS**

When used in this Code -

- (i) The term "student" means any person undergoing a programme or course of study approved by the College.
- (ii) The terms "College" or "institution" mean the Barbados Community College.

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- (iii) The term “Board” means the Board of Management of the Barbados Community College.
- (iv) The term “Chairman” means the Chairman of the Board of Management of the Barbados Community College.
- (v) The term “College premises” means buildings or grounds owned, controlled or supervised by the College.
- (vi) The term “College sponsored activity” means any activity, on or off any of the College’s campuses, which is authorized, sponsored or supervised by the College.
- (vii) The term “organization” means a number of persons who have formed themselves into a group/club and who have complied with the College’s requirement/for recognition.
- (viii) The term “consent” means freely given agreement by a competent person, such a person being mentally, physically and emotionally able to appreciate the nature of the consent.
- (ix) The term “distribution” means giving, selling or exchanging.
- (x) The term “intentionally” means the conscious pursuit of described conduct, whether or not under the influence of alcohol or any other drug.
- (xi) The terms “transmit in writing” and “notify in writing” mean to mail under registered cover written or typed notice to the student’s most recent address as recorded by the College or to give typed or written notice to the student in person.
- (xii) The term “reckless” means conduct which could reasonably be expected to result in harm to a person or property or to disturb College or College-sponsored activities.
- (xiii) The term “sexual conduct” means physical conduct of a sexual nature.
- (xiv) The term “sexual harassment” means unwelcome sexual advances or sexual innuendo.

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- (xv) The term “weapon” means any object designed to, or adapted to injure or to inflict a wound, or to incapacitate, including, but not limited to all firearms and knives.
- (xvi) The term “discriminating harassment” means, but is not limited to physical acts, invectives or verbal slurs which refer to the individual’s race, ethnicity, religion, sex, creed, ancestry, age or handicap which are intended to embarrass or injure the person to whom the words or actions are directed.
- (xvii) The term “complainant” means the person who reports alleged misconduct.

### **5. PROHIBITED CONDUCT**

#### **A. CATEGORY I: GROSS MISCONDUCT**

The following acts, once proven, will lead to immediate suspension or dismissal from the College.

- (i) Intentionally or recklessly causing physical harm or threat of physical harm to any person or persons on the College’s premises or grounds, or at College sponsored activities.
- (ii) Unauthorized storage, possession or use of firearms, explosive devices, dangerous or illegal weapons, hazardous materials and fireworks on the College’s premises or at College sponsored activities.
- (iii) Intentionally or recklessly disrupting or obstructing the functions of the College or its members, College sponsored activities or any function or activity on the College’s property.
- (iv) Intentionally or recklessly misusing or damaging fire equipment or other safety equipment.
- (v) Illegal purchase, use, possession, distribution or manufacture of alcohol, drugs or controlled substances.

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- (vi) Offering for sale of alcohol, drugs or any controlled substance on the college's premises or at college sponsored events.
- (vii) Forgery, alteration, fabrication or misuse of identification cards, records, grades, diploma and College documents or misrepresentation of any kind to a College Division/ Department or official.
- (viii) Theft and or misuse of the property of staff, students, lawful visitors to the College or College property.
- (ix) Failure to comply with the lawful directives or College officials who are performing the duties of their office, especially as they relate to the maintenance of safety or security. This includes, but is not limited to, refusal to show Student Identification (ID) when requested to do so by Security, Administrative or Tutorial staff.
- (x) Engaging in sexual conduct with another person with or without the consent of that person on the College's premises or grounds.
- (xi) Exposing the person or indulging in indecent exposure on the College's premises or grounds, or at College sponsored activities.
- (xii) Use of abusive language towards members of Staff - Administrative, Tutorial, Security, Ancillary.
- (xiii) Academic dishonesty, including, but not limited to plagiarism and cheating, and other forms of academic misconduct, for example, misuse of academic facilities or resources, including equipment, chemicals and other hazardous materials, and misuse of computer software, data, or networks.
- (xiv) Participation in any game of skill or chance for money or other stakes on the College's premises (i.e. gambling in any form).
- (xv) Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.

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## **5.1 DISCIPLINARY PROCESS (GROSS MISCONDUCT)**

- (i) If the student's behavior falls within the category of misconduct in the opinion of the Deputy Principal or his/her designate, the Deputy Principal or his/ her designate may suspend the accused student from the College immediately and should inform in writing the parent(s)/ guardian(s) where applicable; and the Principal and the Chairman of the Board of Management of the student's suspension.
- (ii) Such a suspension should not exceed three (3) College days.
- (iii) The accused student and the Senior Tutor or Departmental Head, should be notified in writing of the suspension.
- (iv) A Disciplinary Hearing with the accused student(s) shall be held within five (5) College days of the date on which the alleged misconduct occurred.
- (v) A Disciplinary Committee, consisting of the Deputy Principal as Chairperson the Registrar, Director, Counselling and Placement, applicable Senior Tutor or Departmental Head and a representative of the Student Guild Council shall hear the disciplinary issue.
- (vi) Whenever a Disciplinary Hearing is to be held regarding an alleged incident of gross misconduct, the accused student(s) and complainant(s), if any, shall be given no less than three (3) College days written notice, of the charges against the accused student, his/her rights and the date and place of the hearing.

## **5.2 RIGHTS OF THE ACCUSED**

- To be present at the hearing and to be heard in his/her own defence
- To present evidence through a witness or witnesses
- The right to have a representative present.

## **5.3 RIGHTS OF THE COMPLAINANT(S)**

- To be present at the hearing and to be heard
- To present evidence through witness or witnesses
- The right to have a representative present.

The Disciplinary Committee may issue a verbal decision but the decision must thereafter be in writing and communicated to the parties.

### **5.4 DISCIPLINARY MEASURES**

If the student is found to have committed an act of gross misconduct, the committee shall impose the appropriate disciplinary measure from among the following:

- (i) Verbal or written reprimand and an apology (verbal or written)
- (ii) Disciplinary restriction: restriction from any or all College activities
- (iii) Disciplinary suspension (Not exceeding forty-two (42) College days), from the College.
- (iv) Disciplinary dismissal: immediate expulsion from the College.

### **B. CATEGORY 2. GENERAL MISCONDUCT**

- (i) Unauthorized presence on or use of College premises, grounds, facilities or property.
- (ii) Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual and likely to cause an immediate breach of the peace.
- (iii) Conduct which threatens the mental health, physical health or safety of any person or persons, including drug or alcohol abuse and other forms of destructive behavior.
- (iv) Engaging in discriminatory harassment.

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- (v) Wearing of clothing that is prohibited by the College's dress code as outlined in the document.

### **C. THE DRESS CODE**

For the majority of programmes offered at the College, students are not required to wear any specific kind of dress. Nevertheless, such students are expected to exhibit some degree of sobriety in what they wear, avoiding styles which would in any way distract or disturb other members of the student body and members of staff.

- (i) In those Division (e.g. Health Sciences) where students are required to wear a specific form of dress, failure to do so constitutes an offence.
- (ii) Students taking part in sports, games in the Gymnasium or on the playing field, are expected to wear appropriate clothing.
- (iii) The wearing of **deeply cut** sleeveless blouses or outfits displaying midriffs or exposed backs is expressly forbidden.
- (iv) Undergarments must not be exposed.
- (v) The wearing of "cut up" jeans is prohibited.

### **6. DISCIPLINARY PROCESS (GENERAL MISCONDUCT)**

- (i) All incidents of misconduct should be reported to the appropriate Senior Tutor or Departmental Head.
- (ii) A hearing with the accused student shall be held immediately or not more than one (1) College day after the date on which the alleged incident occurred.
- (iii) The Senior Tutor or Departmental Head is required to submit a report of the incident and its outcome to the Deputy Principal and or his/her designate within two (2) College days.
- (iv) All appropriate rights under this code are preserved for the accused offender and the complainant (if any).

- (v) Senior Tutors or Departmental Heads may impose one or more of the following sanctions:
  - (a) Verbal reprimand
  - (b) Request a verbal and or a written apology from the accused student.
  - (c) Issue a written warning, a copy of which must be sent to the Deputy Principal.

**6.1 DISCIPLINARY PROCESS (DRESS CODE VIOLATIONS)**

- (i) Security, Tutorial or Administrative staff may speak to the student about the inappropriate dress and refer the student to the Divisional/Departmental Head.
- (ii) Senior Tutors or Departmental Heads may:
  - (a) Issue a warning to the student
  - (b) Request a change of attire
  - (c) Where appropriate, contact the student’s parents or guardians
  - (d) refer the matter to the Deputy Principal or his/her designate (in cases of repeated infractions).

**7. APPEALS**

- (i) Decisions of the Hearing Committee are effective immediately.
- (ii) Either party may appeal the decision of the Hearing Committee within three (3) College days after the written decision is made available. This appeal shall be submitted on the prescribed form. The Registrar shall refer the request for appeal to the College’s Appeals Committee.

**7.1 APPEALS COMMITTEE**

The College’s Appeal Committee shall consist of the following:

The Principal or his designate

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One Senior Tutor or Departmental Head.  
One Student (Guild President or Designate)  
One Administrative Representative

Appeals must be based on the following:

- (i) *New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have a detrimental impact on the outcome of the hearing.*
- (ii) *Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing.*
- (iii) *Errors in the interpretation of College policy, such errors being so substantial as to deny either party a fair hearing.*
- (iv) *Grossly inappropriate sanction having no reasonable relationship to the charge(s).*

### **7.2 APPEALS PROCEDURE**

An appeal should be scheduled no later than five (5) College days from the date of the request for an appeal.

The appealing student and complainant shall have all applicable rights as stated in this Code. The Appeals Committee may appoint a recording secretary.

### **7.3 APPEALS DECISION**

The Appeals Committee shall have the authority to:

- (i) Sustain the decision of the Disciplinary Committee, including the penalty imposed.
- (ii) Sustain the decision of the Disciplinary Committee, but impose a lesser or greater penalty.
- (iii) Return the case to the Disciplinary Committee for further consideration.
- (iv) Reverse the decision of the Disciplinary Committee.

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The Appeals Committee may reserve its decision – only the Committee and Recording Secretary, if any, shall be present.

To reverse or modify a decision of the Disciplinary Hearing requires a vote of the majority of the full panel.

The decision of the Appeals Committee shall be conveyed to the Principal and to the Board of Management for its ratification, and must be communicated in writing to the appellant within three (3) College days of the date of the Appeal Hearing.

**The decision of the Appeals Committee shall be final.**

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