



Student Code of Conduct

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Student Code of Conduct

Area II Plumbers JATC requires students and participants to act with integrity and responsibility as members of the academic community. The program ensures fair treatment through due process in disciplinary matters and provides equitable procedures for addressing other complaints or concerns.

Purpose

The Code of Student Conduct at Area II Plumbers JATC exists to establish clear expectations for student behavior that support a safe, respectful, and inclusive learning environment—whether in the classroom, on the job site, or online. It serves to educate students about their responsibilities as members of a professional learning community, where individual rights are balanced with the standards necessary for a productive and respectful academic and training environment.

Grounded in the principles outlined in the Student Rights and Responsibilities, the Code promotes personal accountability, professionalism, and sound decision-making. Area II Plumbers JATC believes that learning thrives in an atmosphere where all individuals are treated with dignity and respect, and where diverse perspectives contribute to meaningful and respectful discourse. By fostering community standards, this Code encourages students to engage thoughtfully and conduct themselves in a manner that upholds the values of integrity, inclusion, and mutual respect.

Student Responsibility and Communication Policy

Students at Area II Plumbers JATC are expected to understand and follow the Code of Conduct, institutional policies and procedures, and any relevant academic or program-specific guidelines. Each student is personally responsible for their conduct and for upholding the standards of the learning community.

Official communication from Area II Plumbers JATC is delivered through students' personal email accounts. Students are responsible for regularly checking their email and responding to communications in a timely manner. The institution considers a message delivered once it has been sent to the student's designated email address. Failure to review or act on email communications will not delay or alter institutional processes, which may include registration holds, disciplinary hearings proceeding without the student's participation, and the issuance of decisions or sanctions.

Emergency Closure and Notifications

Area II Plumbers JATC may change its operating status during and surrounding periods of inclement weather or emergencies. Area II Plumbers JATC makes decisions based on its Keystone (Salem) campus conditions, which may not be the same decision made by nearby school districts, colleges, or universities. Students should check their email or our website for weather related information.

Parking

Students parking in the Area II Plumbers JATC facility parking lots are to park only in designated areas marked on the "Student Parking Guide" that is given to students at the beginning of the year and available on the Area II website under the "Academic Materials" menu tab. Students that park in non-designated areas in the facility parking lot or do not park in the facilities parking lot may be subject to towing or other actions at the owner's expense.

Area II Plumbers JATC does not accept responsibility for any damage that may occur to vehicles parked on the facilities premises. Students need to take appropriate precautions and refrain from leaving any valuables in their vehicles.

Student Kiosk

In the Brazen Joint Common Area of Area II Plumbers JATC facility is a student kiosk. It is located on the wall next to the kitchen counter. This student kiosk is available for students to use, but only for the items listed on the sign posted next to the kiosk. Any purposeful misuse, tampering, breaking, and/or changing of the kiosk settings will lead to disciplinary action.

Jurisdiction

The Area II Plumbers JATC Student Code of Conduct applies to all students, and it governs behavior in a wide range of contexts to ensure the safety, integrity, and mission of the institution.

This Code applies to conduct that occurs:

- On Area II Plumbers JATC property or at any facility used by the program.
- At Area II Plumbers JATC or affiliated events, including training sites and job placements.
- Within online learning platforms, including distance and virtual learning environments.
- Off-campus, when conduct adversely affects the Area II community, poses a threat to health or safety, or significantly disrupts educational operations.

Area II Plumbers JATC retains jurisdiction over student conduct throughout the full duration of enrollment, including periods before classes begin, during breaks, and after classes end. This jurisdiction also extends to individuals who withdraw or graduate while a conduct issue is pending. In cases involving serious misconduct, the program reserves the right to initiate or continue disciplinary proceedings after a student has graduated or withdrawn. If a former student is found responsible, sanctions may include the withholding or revocation of a degree or certification, as well as other appropriate disciplinary actions.

Misconduct that threatens or harms members of the JATC community—including students, instructors, and staff—or that damages the institution’s operations or reputation, may also fall under this Code, regardless of where the behavior occurred. Examples include threats of violence, harassment, or any actions that place others at risk.

The Area II Trust will determine, on a case-by-case basis, whether off-campus behavior constitutes a violation of the Code and whether disciplinary procedures will be initiated.

It is important to note that the student conduct process is independent of any civil or criminal legal proceedings. Students retain the right to pursue or participate in legal action, and the Code of Conduct is not intended to replace those processes. In some cases, administrative holds may be placed on a student’s account—restricting re-enrollment, graduation, or transcript access—until required sanctions are fulfilled or conduct proceedings are resolved.

Student Accountability and Legal Compliance

Students at Area II Plumbers JATC are ultimately responsible for their behavior and the consequences of their decisions. All students are expected to comply with federal, state, and local laws, as well as institutional rules and standards outlined in the Student Code of Conduct.

The conduct process at Area II operates independently of any criminal or civil proceedings. Alleged violations of the law may be investigated and addressed under the Student Code of

Conduct, regardless of whether criminal charges have been filed, are pending, or have been resolved. Sanctions issued through the student conduct process are not subject to modification based on the outcomes of external legal proceedings.

Area II Plumbers JATC reserves the right to proceed with its disciplinary process when there is sufficient information to do so, using the *preponderance of the evidence* standard to determine responsibility. Area II may continue with proceedings even if criminal or civil matters related to the same incident are ongoing, dismissed, reduced, or unresolved.

If a student is involved in a criminal investigation or complaint, Area II may exercise its authority to impose administrative suspension or take interim measures as necessary to protect the learning environment. These actions may occur prior to the resolution of any legal proceedings.

Should a student choose to withdraw from the program while a conduct matter is pending, the following conditions will apply:

- The student must remain in communication with Area II Plumbers JATC regarding all aspects of the investigation or conduct process.
- The student is required to comply with any interim measures, restrictions, or sanctions imposed as part of the student conduct process, even during a leave of absence or withdrawal period.

The institution will determine whether to proceed immediately, delay the process pending additional information, or work collaboratively with the student to establish a reasonable timeline for resolution.

While Area II Plumbers JATC cooperates with law enforcement in accordance with applicable laws and student privacy rights under the Family Educational Rights and Privacy Act (FERPA), members of the community remain free to engage with government representatives in their personal capacities as they see fit.

Attendance and Tardy Policy

Attendance

Our attendance policy is designed to ensure that all apprentices can fully benefit from their educational experience. Regular attendance not only contributes to an apprentice's academic success but also enhances their understanding of course material through active participation in discussions, group activities, and direct learning opportunities.

Instructors collect their attendance roster daily and turn it into the office. **Students are responsible for signing the attendance roster. If a student forgets to sign in, they will be marked absent for the night.**

Students are allowed a maximum of five unexcused absences per school year, with no more than three occurring in a single term. Students may make up missed work with instructor approval, but seat time makeup must be approved by the Apprenticeship Department.

Students may be required to attend special classes outside normal school hours. Advanced notice will be given.

Tardies

The plumbing apprenticeship program is a hybrid program that requires both related training instruction and on the job training hours. All hours are to be tracked and accounted for per the state of Oregon. As such, Classes begin promptly at 6 p.m. Student arriving after 6pm will not be allowed entry into the facility.

Students are allowed one (1) 15 minute tardy per term. Students arriving 15 minutes after the start of class will not be allowed into class (barring natural disasters).

Students who leave early, before class is dismissed, will be marked absent. Again, all hours are to be tracked and accounted for per the state of Oregon.

Subsequent tardies will be marked as absences. Absences are reported to the Apprenticeship Department for processing after Midterms and Finals.

Students who already have a tardy, but arrive before 6:15pm, can attend class if they have an absence they can use. If the student has already used up their allowed absences per term/year, they will have to leave the premises.

Repeated Courses

After receiving approval from the Apprenticeship Department, students will be referred over to the Adult Education Department for retaking a course. When a student must retake a course, they will have to go to school 4 (four) nights a week and be responsible for paying tuition for both courses. If the student is an online student, Saturday labs will have to be attended for both courses for full lab credit.

Examples of Academic Misconduct

The following examples illustrate types of student misconduct related to academic integrity, though this list is not all-encompassing. Area II Plumbers JATC retains the right to take disciplinary action in cases of student behavior that may not be specifically listed but nonetheless undermines the integrity of the academic environment.

Academic Integrity Expectations

All students are expected to understand and uphold standards of academic honesty. Any behavior that misrepresents a student's academic work provides unfair advantage or compromises the fairness of the learning process is considered academic misconduct. This includes, but is not limited to, the following:

- **Cheating** – Using unauthorized resources or help on tests, assignments, or other academic tasks. This can involve copying from others, using unapproved notes or electronic devices, or collaborating without permission.
- **Plagiarism** – Presenting another person's words, ideas, research, or creative work as your own without proper acknowledgment. This includes copying text without citation, failing to credit collaborative work, or submitting someone else's assignment.
- **Falsification** – Fabricating or altering information in an academic context. Examples include making up data, citing false sources, misreporting hours for internships or fieldwork, or lying about attendance or participation.
- **Assisting in Misconduct** – Helping others engage in dishonest academic behavior. This may include sharing unauthorized materials, completing work on someone else's behalf, modifying academic records, or being involved in buying or selling academic work.
- **Tampering** – Interfering with the evaluation of academic work, such as altering submitted assignments, tampering with grades or feedback, or manipulating assessment tools.
- **Reusing Previous Work Without Disclosure** – Submitting the same work for multiple classes or assignments without prior approval from the instructor and proper citation.
- **Unauthorized Recording and Distribution** – Capturing or sharing instructional content without the instructor's consent or outside of an approved accommodation process.

Violations of academic integrity are taken seriously and may result in academic penalties, disciplinary sanctions, or both, at the classroom and institutional levels.

Online Student Expectations

All online students are expected to comply with the following while attending online classes:

- Area II Plumbers JATC Attendance and Tardy policies.
- Have access to a device that has internet, microphone, and camera capabilities.
- Students must be visible on camera during the duration of class. This means that their entire face is visible on screen.
- Be respectful and appropriate in all communications, including emails, discussions, and chat messages.
- Video background and/or display are appropriate and respectful to the instructor and other students.

- Student’s microphone to be muted during lectures or discussions unless the student is speaking.

Alcohol and Drug Policy – Prohibited Conduct

Area II Plumbers JATC is committed to maintaining a safe and productive environment for learning and working. The misuse or illegal use of alcohol, marijuana, and other drugs undermines this goal. In compliance with federal and state laws, and in alignment with institutional policies, the following behaviors are prohibited both on Area II-owned or -controlled property and during Area II-sponsored activities or events, regardless of location:

Alcohol-Related Misconduct

The following actions involving alcohol are not allowed:

- **Underage Use or Possession:** Consuming, possessing, or attempting to obtain alcohol from anyone below the legal drinking age. This includes situations where alcohol is present in a person’s system or detectable through behavior or testing.
- **Illegal Distribution:** Manufacturing, providing, selling, or distributing alcohol in violation of the law or Area II Plumbers JATC policy.
- **Driving Under the Influence:** Operating a vehicle while impaired by alcohol or with a blood alcohol concentration exceeding the legal limit.
- **Public Intoxication:** Being visibly intoxicated or consuming alcohol on Area II Plumbers JATC property or at Area II Plumbers JATC events, unless officially approved.
- **Disruptive Behavior:** Any conduct violations, disturbances, or safety risks resulting from alcohol intoxication, regardless of where the behavior occurs.
- **Organizational Responsibility:** Student groups must take reasonable steps to prevent underage alcohol use at any event or within any space or vehicle they manage.
- **Nonconsensual Administration:** Providing alcohol to another person in a way that leads to incapacitation or without their consent.

Marijuana-Related Misconduct

Despite state-level legalization, the use of marijuana remains restricted under federal law and is not permitted under Area II Plumbers JATC policy. Prohibited behaviors include:

- **Underage Use or Possession:** Possessing, using, or attempting to acquire marijuana, marijuana-infused products, or paraphernalia by individuals below the legal age. This includes use that is physically present in the body or otherwise detectable.
- **Public Use:** Using or being under the influence of marijuana on campus or at Area II Plumbers JATC related events.

- **Illegal Distribution:** Selling, furnishing, or producing marijuana or related substances, except where specifically allowed by law.
- **Driving While Impaired:** Operating any vehicle while under the influence of marijuana.
- **Disruption Due to Intoxication:** Any misconduct or violations that result from marijuana use, regardless of the location.
- **Group Responsibility:** Student organizations are responsible for preventing underage marijuana use at their events or within any controlled property or transportation.
- **Nonconsensual Use:** Administering marijuana to another person without their knowledge or consent.

Drug-Related Misconduct

The term “drugs” includes—but is not limited to—controlled substances, synthetic drugs, inhalants, and the misuse of prescription or over-the-counter medications. Prohibited conduct includes:

- **Use or Possession:** Possessing or using illegal drugs, drug-related paraphernalia, or prescription medication in ways not authorized by a medical provider. This includes detectable drug presence in one’s system.
- **Distribution and Manufacturing:** Selling, distributing, or producing any drugs in violation of the law.
- **Public Intoxication:** Being visibly impaired by drugs on campus or during Area II Plumbers JATC related activities.
- **Driving Under the Influence:** Operating vehicles while under the influence of any drug or substance that impairs functioning.
- **Misconduct Linked to Drug Use:** Engaging in disruptive or dangerous behavior while intoxicated, regardless of where the incident takes place.
- **Organizational Oversight:** Student organizations must take necessary steps to ensure no drug possession or use occurs during events or on controlled premises.
- **Nonconsensual Drugging:** Facilitating drug use in another person without their awareness or permission.

Violations of this policy may result in disciplinary action, up to and including suspension, expulsion, or legal consequences, depending on the severity of the offense and applicable law.

Disruption of the Learning and Academic Environment

All students are entitled to an educational environment that supports focused learning, mutual respect, and academic success. Disruptive behavior, whether in classrooms, online, or in other Area II Plumbers JATC spaces, interferes with that environment and will not be tolerated.

Faculty, staff, and Area II Plumbers JATC administrators are empowered to establish, communicate, and uphold behavioral expectations in all settings under their supervision. Faculty have primary authority over managing conduct within their classrooms.

Disruptive or disorderly conduct includes, but is not limited to, the following behaviors:

- **Classroom Disruptions:** Talking while others are speaking, engaging in side conversations unrelated to the course, using offensive or inappropriate language, sleeping, reading non-course materials, or moving about the room in a way that distracts others.
- **Misuse of Technology:** Using phones, laptops, or other devices during class for non-academic purposes—such as texting, browsing unrelated websites, or viewing distracting content—when it interferes with the learning process. Phones should be kept silent. In emergency situations, students should quietly exit the classroom to take the call. If they need to leave school, the student needs to let the instructor and office know.
- **Tardiness and Early Departures:** Consistently arriving late or leaving before class ends disrupts the flow of instruction and should be avoided unless due to exceptional circumstances. Tardies and early departures are subject to the tardy policy.
- **Disrespectful Conduct:** Any action or language that is dismissive, antagonistic, or demeaning toward faculty, staff, or fellow students.
- **Unreasonable Noise or Public Disturbances:** Creating excessive noise or engaging in behavior that disrupts the peace and order of Area II Plumbers JATC spaces—whether physical or virtual.
- **Indecent or Offensive Public Behavior:** Engaging in conduct such as public urination, defecation, or exposing intimate body parts in a way that violates community standards and applicable laws.
- **Threatening or Aggressive Acts:** Violent, hostile, or severely disruptive behavior that poses a risk to the safety or well-being of others.
- **Obstruction of Area II Plumbers JATC Operations:** Interfering with instructional activities, research, administrative functions, or any authorized Area II Plumbers JATC events, both in-person and online.

Students found responsible for such conduct may be subject to disciplinary actions in accordance with institutional policy, including removal from class, suspension, or further sanctions.

Harm, Threats, and Endangerment

Students are expected to maintain a safe and respectful environment for all members of the Area II community. Any behavior that causes or could reasonably be expected to cause physical or

psychological harm, or that endangers the health, safety, or well-being of another person, is strictly prohibited.

Prohibited conduct includes, but is not limited to:

- **Physical Harm or Endangerment:** Any action that results in or has the potential to result in injury or danger to another person's physical safety or health.
- **Threatening Behavior:** Verbal, written, physical, or electronic communication that causes a reasonable person to fear for their safety, health, or property.
- **Extortion:** Threats, intimidation, force, or deception to take or receive something from someone else.
- **Assault, Intimidation, or Harassment:** Any act of physical aggression, bullying, stalking, or unwelcome conduct directed at an individual—whether student, staff, visitor, or guest—that creates an unsafe, hostile, or intimidating environment.
- **Unwanted Conduct:** Actions or behaviors that interfere with a person's ability to fully participate in or benefit from Area II Plumbers JATC programs, services, or activities due to fear, distress, or perceived threat.

These behaviors are considered serious violations of community standards and will result in disciplinary action, including suspension, expulsion, or referral to law enforcement, depending on the nature and severity of the incident.

Harassment and Discrimination

Area II Plumbers JATC is committed to fostering an inclusive, respectful, and equitable environment where all individuals are free from harassment and discrimination. Any behavior that targets a person or group in a harmful, threatening, or demeaning way—particularly when based on protected characteristics—is strictly prohibited and subject to disciplinary action.

Harassment refers to ongoing, severe, or pervasive actions directed at specific individuals that are intended to—or have the effect of—intimidating, alarming, threatening, or harming them. These actions may involve attempted or threatened physical contact, or behavior that creates a reasonable fear of such contact. Harassment can occur through:

- Face-to-face interactions
- Phone calls or voicemails
- Text messages
- Social media or other digital platforms
- Non-verbal gestures or other forms of communication

Discrimination and bias-related harassment involve mistreatment or unfair treatment of individuals based on their actual or perceived membership in a legally protected class. This

includes behavior that isolates, humiliates, insults, or undermines a person's dignity, work, or academic standing.

Protected classes under state and federal law include:

- Race or color
- Religion or creed
- National origin or ancestry
- Sex, gender, gender identity or expression
- Sexual orientation
- Pregnancy
- Marital status
- Age
- Disability
- Veteran or military status
- Genetic information
- Political affiliation or belief
- Whistleblower status
- Domestic violence or sexual assault survivor status
- Expunged juvenile record
- Injured worker status
- Protected hairstyles (under the CROWN Act)
- Tobacco use during working hours (where protected by law)

Prohibited behaviors include:

- Making submission to harassing or discriminatory conduct a condition of employment, academic evaluation, or participation in Area II programs
- Engaging in conduct that is so severe or persistent that it creates a hostile, intimidating, or offensive environment, thereby interfering with an individual's access to education, employment, or services

Such conduct is not tolerated in any Area II-sponsored programs, services, employment practices, or academic settings and may result in disciplinary or legal action.

Discriminatory and Sexual/Gender-Based Harassment

Area II Plumbers JATC is committed to providing an inclusive, respectful, and equitable learning and working environment. Harassment of any kind that interferes with an individual's ability to participate in educational programs or employment is strictly prohibited.

Discriminatory Harassment

Discriminatory harassment includes any unwelcome behavior—verbal, physical, or visual—that targets an individual based on actual or perceived characteristics such as race, color, sex, gender identity or expression, age, national or ethnic origin, disability, veteran status, religion, sexual orientation, genetic information, or any other protected status.

This behavior is considered a violation when it is severe, ongoing, or widespread enough to significantly disrupt a person's academic or work environment, or when it limits access to Area II services, programs, or opportunities.

Sexual and Gender-Based Harassment

Sexual or gender-based harassment involves unwelcome conduct of a sexual nature, including advances, requests for sexual favors, or other verbal or physical behavior. It is prohibited when:

- Enduring or submitting to the conduct is, either directly or indirectly, presented as a condition of academic or employment opportunities.
- Acceptance or refusal of the behavior influences academic or professional decisions about the individual.
- The behavior is severe, persistent, or pervasive enough to create a hostile, intimidating, or offensive environment that negatively affects a person's academic or work performance, or their participation in Area II Plumbers JATC life.

Important considerations:

- A single incident, particularly if physical or highly egregious, may be sufficient to constitute a hostile environment.
- Less severe conduct may still qualify if it is part of a pattern or occurs repeatedly over time.
- Any conduct of a sexual nature by an employee toward a student—whether or not it appears consensual—may be considered harassment and is strictly prohibited.

Hazing Policy

Hazing is strictly prohibited at Area II Plumbers JATC in all forms and under all circumstances. Hazing refers to any action or behavior that intentionally or recklessly endangers the physical, mental, or emotional health or safety of an individual, or damages public or private property, in connection with initiation into, affiliation with, advancement within, or continued membership in

any group, team, club, organization, or campus program—regardless of whether the activity is officially sanctioned.

Participation by the individual being hazed, or their consent to the behavior, does **not** excuse or legitimize the conduct. Similarly, the fact that an activity was not formally approved by the group or organization does not exempt it from being classified as hazing. Individuals who organize, support, or fail to intervene or report known incidents of hazing may also be held accountable under this policy.

Hazing may include, but is not limited to:

- Coerced or forced consumption of alcohol, drugs, food, or other substances.
- Physical abuse, such as hitting, paddling, branding, or any form of assault.
- Abandonment, kidnapping, or isolation.
- Excessive or unreasonable demands that cause sleep deprivation, physical exhaustion, or unnecessary fatigue.
- Acts of servitude or disproportionate labor assignments (e.g., cleaning, errands, or other tasks intended to degrade).
- Forced exclusion from social contact or public humiliation.
- Requiring participation in demeaning, humiliating, or degrading activities, including wearing embarrassing clothing, public stunts, or inappropriate tasks.
- Unreasonable exposure to extreme weather, loud noises, or other harmful environmental conditions.
- Compelled involvement in illegal, indecent, or policy-violating behavior.
- Actions that interfere with a student's academic performance, attendance, or access to educational opportunities.

It is not a defense to claim that:

- The individual subjected to hazing consented to the activity.
- The behavior was not part of an official or organized event.
- Participation was not explicitly stated as a condition of membership.

Hazing violates Area II Plumbers JATC values and may result in disciplinary action for individuals and organizations involved, including suspension, expulsion, or referral to law enforcement.

Stalking

Stalking is a pattern of behavior directed at a specific individual that would cause a reasonable person in similar circumstances to experience fear for their own safety, the safety of others, or to endure significant emotional distress.

For the purposes of this policy, stalking includes the following elements:

- **Pattern of Conduct:** Involves two or more actions - whether direct, indirect, or through third parties - that may include following, monitoring, watching, surveilling, threatening, or communicating with or about the individual. It can also involve interference with the person's personal property.
- **Reasonable Person Standard:** The fear or distress caused is measured from the perspective of a reasonable person with similar characteristics and in similar circumstances as the person experiencing the behavior.
- **Emotional Distress:** Refers to serious mental or emotional suffering that may significantly impact an individual's well-being, even if it does not result in formal medical or psychological treatment.
- **Cyberstalking:** A form of stalking that uses digital or electronic communication methods—including emails, texts, social media, blogs, or other online tools—to harass, intimidate, or monitor the target.

Stalking behavior is considered a serious violation of Area II Plumbers JATC policies and may result in disciplinary action, including removal from the institution and referral to law enforcement when warranted.

Retaliation Policy

Area II Plumbers JATC is committed to maintaining a school environment where students, employees, and community members can report concerns or participate in investigations without fear of retaliation. Retaliation is strictly prohibited and will not be tolerated under any circumstances.

Retaliation is defined as any intentional adverse action taken against an individual—or someone perceived to be acting on their behalf—because they have filed a complaint, reported misconduct, or participated in an investigation, hearing, or any administrative process related to Area II Plumbers JATC policy. This includes actions taken by individuals or allied third parties.

Examples of retaliatory conduct may include, but are not limited to:

- Threats or intimidation.
- Harassment or exclusion.
- Unjustified negative evaluations or disciplinary action.

- Damaging someone's reputation or relationships.
- Interfering with academic or professional opportunities.

Area II Plumbers JATC will promptly and thoroughly investigate all reports of retaliation.

If retaliation is confirmed, appropriate corrective measures will be taken. Disciplinary action may include suspension, expulsion, termination of employment, or other sanctions as warranted by the severity of the conduct.

Any student or employee who believes they have experienced retaliation should report it immediately to the Adult Education Administrator or the Area II Plumbers JATC Trust. Reports will be handled promptly and with the utmost care to ensure a fair and safe resolution.

Abuse of the Conduct Process and Failure to Comply

All members of the Area II Plumbers JATC community are expected to cooperate fully with the student conduct process and to comply with lawful and reasonable directives issued by Area II staff or law enforcement personnel. Any attempt to undermine, obstruct, or interfere with these procedures is strictly prohibited.

Abuse or obstruction of the student conduct process includes, but is not limited to:

- Falsifying, altering, or misrepresenting information shared during investigations, hearings, or resolutions.
- Intentionally submitting false reports or allegations.
- Disrupting or interfering with the proper administration of any part of the conduct process.
- Attempting to influence the outcome of a conduct case or the impartiality of a conduct officer, before, during, or after proceedings.
- Harassing, intimidating, or retaliating against individuals involved in the conduct process, including complainants, respondents, witnesses, and hearing officers.
- Encouraging or coercing others to violate the integrity of the conduct process.
- Failing to participate in required meetings, investigations, or hearings when requested.
- Ignoring or attempting to bypass imposed sanctions, interim measures, or administrative directives resulting from the conduct process.

Failure to comply with official directives includes, but is not limited to:

- Refusing to follow instructions from Area II staff or law enforcement officers acting within their official capacities.
- Refusing to produce valid identification when requested by Area II Plumbers JATC staff.

- Failing to adhere to directives such as no-contact orders, cease-and-desist communications, removal from premises, or orders to disperse.

Violations of this policy may result in additional disciplinary sanctions, including but not limited to suspension, expulsion, or referral to external authorities.

Falsification, Forgery, and Misrepresentation

Students are expected to uphold integrity and honesty in all academic, financial, and administrative matters. Engaging in any form of deceitful or fraudulent conduct is strictly prohibited and may result in disciplinary action.

Prohibited behaviors include, but are not limited to:

- **Forgery:** Creating, altering, or possessing fake or falsified documents, records, identifications, or signatures for any purpose.
- **Providing False Information:** Knowingly supplying incorrect, deceptive, or misleading information to Area II Plumbers JATC or its staff, whether verbally or in writing.
- **Misrepresentation:** Acting on behalf of Area II Plumbers JATC or another individual without proper authorization, or presenting oneself in a false or misleading manner in official contexts.
- **Attempting to Defraud:** Engaging in deceptive practices to gain an unfair advantage or benefit, including the misuse of financial instruments, academic records, or identity documents.
- **Identity Theft:** Using or attempting to use another person's identifying information without consent for any reason, including accessing services, impersonation, or gaining access to restricted areas or accounts.

Such actions compromise the integrity of the institution and violate community standards.

Students found responsible may face disciplinary measures including suspension, expulsion, or referral to law enforcement when appropriate.

Theft, Property Damage, and Misuse

Respect for personal and facility property is a core expectation within the Area II Plumbers JATC community. Any unauthorized taking, use, or destruction of property—whether belonging to Area II Plumbers JATC, another person, or a group—is strictly prohibited.

Prohibited behaviors include, but are not limited to:

- **Theft:** The unauthorized taking, possession, or use of property, goods, services, or valuables belonging to Area II, another individual, or an organization.

- **Possession of Stolen Property:** Knowingly maintaining control of property that has been stolen or unlawfully acquired.
- **Damage or Destruction:** Intentionally or recklessly damaging, defacing, destroying, or littering property—whether Area II-owned or privately owned—on campus or during Area II-sponsored events.
- **Misuse of Services:** Unauthorized access to or use of services, utilities, or resources provided by Area II Plumbers JATC or any third party.

Such actions are considered serious violations of Area II Plumbers JATC policy and may result in disciplinary consequences, including restitution, suspension, or expulsion, as well as potential legal action.

Weapons and Dangerous Items Policy

To maintain a safe and secure environment, Area II Plumbers JATC prohibits the possession, use, or threatened use of weapons and hazardous materials on Area II-owned or controlled property, or at Area II-sponsored events, unless explicitly authorized by law and approved Area II Plumbers JATC policies.

Prohibited items include, but are not limited to:

- Firearms of any kind.
- Concealed weapons.
- Knives with blades exceeding four (4) inches (excluding those used for educational purposes, as approved).
- Switchblades, dirks, daggers, or similar bladed weapons.
- Metal knuckles, slingshots, or other combat-style instruments.
- Bows, crossbows, or similar projectile-launching devices.
- Explosive or incendiary devices such as bombs, grenades, missiles, or chemical projectiles.
- Dangerous chemicals or materials intended for use as weapons.

Additional Guidelines:

- Possession or use of any weapon in an illegal manner or in violation of Area II Plumbers JATC policies is prohibited, regardless of location.
- Weapons stored or handled off-campus may still violate this policy if they are used in a way that threatens public safety or contributes to a student conduct violation.
- Law enforcement officers acting within the scope of their professional duties are exempt.

- Any other exemptions must be reviewed and authorized by the Area II Plumbers JATC Trust.

Violations of this policy may result in disciplinary action, including suspension, expulsion, and possible referral to law enforcement.

Smoking

Smoking, including vaporizing or “vaping”, is prohibited on the Area II Plumbers JATC facility grounds.

Additional Prohibited Conduct

Students at Area II Plumbers JATC are expected to uphold standards that promote safety, integrity, and respect for others. The following behaviors are considered violations of Area II Plumbers JATC policy and may result in disciplinary action:

- **Misuse of Technology:** Using Area II Plumbers JATC technology or networks to engage in illegal activities, distribute copyrighted content without permission, or send abusive, harassing, or threatening communications through email, social media, or other electronic platforms.
- **Unauthorized Recording:** Capturing, sharing, or distributing audio, video, or images of a person without their knowledge or consent, particularly when the individual has a reasonable expectation of privacy. This includes recordings likely to cause emotional harm or distress.
- **Failure to Disclose Information:** Failing to provide truthful, complete, or updated information on Area II Plumbers JATC applications or related processes. This includes omitting required disclosures such as prior convictions, sex offender status, or changes in legal status that the Area II Plumbers JATC has a right to know.
- **Health and Safety Risks:** Engaging in behavior that creates a dangerous or hazardous environment, including reckless pranks or unsafe physical activity (e.g., climbing on rooftops or accessing restricted building areas).
- **Illegal Conduct:** Participating in actions that violate local, state, or federal law, whether on or off campus.
- **Collusion:** Cooperating with others to commit or conceal a violation of the Student Code of Conduct or actively encouraging others to break Area II Plumbers JATC rules.

Sanctions

At Area II Plumbers JATC, the Adult Education department upholds a commitment to fostering an academic environment that is in harmony with the organization's educational objectives. Emphasizing the importance of lawful behavior and mutual respect, the Adult Education department ensures that students are well-informed of the conduct code and encourages behaviors that contribute to a thriving and respectful community.

Area II Plumbers JATC employs an educational and restorative sanctioning model, aiming to promote learning and personal growth. Sanctions are designed to be proportionate to the severity of the violation and may become progressively more demanding if a student repeats violations or fails to demonstrate learning. Multiple or ongoing violations may result in severe sanctions such as suspension or expulsion. Violations that negatively affect the health, safety, and well-being of the community are considered the most severe and may result in suspension or expulsion, even upon the first violation.

The following sanctions may be imposed upon students exhibiting behavior that violates any part of the Code of Student Conduct:

1. **Warning:** Official notice to a student that their behavior violates the Code of Student Conduct. Continuation of such behavior may result in further conduct action.
2. **Required Educational Activities:** Mandatory participation in educational activities, such as completing a report or attending a seminar or other educational program or presentation.
3. **Organization Service Work Hours:** Requirement to complete a specified number of hours of service to the organization.
4. **Behavioral Expectations Agreement:** A written list of specific behavioral expectations the organization has for the student to continue with Area II.
5. **Restitution:** Requirement to provide reimbursement by dollar amount, transfer of property, or provision of services to Area II Plumbers JATC or a member of the community in accordance with the nature of the violation and in an amount not exceeding actual expenses, damages, or losses incurred.
6. **Restrictions/Exclusions:** Restrictions on participation in meetings, denial of entry to specific Adult Education facilities, prohibition of presence in certain areas, or other restrictions consistent with the violation committed.
7. **No Contact Directive:** Directive to a student to refrain from any intentional contact, direct or indirect, with one or more designated persons through any means, including personal contact, email, telephone, social media, or third parties.
8. **Academic Sanction:** Students whose behavior constitutes academic misconduct may be subject to additional academic sanctions, which may include, but are not limited to, failing the course, restriction from course withdrawal, grade replacement provisions, or

removal from Area II Plumbers JATC. Students may also be sanctioned to complete an approved online course regarding Academic Integrity.

9. **Removal from a Class:** Temporary removal from a class may be done by the Adult Education Administrator. Permanent removal may be authorized by the Area II Plumbers Committee with concurrence from the Adult Education Administrator. If a student is no longer under the Area II Plumbers Committee's jurisdiction, the Adult Education Administrator can authorize a permanent removal. A student who is permanently removed from a class will receive a "W" (Withdrawal) on the academic transcript, unless removed in conjunction with an academic misconduct violation that warrants an "F" grade for the course, in which the student will receive an "F" on the academic transcript.
10. **Area II Conduct Probation:** Placement on probationary status during which there is review of behavior and the student must demonstrate compliance with the Code of Student Conduct. Terms of the conduct probation will be determined at the time the probation is imposed and may include additional sanctions such as loss of privileges, restrictions, restitution, and/or required educational activities. Area II conduct probation means that the student is not in good standing with Area II Plumbers JATC, and any further violations may result in suspension or expulsion from or loss of recognition with Area II.
11. **Conduct Suspension:** Exclusion from Area II and all Area II property for a specified period.
12. **Expulsion:** Permanent separation from Area II. Expelled students will also be excluded from Area II and all Area II property.

These sanctions aim to promote accountability, personal growth, and the restoration of community trust. The Adult Education office works collaboratively with students to ensure that sanctions are educational and restorative, supporting the mission statement of Area II plumbers JATC.

Student Removal from Classroom, Office, Campus, or Center

If a student disrupts the educational environment, they may be removed from a classroom, office, campus, or facility through one or more of the following actions:

1. **Immediate Removal (Emergency Exclusion):**

A student may be immediately removed from a class, service area, or Area II Plumbers JATC-sponsored event for up to one class session, a single day, or for the duration of the specific event. This step may be taken if an Area II Plumbers JATC staff determines that the student's conduct—whether through speech, actions, or behavior—interferes with learning, safety, school operations, or the rights of others in the community. The student may request to return in accordance with the Student Rights and Responsibilities policy.

After the removal, the staff member must submit a written incident report to the Adult Education Administrator.

2. Short-Term Removal (Temporary Exclusion):

A student may be excluded for up to two days. This does not limit the student's ability to complete assignments or access course content remotely. The decision to impose a temporary exclusion will be made by the Adult Education Administrator, in consultation with any necessary Area II staff.

3. Urgent Suspension (Emergency Suspension):

In more serious situations, the Adult Education Administrator (or a designated representative) may enact an emergency suspension. This action may be taken if:

- The student poses a risk to their own safety or emotional well-being.
- There is concern for the safety of others or protection of Area II property.
- The student presents a continuing threat to facility operations.

During the suspension, the student may be barred from campus, classes, and any Area II-related activities or privileges, as deemed appropriate by the Adult Education Administrator or designee.

Emergency Suspension Procedure

- The student will receive a written notice explaining the suspension and the reasons behind it, along with the date, time, and location of an initial meeting.
- This meeting must occur within five (5) business days of the suspension. The student will have the opportunity to present reasons why their presence does not pose a threat.
- After the meeting, the Adult Education Administrator (or designee) will determine whether to continue, lift, or modify the suspension. A written decision will be made within ten (10) business days.
- This emergency action does not replace the standard student conduct procedures, which will continue their usual timeline, including the right to appeal if necessary.

Student Conduct Investigatory Process

The student conduct investigation process is designed to be fair, accessible, and educational for all parties involved. It aims to inform students of their rights and responsibilities, promote personal accountability, and ensure that any decisions made are based on equitable consideration for both the complainant and respondent.

Informal Resolution Efforts

Whenever possible, Area II Plumbers JATC encourages informal resolution through direct, respectful, and constructive communication. Concerns may be addressed through a conversation with the Adult Education Administrator (or designee) and an appointed third party. These meetings are typically educational in nature, focusing on helping the student reflect on their behavior and make appropriate changes. If concerns are resolved through this informal approach, no further action is taken.

However, if the alleged conduct is too serious to resolve informally or an informal resolution cannot be reached, the formal disciplinary process is initiated.

Formal Complaint and Investigation Process

1. Filing a Complaint

Any Area II community member may file a complaint against a student for an alleged violation of the Student Code of Conduct. Complaints must be submitted in writing to the Adult Education Department within ten (10) business days of discovering, or reasonably being expected to discover, the incident.

2. Initial Review and Meeting

Upon receiving a complaint, the Adult Education Administrator (or designee) will schedule an initial meeting with the student (respondent). At this meeting, the respondent will be informed of the allegations, the investigation process, and their rights and responsibilities. The purpose is to gather information and offer the respondent an opportunity to share their perspective.

3. Investigatory Meetings

To gain a complete understanding of the incident, the Adult Education Administrator (or designee) may also meet with other relevant individuals, such as witnesses, complainants, or reporting parties. These meetings help determine whether a Code of Conduct violation may have occurred and guide the next steps.

4. Conducting the Investigation

The Adult Education Administrator (or designee) will assess whether a *preponderance of evidence* exists—meaning it is more likely than not that a violation occurred. Based on this assessment, one of the following outcomes will be reached:

- **No Violation:** If the evidence is insufficient or the conduct, even if true, does not violate Area II policy, the case will be closed.
- **Informal Resolution:** If a violation is found, but the behavior does not warrant formal sanctions, the situation may be resolved through an educational meeting aimed at behavior change.
- **Formal Action:** If the violation is serious or egregious, a formal disciplinary process, including possible sanctions, will be initiated.

5. Resolution Agreement

If the respondent and the Adult Education Administrator (or designee) reach a mutual

agreement to resolve the matter - whether sanctions are involved or not - the outcome will be documented in writing, and the case will be considered closed with no further proceedings.

6. Appeals

Should the respondent believe that Area II failed to follow proper procedures, or if new evidence or a claim of bias emerges, they may submit a written appeal to the Adult Education Administrator and/or Trust Board (or designee) within ten (10) business days. Refer to the Appeal Process section for more details. If complaint is not resolved within 45 days, the respondent may request Higher Education Coordinating Commission (HECC) to investigate (see Area II Plumbers JATC School Catalog for contact information).

7. Non-Compliance

Failure to respond to communication or attend scheduled meetings may result in an academic hold. In such cases, the investigation will proceed in the student's absence, and a decision will be made based on the available information.

Appeal Process for Disciplinary Sanctions

1. Acceptable Reasons for Appeal:

- Area II Plumbers JATC procedures or policies were not properly followed during the disciplinary process.
- New and previously unavailable evidence has come to light.

2. Filing an Appeal:

- Students must submit their appeal in writing to the Adult Education Department no later than ten (10) business days from the date the final decision was sent.

3. Scope of Appeal Review:

- Appeals will be considered based solely on written materials. Appeals submitted after the deadline will not be reviewed, and the student will lose the right to a final appeal.

4. Failure to Follow Appeal Requirements:

- If the student does not follow the proper appeal steps or fails to meet the valid criteria for an appeal, the opportunity to appeal will be forfeited.

5. Review and Decision Timeline:

- The Adult Education Administrator (or their designee) will review both the original decision and the student's appeal and will issue a written response within ten (10) business days. This decision will be final and will be sent to the student by first-class mail and through their personal email account on record.

6. Actions Available to the Adult Education Administrator (or Designee):

- Address procedural issues if the appeal is upheld.
- Modify or adjust the disciplinary outcome, if justified by the appeal.
- Request a Trust Board review if significant procedural mistakes or misinterpretations of Area II policy occurred, or if important new evidence becomes available.
- Overturn the original decision if the outcome is not supported by the presented evidence.

7. **Suspension During Appeal:**

- Suspension penalties may be put on hold during the appeal process unless the Adult Education Administrator (or their designee) determines that the student's continued presence on campus represents a significant risk to themselves, others, or the normal functioning of Area II.

Non-Conduct Related Conflict Resolution Process

Not all student concerns fall under student conduct violations. This section outlines the procedures for resolving academic or administrative issues unrelated to student behavioral misconduct.

Concerns About Staff or Faculty Conduct

Students may occasionally believe that a faculty or staff member has acted in violation of Area II policy, legal requirements, or student rights. These concerns do **not** include grade disputes. Please note that, aside from complaints involving sexual harassment or discrimination, Area II faculty and staff are governed by the Area II Plumbers JATC Trust Board, which falls outside the jurisdiction of this code.

- Students should first bring their concern to the employee's direct supervisor (such as the Adult Education Administrator or the Area II Trust Board).
- If the student feels the concern was not addressed appropriately, they may escalate the issue to the next level of leadership (e.g., the Adult Education Administrator or the Area II Trust Board).
- The method for resolving the issue is at the discretion of the supervisor and may vary based on the nature of the concern.

Harassment or Discrimination Complaints

Area II Plumbers JATC is committed to maintaining a respectful, inclusive, and harassment-free environment. Discrimination, harassment, and sexual misconduct are strictly prohibited.

- Students who experience or witness these types of behaviors should report them through the appropriate channels.

Instructional Concerns

Students who have concerns related to teaching practices or classroom instruction are encouraged to first speak directly with the instructor. Open communication is the best first step toward resolution.

- If the issue remains unresolved, students may contact the Adult Education Administrator.

Grade Appeals

Students should maintain consistent communication with their instructors regarding grades and performance throughout the term. However, if a student believes they have received an inaccurate or unfair final grade, the following steps apply:

1. The student must first discuss the concern with the instructor to try and resolve the issue informally.
2. If the concern is not resolved, the student may submit a formal grade appeal with backup documentation via email to the Adult Education Administrator.
3. The appeal must be submitted within **15 calendar days** after the grade for the term is posted.
4. Once submitted, the appeal will be reviewed by the Adult Education Administrator.
5. The Adult Education Administrator will respond to the student via email within **15 calendar days** of receiving the appeal.
6. This decision is final and cannot be appealed further.
7. A copy of the final appeal decision will be retained by the Adult Education Administrator for one year.

Complaints About Area II Plumbers JATC Practices or Policy Implementation

This process is available for students who believe that Area II has failed to follow its own rules, procedures, or policies.

1. The student must submit a written complaint to the **Adult Education office**. The complaint should include the students' name, a detailed description of the concern, and any supporting documentation.
2. Upon receipt, the complaint will be reviewed and sent to the Adult Education Administrator for follow-up and resolution.
3. If the student is not satisfied with the outcome provided by the Adult Education Administrator, they may submit a written appeal to the Area II Plumbers JATC Trust Board.
4. The decision made by the Area II Plumbers JATC Trust Board is final and not subject to further appeal.

Interpretation and Review of the Code

1. Questions regarding how the Student Code of Conduct should be interpreted or applied will be directed to the **Adult Education Administrator** (or an appointed designee). Their interpretation will be considered final.
2. The **Student Code of Conduct** will undergo a formal review every **three years**, led by the Adult Education Administrator, to ensure policies remain current, relevant, and aligned with institutional values and legal requirements.

Student Conduct Records

1. Disciplinary outcomes may be included in the educational records of both the student who filed the complaint, and the student accused of misconduct. Most disciplinary records, excluding expulsions, may be eligible for removal **seven years** after the academic term in which the violation occurred.
 - Records related to **Academic Honesty** violations may be considered for removal after **two years** from the date of the incident.
2. Documentation related to conduct proceedings—including findings and any resulting sanctions—is classified as part of the educational record for both the responding student(s) and any identified student complainant(s), in accordance with federal and institutional privacy regulations.

APPENDIX A:

POLICY AGAINST HARASSMENT

It is our policy that students, instructors, and staff have a right to work in an environment where the dignity of everyone is respected. For that reason, we expect all interactions in Area II Plumbers JATC to be accomplished in a business-like manner with concerns for the wellbeing of others. Any conduct that could reasonably be viewed as harassment of staff, instructors, students, members, vendors, or business associates is not permitted, regardless of their working relationship or supervisory status. Specifically forbidden is conduct related to a person's sex, sexual orientation or gender identity, race, ethnicity, citizenship, religion, age, disability, or other legally protected characteristics.

Prohibited conduct of a sexual and gender-based nature includes conduct such as the following:

- Sexual advances, innuendoes, or unwelcome requests for dates.
- Unwelcome touching.
- Unwelcome visual conduct, such as leering or making sexual gestures.
- Telling dirty jokes.
- Talking about your sex life.
- Spreading rumors or telling stories about another's sex life.
- Making derogatory comments about a person's gender or any individual's sexual orientation or gender identity.
- Obscene language of a gender or sexual nature.
- Use of Area II Plumbers JATC computers, phones, internet, or other communication systems to access, send, receive, or store material of a sexual or gender-based nature as prohibited above.
- Any other verbal, graphic, electronic, or physical conduct of a sexual or gender-based nature that has the purpose or effect of creating a hostile or offensive work environment or otherwise unreasonably interferes with work.

APPENDIX B:

RIGHT TO EQUAL OPPORTUNITY

It is against the law for a sponsor of an apprenticeship program registered for federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (18 years or older), genetic information, or disability. The Sponsor must ensure equal opportunity regarding all terms, conditions, and privileges associated with an apprenticeship. If you think that you have been subjected to discrimination, you may file a complaint within three hundred days from the date of the alleged discrimination or failure to follow the equal opportunity standards with the Oregon Bureau of Labor and Industries, 800 NE Oregon Street, Suite 1045, Portland, OR 97232. You may also be able to file complaints directly with the EEOC, or the State Fair Employment Practices Agency, at the above location.

Each complaint filed must be submitted in writing and include the following information:

- a) Complaints' name, address, and telephone number, or other means for contacting the complainant.
- b) The identity of the respondent (i.e., the name, address, and telephone number of the individual or entity that the complaint alleges is responsible for the discrimination).
- c) A short description of the events that the complaint believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complaint believes the actions were discriminatory (for example, because of his or her race, color, religion, sex, sexual orientation, national origin, age (18 or older), genetic information, or disability).
- d) The complainant's signature or the signature of the complaint's authorized representative.



Acknowledgement of Receipt of Student Code of Conduct

I acknowledge receipt of the Area II Plumbers JATC Student Code of Conduct and that the Area II Plumbers JATC Catalog for my enrollment year can be found by going to www.area2app.com. I also acknowledge the expectations and responsibilities communicated in both documents. I have read them as instructed by the Area II Plumbers JATC and I understand my responsibilities as a student.

I further acknowledge that I have read and understand the following harassment policy statement:

HARASSMENT POLICY: A student may be terminated from the Area II Plumbers JATC School and Apprenticeship and barred from future application for up to one year for documented acts of abuse, assault, battery, harassment, intimidation, stalking, or other threatening behavior toward an individual involved in the operation of the Area II Plumbers JATC School and Apprenticeship, Area II Plumbers JATC committee members and committee staff, Area II Plumbers JATC Trust Board members, representatives of participating unions and training agents, and staff of Area II Plumbers JATC.

Signature of Student: _____

Printed Name _____

Date: _____