



POLICY #003

RESPECTFUL AND FAIR TREATMENT OF STUDENTS

April 1, 2025

Name of Policy

Date amended

REVISION DATE: April 01, 2025

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

The *Policy on Respectful Behavior and Fair Treatment* formalizes the College's commitment to ensuring that enrolled students have a positive experience, beginning with their first encounter and extending beyond their graduation from the College.

This policy applies to all enrolled students, alumni, all individuals employed by the College, and any other individuals acting as representatives or holding a titular position of the College.

Respectful and Fair Treatment:

1. The College recognizes that respectful behavior regarding the rights, dignity and integrity of others is essential for the well-being of the College community.
2. Students have the right to be treated with dignity, respect, and fairness by other students and College staff.
3. Students are expected to respect diversity and refrain from demonstrating any form of discrimination on the basis of race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, or sexual orientation.
4. Students are responsible for being aware of and abiding by applicable laws, and the policies, procedures, and guidelines that are available on the College website.

Respectful Behavior Expectations:

All members of the College community share the responsibility of maintaining a climate of respectful behavior and are expected to practice basic principles of mutual respect by adhering to the following:

- Behaving in ways that show respect toward others;
- Valuing each other's work and roles;
- Developing relationships built on trust;
- Promoting a climate that is fair, supportive, and responsive;
- Creating a welcoming environment through our words, actions, and physical surroundings;



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- Encouraging open and honest communication; and
- Celebrating our differences.

While on Glenn College premises or in the course of activities or events hosted by Glenn College the following activities are prohibited:

1. Any inappropriate conduct or comment by a person towards a student or staff member that the person knew, or reasonably ought to have known, would cause that student to be humiliated or intimidated.
2. Examples of conduct or comments that might constitute bullying and harassment include: verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors.
3. Abusive comments meant to demean someone based on their gender, sexual-orientation, gender identity, racial background, place of origin, a physical handicap, etc., will not be tolerated.
4. More information can be found on our *Bullying and Harassment Policy Statement*.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

1. Students at Glenn College can report incidents or complaints of bullying and harassment verbally or in writing. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form. See our *Bullying and Harassment Reporting Form* and *Complaint Form* for more information.
2. Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
3. Report any incidents or complaints to: your respective marketer or to Allan Scafe, SEA, at info@glenncollege.com
4. Students may report concerns regarding bullying, harassment, or discrimination to the College's Student Experience Advisor, **Allan Scafe**, at info@glenncollege.com.
If the concern involves this individual or if the student is uncomfortable reporting directly to them, the matter may be escalated to the Director, **Sungkoo Lee**, at koomi249@gmail.com.