**MEMBA INSTITUTE STUDENT CODE OF CONDUCT**

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**INTRODUCTION**

MEMBA Healthcare Consulting Firm LLC, dba MEMBA Institute, is designed to educate, empower, and bring awareness to the growing financial challenges within the Healthcare Industry. Inappropriate (and/or) fraudulent medical billing and uninsured members aid in the rise of healthcare spending and insurance premiums.

**Here at MEMBA our mission to be a Change Agent propels us to educate, empower, and bring awareness**

* To help combat the growing medical billing concern MEMBA has partnered with American Academy of Professional Coders, to teach and provide medical coders with Coding Certifications that demonstrate a professional’s working knowledge to support the submission of cleaner claims, faster reimbursement, fewer denials, and better run practices and facilities.
* Our partnership with the National Healthcareer Association (NHA) affords us the opportunity to train and educate Medical Assistants, Administrative Assistants, and Pharmacy Technicians with an industry recognized Certification.
* To combat the growing post-pandemic labor challenges in the Culinary/Hospitality industry MEMBA has partnered with the National Restaurant Association (NRA) and Supper Cooking Academy to offer hands on industry experience and certifications.
* These partnerships help confidently foster change for our students.

The purpose of this document is to assist post-secondary students, teachers and school administrators with the conduct needed to achieve a safe and productive learning environment. This Code of Student Conduct addresses not only the role of the student and the school, but also addresses:

* Grounds for disciplinary action; and
* Procedures for taking disciplinary action

The individuals governed by this document are post-secondary students, 18 years of age and older who no longer participate in a secondary educational program.

Outlined below are Behaviors considered to be disruptive and in violation of the student code of conduct.

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| --- |
| **Disruptive Behaviors:** |
| **• Confrontation with another student**  **• Disruptive behavior**  **• Failure to comply with class and/or school rules**  **• Possession of items or materials that are inappropriate for an educational setting**  **• Cheating/misrepresentation**  **• Confrontation with a staff member**  **• Defiance of school personnel**  **• Distribution/sale of items/materials that are inappropriate for an educational setting**  **• Failure to comply with previously prescribed penalties**  **• Fighting**  **• Harassment/ Assault/Bullying**  **• Libel/slander**  **• Theft**  **• Vandalism**  **• Breaking/entering and burglary**  **• Disruption on campus/disorderly conduct**  **• Racial Discrimination**  **• Possession or use of alcohol and/or controlled substances**  **• Possession of weapons**  **• Trespassing**  **• Sexual Harassment**  **• Making a false report/threat against the school**  **• Hate crime** |

If any student, teacher, or school administrator is found in violation of any of the above disruptive behaviors; they’re subject to immediate suspension, pending investigation for program removal (student) or termination (employee).

**Acknowledgment of Responsibility**

By signing this document, you agree to the said terms listed within the document.

Student Signature

Date

Administrator Signature

Date