



Bay Area Training and Exercise Program (BATEP)

Student Conduct Policy

Effective September 1, 2024

1. Individuals attending BATEP sponsored training activities or exercises shall adhere to the policies and procedures of their affiliated agency/department/organization, whether they are attending training in an on-duty or off-duty capacity.
2. BATEP requires a safe, professional, inclusive, and respectful workplace that is free from harassment, discrimination, retaliation or violence during all training and exercises including remote and virtual environments.
3. Interference with delivery of instruction or an exercise through disorderly conduct, disruptive behavior, or nuisance is prohibited.
4. Students shall not attend a training or exercise under the influence of alcohol, illegal drugs, or misuse of a federally controlled substance.
5. **Course Registration Cancellation**

To accommodate the greatest number of participants, BATEP requires notification as soon as possible and no later than 5 business days prior to the course start date IF the registrant is no longer able to attend the training course.

Notification may be provided in any of the following ways:

- a. Unregister from the course on www.BATEP.org
- b. Email contact@batep.org
- c. Contact via phone or email the assigned training coordinator

This notification courtesy is critical for allowing other students waiting on the standby list to be registered for the course and have adequate time and notice to attend. Most courses have students on the standby list and training vendors have out of pocket or up-front costs. BATEP may not be able to reimburse these upfront costs if the seat is left empty.

Late notice: Notifications to unregister provided less than 5 business days prior to the course start date will be considered on a case-by-case basis to determine whether the non-attendance will be excused or unexcused. Unexcused non-attendance is subject to penalties as noted in item 8 below.

*Note: For self-paced online courses, students may unregister from the course only before they access the course content, and at least 30 days before the deadline for self-paced course completion.

6. **Course Completion**

Students are required to complete all sessions, including all classroom and/or exercise activities, for which they are registered, in order to receive a completion certificate. This requirement extends to self-paced online classes, most of which require a test or capstone activity for successful completion. The entire self-paced online course must be complete by the posted course-end deadline.

7. **Unexcused non-attendance** of a registered course is a violation of this BATEP Student Conduct Policy and subject to the penalties noted in item 8 below. Non-attendance is penalized if no advance notification to unregister is provided to BATEP.

8. Failure to adhere to the BATEP Student Conduct Policy may result in penalties including, but not limited to:

- Suspension from registering for BATEP courses for a minimum of six months.
- Suspension from participation in BATEP exercises for a minimum of six months.
- Immediate expulsion from training and/or exercise activities.
- Removal from future training course and/or exercise activity registration.
- Denial of completion and/or participation certificate.

9. All violations of this student conduct policy will be reported to the instructor or safety officer. Violations will be forwarded to the Bay Area Training and Exercise Program Staff verbally or in writing. These violations will be reviewed by the BATEP Regional Program Manager to make the determinant course of action.

Questions:

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