

## **Rules of Student Conduct Post-Secondary Education**

All post-secondary students will be given a copy of the school rules, "Rules of Student Conduct," which include attendance and behavioral expectations. Rules will be reviewed orally by the Instructor during orientation and signed by the student and/or parent (if under 18).

Since post-secondary students are beyond compulsory school age, participation in the programs is voluntary; therefore, student conduct must be consistent with required behavioral and attendance standards. When student conduct is inconsistent with required behavioral and attendance standards, the student will go through a referral process as follows:

- 1<sup>st</sup> Offense: Instructor – student verbal warning
- 2<sup>nd</sup> Offense: Instructor – student written warning
- 3<sup>rd</sup> Offense: Referral to Counselor
- 4<sup>th</sup> Offense: Referral to administrator for possible temporary dismissal or withdrawal

Students may be suspended and/or expelled, or involuntarily withdrawn from classes for violation of attendance or behavior rules, as outlined in this handbook and/or the CCPS Code of Student Conduct. A copy of the CCPS Code of Student Conduct is maintained in any administrator's office and may be reviewed by students upon request.

Students who are administratively withdrawn due to behavioral problems may be permitted to reenroll in the adult education program based on the Grievance Policy.

### **Attendance**

Students are expected to attend as many class meetings as possible to gain the maximum benefit from the instructional program. A student who misses six consecutive class meetings shall be withdrawn from that course. Although many adult students have competing demands for their time, such as child care, jobs and other family responsibilities, continued patterns of excessive absence shall be grounds for administrative withdrawal. Excessive absence is defined in this case as absence or tardiness so repetitive as to impede the learning progress for that student in the judgment of the Instructor. Students under the age of eighteen may not be absent or leave earlier than their scheduled time without parental permission.

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*The following rules of conduct are a summary of the Student Code of Conduct and the Student Catalog. Please refer to either document for an inclusive list of rules and expectations. These rules are expected to serve as a guide to students in the program and are not inclusive. Students are reminded that participation in all programs is voluntary. Student conduct must be consistent with required behavioral and attendance standards. Failure to observe these rules may result in administrative withdrawal from the program.*

1. Students are expected to wear name tags and identify themselves and the program they are attending to staff members, if asked.
2. Students are expected to comply with the written or verbal directions of all school personnel.
3. Students are expected to report to classes on time and remain for the entire class time.
4. Students are expected to attend classes consistently. Failure to attend on a regular basis may result in the student's withdrawal from the program. (See specific attendance policies.)
5. Students are expected to respect the rights and property of other students, visitors and staff, at all times in all class locations. Discriminatory slurs, sexual harassment, vulgar or profane language or gestures, loud, disruptive talk, provision of false information and moral laxity will not be permitted.
6. Use of tobacco products on school property is strictly prohibited. Trash receptacles must be used to dispose of trash.
7. Defacement of school property is a violation of school board policy. All students are expected to refrain from behavior which is damaging to school property.
8. Students are expected to inform friends and acquaintances not to visit them at school during class time unless by prior approval of the Instructor.
9. Food and beverages are not permitted inside of classrooms unless otherwise authorized. This includes gum, candy, and snacks.
10. No weapons of any kind are permitted.
11. Students are expected to dress appropriately for a school/work environment.
12. Possession or use of illegal substances or alcohol are prohibited at all times.
13. Alteration of grade reports, transcripts, cheating, and plagiarism may result in student withdrawal from the program.
14. Personal telephones or other electronic devices may not be used in the classroom unless otherwise authorized.

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Parent or Legal Guardian Signature (If under 18)

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Student Signature

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Date

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Parent or Legal Guardian Contact Telephone Number(s)