



Name: \_\_\_\_\_

## **CODE OF CONDUCT**

This Code of Conduct is established to assure that all students enrolled in the Wallace Community College Adult Education Program are provided a barrier free learning environment. Adult Education students are expected to be self-disciplined, to be able to work independently, and to be sufficiently motivated to begin and continue lessons without constant monitoring from the instructor.

## **GENERAL RULES**

The following policies will be enforced:

1. Students should report directly to the Adult Education classroom upon arrival on campus and remain in the classroom at all times other than the designated break time.
2. Students must sign in upon arrival, and must sign out when they leave. A student cannot sign in or out for another student.
3. Regular attendance is required. Students consistently absent without proper excuse will be suspended or dropped from the roll.
4. Students will not be allowed to be idle during class time. This includes any student who attends class but does not demonstrate effort and is not academically productive.
5. Use of the telephone on the premises must be reserved for emergencies only. Routine outgoing and incoming calls/texts are prohibited. The use of cell phones, pagers, and other electronic devices is prohibited unless approved by the instructor.
6. Students are expected to cooperate with the teacher and Adult Education staff at all times. Failure to comply with authority will result in suspension/expulsion from classes.
7. Obstruction or disruption of teaching/learning and any disruptive behavior or disorderly conduct that hinders learning and interferes with the rights and opportunities of other students will not be tolerated. This includes but is not limited to cursing, foul language, talking, and dress deemed inappropriate for the classroom.
8. No children are allowed in the Adult Education classroom.
9. No visitors are allowed in the Adult Education classroom.

10. Instructional materials may NOT be removed from the classroom. They are the property of the Adult Education Department. Removal constitutes theft and may result in suspension or expulsion.
11. Destruction, damage, or misuse of College, public, or private property will not be permitted.
12. Physical abuse, fighting, verbal threats of violence, intimidation, and physical or mental harassment will not be tolerated.
13. Sexual acts or sexual misconduct will not be allowed – this includes but is not limited to sexual harassment.
14. As of August 22, 2011, Wallace Community College established a Tobacco-Free Policy on all its campuses. Students may not use tobacco in any form on any College property or in their cars.
15. Drinking alcoholic beverages or using any type of mind altering drugs is not acceptable. Controlled substances, such as drugs and alcohol, are strictly prohibited.

**Being dependent on the severity of the violation of any of the above rules, a student may be suspended for the first violation. Continued violation of rules will result in a suspension up to 90 days or permanent dismissal from the program. Reinstatement will be at the discretion of the Adult Education Director.**

### **VIOLATIONS WARRANTING IMMEDIATE DISMISSAL FROM THE PROGRAM**

Students violating the following policies will be permanently dismissed from AE:

1. Possession of firearms or weapons of any kind.
2. Using a weapon, or any other instrument, with the intent to cause physical harm to another individual.
3. Possession or use of any drug defined as illegal under local, state, or federal law.

**Law enforcement will be summoned when deemed necessary in each of these circumstances.**

**By signing below, I verify that I have read and agree to abide by the above Code of Conduct.**

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Printed Name of Student

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Signature of Student

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Date