

## Code of Conduct

*Students violating the Code of Conduct are subject to disciplinary action. Action taken may be a warning (written or verbal), probation, suspension, or expulsion.*

Specific misconduct, which may subject to disciplinary action includes the following:

- 1) Dishonesty in the classroom or laboratory, such as cheating, plagiarism, or knowingly furnishing false information to the college: forgery, alteration, or misuse of college documents, records, identification, educational materials, or college property.
- 2) Knowingly falsifying with malicious intent, publishing or distributing, in any form, material that tend to impeach the honesty, integrity, virtue or reputation of another person; or knowingly pursuing malicious, frivolous or fraudulent charges against a student, or staff member without a cause.
- 3) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
- 4) The threat of, or physical abuse of, any person on college-owned or controlled property or at college-sponsored or supervised functions or conduct which threatens or endangers the welfare or safety of any such person; engaging in behavior which may constitute sexual harassment.
- 5) Theft of, or damage to, property on the college premises or at authorized college functions.
- 6) Unauthorized entry to or occupation of college facilities.
- 7) Use of, being under the influence of, possession of, or distribution of alcohol or illegal or dangerous drugs on campus or at a college-sponsored functions, except as expressly permitted law and college regulations.
- 8) Disorderly conduct, breach of the peace, lewd, indecent, or obscene conduct, gambling, aiding or inciting another to breach the peace, or infringement upon the rights of other either on college-owned property or at college-sponsored or supervised functions; using rude, degrading or abusive language (written or spoken) to any person, or harassing any person with gesture or language, including cursing.
- 9) Failure to comply with the verbal or written directions of college employees acting in the performance of their duties.
- 10) Possession or use of firearms, explosives, dangerous chemicals or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations.
- 11) Violating of college rules regarding the operation and parking of motorized vehicles on college property.
- 12) Unacceptable uses of any college-owned computing equipment and/or network includes, but is not limited to: knowingly spreading viruses; sending harassing, intimidating and/or threatening messages; pornography; reposting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; online gambling; accessing the network using another individual's account; downloading, loading or executing software without appropriate authorization; any other attempt to compromise the network integrity.
- 13) Conviction of any crime or the performance of any action on or off the campus which, in the opinion of the college, gives rise to a reasonable belief that the continued presence of the student on campus will endanger the health, safety and welfare of any other student or employee of the college, will substantially disrupt the legitimate functions and activities of the college, or will infringe on the rights of others.
- 14) Possession or use of tobacco products on college property.
  - Senate Bill 08 approved by the General Assembly on May 20, 2008, states: 25-I4-301 Possession of cigarettes or tobacco products by a minor is prohibited. Possession means that a person:
    - Has or holds any amount of cigarettes or tobacco products any-where on his/her Person;
    - Owns or has custody of cigarettes or tobacco products; or
    - Has cigarettes or tobacco products within his or her immediate presence and control
- 15) Aiding or encouraging others in committing, or inciting others to commit, any act of misconduct set forth in 1 through 14 above.

### **Student Attendance Guidelines**

*Adequate attendance is crucial for the students to succeed in Career Start, just as it is crucial for adults in the workplace or in a college setting. The following Career Start Attendance Guidelines will be strictly enforced:*

- 1) Unexcused absences totaling 6 days in one quarter will result in withdrawal of the student from the program. Unexcused absences are any absences not relating to “School Related” absences. Tardiness is also included in the count: whereas four (4) times tardy is equal to one (1) absence.
- 2) “School Related” absences are days that the student is required to remain at the high school and are the only excused absences. These are the only absences not included in the count of 6 in any quarter. Examples of these absences are: testing, athletic participation, high school closures (snow, holiday etc.); however, only the high school counselor/designee may call and authorize a “school related” absence. In some circumstances, the high school administrator may choose that their students must attend Career Start even when the high school is closed. That is not a decision made by Career Start personnel.
- 3) Appeals process for continuation in the program will be placed for students whose absences total six (6) in each quarter. The student must initiate the appeals process by submitting an Attendance Appeals Form to the High School Program office. The form must be signed by the high school counselor and/or the Career Start instructor. The form should explain the extenuating circumstances which caused the absences to occur. An appeals meeting may be held to further consider an appeal and/or determine the conditions of the appeal. The meeting may include the instructor, the student, the home high school counselor/designee, and the Career Start Dean/designee. A decision regarding continuation in the program will be made by the Dean/designee. If a student is allowed to continue in the program, further attendance restrictions may be written.

*I have read and understand the Code of Conduct and Attendance Guidelines.*

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: Career Start Office, Parent/Guardian

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