



## 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 with 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 must arrive promptly and remain in class for the entire time.
2. Students are to sign in upon arrival. Do not sign out until you are ready to leave. This is very important. Your teacher can NOT sign you in or out.
3. 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.
4. Your class has a scheduled break time. You are expected to be in the classroom at all times other than the designated break time.
5. Use of the telephone on the premises must be reserved for emergencies only. **Routine outgoing and incoming calls are prohibited. The use of cell phones, pagers, or other electronic devices is prohibited unless approved by the instructor prior to use.**
6. No children are allowed in the classroom. Arrangements must be made in advance for child care.
7. No visitors are allowed during instructional time. Instruction will be interrupted only in the event of injury or illness.
8. Students are expected to cooperate with the teacher at all times. Obstruction or disruption of teaching will not be tolerated. Failure to comply with authority will result in suspension from classes.
9. Instructional materials may NOT be removed from the class room. They are the property of the State Department of Education. These materials may not be checked out. Removal constitutes theft and may result in suspension.

10. Destruction, damage, or misuse of College, public, or private property will not be permitted.
11. Disruptive behavior will not be tolerated. Fighting, cursing, and foul language are strictly prohibited. Clothing which is deemed disruptive will not be allowed.
12. Physical abuse, verbal threats of violence, intimidation, and physical or mental harassment will not be tolerated.
13. Inappropriate sexual conduct will not be allowed.
14. Drinking alcoholic beverages or using any type of mind altering drugs is not acceptable. Controlled substances, such as drugs and alcohol, are strictly prohibited. When students are suspected of being under the influence of these substances, the student will be sent home.
15. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend Wallace Community College Adult Education classes may result in suspension from the program.

**The above rules, when violated the first time, will result in a student's suspension from the Wallace Community College Adult Education Program for a period of not less than 90 days. A second violation may result in permanent dismissal from the program.**

### **DISMISSAL FROM THE PROGRAM**

1. Possession of firearms or weapons of any kind is prohibited at the class site and in vehicles on campus. Students possessing weapons on campus will be dismissed from the class permanently.
2. Students using a weapon, or any other instrument, with the intent to cause physical harm to another individual will be dismissed from the class permanently.
3. Possession of any drug defined as illegal under local, state or federal law will lead to permanent dismissal from class.
4. Fighting at the instructional site will not be tolerated. Physical violence will result in permanent expulsion from the program.

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