Folsom Cordova Adult School Code of Conduct

Any behavior which interferes with the teaching, learning, or administrative process will not be tolerated. Students must abide by all program policies, rules, expectations and regulations as outlined below.

Students are expected to:

- abide by all program policies and standards of conduct as outlined in this document and to Participate actively in the learning process as expected by their instructors
- report to class on time
- remain in the classroom during scheduled class hours
- demonstrate respect towards others at all times
- refrain from condemning, criticizing or complaining about others
- abide by all computer usage rules without exception

Types of Misconduct:

- Physical or verbal abuse of anyone or threatening anyone while on FCUSD Adult Education campus and/or school district/community center property
- Use, distribution or possession of alcoholic beverages, dangerous drugs or controlled substances while on FCUSD Adult Education campus and/or school district/community center property
- Disorderly conduct which inhibits or interferes with the educational process of the FCUSD Adult Education campus and/or school district/community center property
- Irresponsible behavior including vandalism or destruction of FCUSD Adult Education campus and/or school district/community center property
- Gambling at FCUSD Adult Education campus and/or school district/community center property
- Possession of any weapon at FCUSD Adult Education campus and/or school district/community center property
- Behavior choices which cause any disruption of the teaching, learning and/or administrative process. For example: being excessively loud in the classroom, arguing or being defiant or disrespectful with the teacher, staff or students, or interrupting the teacher while he or she is with another student.
- Sexual harassment of anyone at FCUSD Adult Learning Center and/or school district/community center or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment

Definition of Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: such conduct unreasonably interferes with an individual's work or education performance or creates an intimidating, hostile or offensive educational environment. Sexual harassment of students, employees, applicants or other persons may include, but is not limited to, offensive or unwelcomed sexual behavior such as engaging in sexually oriented conversations for the purpose of personal sexual gratification, telephoning students or employees at

home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature and enticing or threatening students or employees to engage in sexual behavior in exchange for grades, job advancement or other school-related or work-related benefit. Other conduct, physical or verbal, which contributes to an offensive work or educational environment, may also constitute sexual harassment. Such conduct includes but is not limited to: repeated offensive or unwelcomed sexual flirtations, advances, or propositions; offensive verbal abuse of a sexual nature; graphic, verbal commentaries about a person's body; use of sexually degrading words to describe an individual; and the display of sexually offensive objects or pictures not appropriate in the specific context of the workplace or educational setting.

Students Dress/Grooming Standards:

- Shirts and blouses should be appropriate for school settings
- Excessively short shorts, dresses, skirts, or blouses are not permitted
- Attire with gang, drug, alcohol, or sexual paraphernalia, and/or other offensive designs or logos are not permitted
- Caps, hats, sunglasses, and hoods are not to be worn in the classroom. Sunglasses may be used with medical documentation. Copies of medical documentation should be provided to the appropriate adult education staff member
- Dress/grooming violations will be at the discretion of the Principal. Principal and instructors will use their best judgment to determine appropriate/inappropriate attire and violations of dress code
- Corrective actions will be taken if the adult education Principal determines that a student is in violation of dress/grooming standards

Drive 5 mph in the parking lot

No children are allowed in the classroom

Follow the dress code of the FCUSD

Loitering

- Remaining on campus after classes are dismissed is not allowed unless it is part of a planned activity by the teacher. Students must be in class during class meeting times.

Maintenance of Grounds and Buildings

Students are expected to clean up after themselves. All trash including chewing gum should be deposited into trash cans. Do not stick gum underneath furniture or throw it on the ground.

Personal Electronic Devices

The use of any electronic or battery operated device (for example: cell phones, iPods, MP3 players, CD players, game players, miniature televisions, etc.) while classes are in session is not allowed unless approved by the instructor.

Smoking

Smoking and/or use of any tobacco products is strictly prohibited on the premises.

Vandalism & Stealing

It is considered vandalism if you choose to deface FCUSD Adult Education campus and/or school district/community center property. Defacing furniture or walls by writing or carving on items is destruction of property as is writing in books. Taking books out of the classroom without teacher authorization is considered stealing. We have zero tolerance for this type of behavior. Violation of this expectation may lead to disciplinary actions including suspension and/or expulsion.

Disciplinary Actions

Failure to meet any expectations described and/or outlined will be interpreted as a desire on the student's part not to participate in the FCUSD Adult Education Program as expected. This choice will be respected; however, because this is incompatible with the program's purpose and goals, students will be subject to disciplinary actions which may include: verbal and/or written warnings, the student being sent home until able to comply, referral to school counselor, advisor, or Principal, suspension for a predetermined length of time and/or expulsion from the program.