
Student Code of Conduct

The Choffin Career and Technical Center strives to provide students with the opportunity and motivation to learn. Students attending our school have the right to expect educational opportunities free from disruption. This implies an obligation to be aware of the rights of others, to be responsible for maintaining acceptable behavior while attending school and all school related activities, and to be responsible for the consequences of their actions.

Choffin Career and Technical Center Adult Education Program will not tolerate any form of violence, disruptive, inappropriate or criminal behavior. A violation of any rule may result in disciplinary action. Discipline will be administered in a fair and just manner.

This code of student conduct sets down those guidelines that the school expects its citizens to follow. All students must adhere to this code of conduct. These guidelines are in force during any school-related activity, on or off campus, or while the student is on an externship for their program.

The Board of Education has “Zero Tolerance” for violent, disruptive, inappropriate or criminal behavior by its students.

Choffin Career and Technical Center recognizes the basic Constitutional Rights of all its students. It is emphasized to students that responsibilities accompany their rights. The administration reserves the right to review and adjust disciplinary actions on a case-by-case basis. The following shall be sufficient grounds for disciplinary action against any student(s) found to be in violation of any action(s) listed below at school or school related function.

If the following code of conduct and/or security policies are violated the student may be processed for suspension and/or termination. The infraction may also result in prosecution by the law. Students, who are terminated may not be on school property, participate or attend any school functions, contests, or be present at activities on property controlled by the school or school officials.

STUDENT CODE OF CONDUCT

Choffin CTC Adult Education Programs strives to provide all students with the opportunity and motivation to learn. Students attending Choffin CTC Adult Education Programs have the right to educational opportunities free of disruption. This includes respecting the rights of others and being responsible for maintaining acceptable behaviors while attending school and school related activities, and to be responsible for the consequences of their actions. If the codes of conduct or security policies are violated, the student(s) will be terminated. The infraction may also result in prosecution by the law. When a student is terminated, the student cannot be on school property.

Misconduct off School Property

Students shall not engage in misconduct (1) that is off school property but that is connected to activities or incidents that have occurred on school property and (2) misconduct by a student that, regardless of where it occurs, is directed at a school official or employee or the property of a school official or employee.

Disruption/ Major Disruption

A student's behavior shall not cause or contribute to the disruption of any class or program approved by Choffin Career and Technical Center.

Vandalism /Damage

A student shall not vandalize or cause damage to public or private property. This includes defacement.

Inciting a fight /Fighting

A student shall not endanger another person's well-being (physically or mentally).

Tobacco/Electronic Cigarettes

Use of tobacco or any form of nicotine substance or vaping is not permitted in buildings. Instructors will inform students of designated smoking areas.

Disrespect/Insubordination / Failure to Comply

A student shall not fail to comply with reasonable requests of administrators, faculty, substitutes, or any other authorized school personnel, during the time when the student is under the jurisdiction of the school.

Harassment /Hazing

A student shall not threaten or participate in any act that degrades, disgraces, or tends to endanger the well-being of a student or employee of the school. Such acts are viewed as hazing or harassment. Some possible acts of the above include written or oral innuendoes; jokes; insults; disparaging remarks of gender, origin, religious beliefs, physical stature and disabilities; suggestive gestures; and unwanted bodily contact. Acts such as posting slurs on websites where students congregate or on web logs, sending abusive or threatening text or instant messages, using camera phones to embarrass or endanger the well-being of another are prohibited. Students using websites to circulate gossip, and rumors, cyber bullying, or any of the above shall result in termination and the student may not return to the program.

Profanity

A student shall not use profanity or obscene language or gestures, written or oral, in communication with any faculty member, student, authorized school personal or visitor.

Forgery/False Reporting

A student shall not alter, forge, or misuse school records or forms. Submitting any forged or altered documents or forms to school is a violation resulting in termination and the student may not return to the program.

Cell phone

It is the policy of the Choffin Career and Technical Center that at no time shall a student use a cell phone, or other technological communication device that may disrupt the learning environment or hinder the conduct of organizational business. Ringtones, notifications, and other audible sounds must be turned off while on campus. Students are not to engage in texting or other social communications while participating in the academic classroom or laboratory learning environment. Course instructors will determine whether a student's behavior is disruptive to the learning environment.

Cell phones **MUST BE** turned off and put away in a location outside the student's body during times of testing and test review. Use of such devices in the clinical setting must meet that institution's policy. Students are not permitted to record and/or video any parts or portions of the program or class without expressed consent of the instructor and without giving proper identification and credit to the instructor if consent is given. In which case, a recording agreement shall be signed.

Incoming telephone messages will be relayed to students only in the event of an emergency. Students normally will not be called from class unless the situation warrants such action.

Cheating/Plagiarizing

A student shall not present someone else's work as one's own work in order to obtain a grade or credit. The result is termination and the student may not return to the program.

Computer Policy

A student shall not have access to the Internet without reading and signing the school's "Computer Use Policy" provided at orientation or prior to class start.

Extortion

A student shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student or school employee. Such an act is extortion and the consequence is termination.

Classroom Rules/School Rules

In some instances, the classroom rules may be more demanding than the school rules. All students are to adhere to classroom rules.

Electronic Devices/Tablets/IPods/Any form of Transmitting Devices

Such items are not permitted during class time unless the instructor has given permission. Using an electronic device to record and or post on any form of social media, without permission will result in termination.

Trespassing

A student shall not be on school property without proper school personnel authorization. A student who has been terminated shall not enter onto school property. Such an act is trespassing.

Fraternizing with High School

Students shall not fraternize with high school students or staff.

Theft

A student shall not steal or benefit from the theft of any item or have unauthorized possession of any item. Choffin Adult Education is not responsible for any loss or destruction of personal property.

Drugs

A student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance and look-alike drug or paraphernalia.

Alcohol

A student shall not possess, use or consume or conceal any alcoholic beverage.

Choffin Career and Technical Center as a Federal Grant recipient and in accordance with the Drug-Free Workplace Act of 1989, prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances on school property.

Knives and other weapons

A student shall not possess, use, transmit or conceal a knife or any object that might be considered a dangerous weapon or instrument of violence, including look-alike weapons. “Knife” refers to any instrument that possesses a pointed or sharp – edged blade of metal or other ridged material that is designed or can be used for cutting, slicing, piercing or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, and switchblades.

Firearms

Any student who brings a firearm on school property or to any school-sponsored activity will be terminated. A firearm, under the federal law, is defined as:

- Any weapon (including a starter gun) which is designed to or may be readily converted to expel a projectile by action of an explosive
- The frame or revolver of any such weapon
- Any firearm muffler or firearm silencer; or any destructive device, which includes, but is not limited to, any explosive, incendiary, poisonous gas, or other similar to the devices described above.

Other Violent Acts

Students shall not commit or be involved in violent acts that occur at or on school property or any other school program or activity **(i.e.) clinical.**

Laws

A student’s conduct shall not violate federal, state, or local laws. A student who violates certain school rules should, therefore, understand that charges may be filed at any time. Termination may also occur.

This information within this document is found within the Choffin Adult Education Catalog. This document is abbreviated to contain Code of Conduct information in summary. Detailed information regarding discipline is found in the student program handbook as applied to their industry of study. Please review your student handbook and Adult Education Catalog for more information on policies and procedure specific to the institution and program.