

Sumter Adult and Community Education Center

CODE OF STUDENT CONDUCT

In order to maintain an educational setting in which all students are able to maximize their educational potential, it is expected that all students and visitors adhere to a code of conduct and civility guidelines. The Code of Student Conduct applies to all students enrolled in Sumter Adult ED and is in effect on Sumter School Board property and whenever students are under the official supervision of Sumter Adult ED employees, such as during clinical experiences. The Code of Student Conduct sets forth expectations for the good of the group. Individual preferences may not be acceptable as they may interfere with the learning environment for the group as a whole. Students attending Sumter Adult and Community Education Center are treated as mature individuals. As an adult education center preparing students for employment and/or postsecondary, the environment is business-like. Failure to abide by the Student Code of Conduct guidelines may lead to program dismissal without refund and not in "good standing." A student withdrawn in "good standing" is defined as a student who is eligible to re-enroll at Sumter Adult ED without any special considerations. Students dismissed "not in good standing" will need to request special consideration from the Coordinator.

EVERY student at Sumter Adult and Community Education has the responsibility to:

1. Come to class appropriately dressed for an educational environment,
2. attend school regularly and be punctual for the start of class (including breaks),
3. come to class with all necessary materials and be prepared to learn,
4. actively participate in one's own learning,
5. use all resources for educational and personal improvement,
6. treat other people and property with respect,
7. report hazardous or dangerous situations to a school administrator or staff member,
8. follow classroom and lab rules and complete all classroom assignments,
9. use appropriate language and tone of voice in all communications,
10. conduct oneself in a safe and responsible manner,
11. and take responsibility for his/her own work and actions.

Unacceptable Behaviors

The following behaviors and **all illegal actions** are prohibited on school grounds may be cause for dismissal without refund:

1. Any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff, or others (possession of weapons or explosives; refusal to comply with school rules; disrespect to school personnel; intentional destruction or public or private property)
2. Using, possessing, being under the influence of any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing.
3. The use of abusive, threatening, profane, obscene language/materials, either oral or written language (including racial and/or sexual comments) electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable
4. Inappropriate dress (offensive language or symbols on clothing; revealing clothing; bed clothing; beachwear)
5. Cheating or plagiarism in any form, providing false information and/or records
6. The use of tobacco products on campus
7. The use of electronic devices during class time for anything besides educational activities assigned by the teacher

Bullying and Harassment

The Sumter County School Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in Board Rule (5.321), is prohibited. All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use technology, or the conditions that might invite or encourage violence **MUST** be reported to a school official. This may also include, but no limited to, teasing, name calling, intimidation or spreading rumors. More information can be found at <http://www.stopbullying.gov>. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

I understand the Code of Student Conduct and the consequences of not abiding by the rules set forth above.

Name _____ Signature _____ Date _____