

# Central Alabama Community College Adult Education Program Policy

## Adult Education Student Behavior Policy

A positive learning environment is a key component of a successful AE class. It is the teacher's responsibility to ensure that a positive learning environment is present in their classroom at all times. Enforcing strict standards for student behavior is critical to establishing and maintaining a positive learning environment in an AE class.

Clear expectations for student behavior must be set forth during the comprehensive student orientation conducted before each student attends their first class. In order to ensure a positive learning environment, it is necessary to establish during student orientation that a "zero tolerance" policy exists for certain student behaviors. "Zero tolerance" means that the appropriate disciplinary action is taken upon the first offense. No second chances are allowed. One strike and you are out.

If a student commits a zero tolerance offense, they must be immediately dismissed from class. The term of the dismissal may be set at the discretion of the teacher, but the student must be dismissed. If the offense is minor or a first time offense, the teacher may dismiss the student for one or more days of class. A more serious offense or a repeated minor offense may dictate a dismissal of a week or more. Very serious offenses may require permanent dismissal. Students returning from a dismissal must be offered a brief counseling session to determine whether the dismissal had the desired effect and they are now ready to return to class as a productive student. If not, they must not be allowed to return.

All AE students must sign the "Adult Education Attendance and Conduct Agreement" form. By doing so, they agree to:

1. Attend class each day it meets.
2. Come to class on time and stay until class is over.
3. Work steadily on classroom assignments.
4. Take breaks only when allowed.
5. Let the teacher know if a class will be missed.
6. Follow all rules and regulations set by the teacher.
7. Conduct myself as a responsible, mature adult at all times.
8. Abide by the CACC Harassment and Drug-free workplace policies.

The agreement also includes a "zero tolerance" section as follows:

1. Inappropriate expression or action.
2. Possession of banned items.
3. Being in possession of or under the influence of alcohol or drugs.
4. Refusal to follow reasonable and proper directions.
5. Failure to follow reporting, break or departure policies.
6. Failure to participate in all assigned classroom activities.

Please see the "Zero Tolerance" policy located in the Policy and Procedures section of this guide. The "Zero Tolerance" policy must be printed and distributed to each student at orientation and posted in a visible location in each classroom.