



CAE EXPECTED STUDENT CONDUCT

CLASSROOM CONDUCT

All classroom rules are strictly maintained and enforced. Cheating, plagiarism, profanity or aggressive behavior will be grounds for removal. Students need to be respectful to their fellow students in their classroom. Social discussions should be left to outside or break room settings. There are scheduled breaks and lunch periods. Students may use the restroom at any time but should not disrupt the class when returning. Assigned seating will occur for students who cannot adhere to maintaining a quiet atmosphere in class. **WHISPER** whenever assisting a colleague in class.

COMPUTER USAGE

COMPUTERS MAY NOT BE USED FOR ANY “PERSONAL NEEDS” WHICH INCLUDES:

- ◆ **NO PERSONAL EMAILING**
- ◆ **NO INTERNET MUSIC**
- ◆ **NO INTERNET CHATTING**
- ◆ **NO PERSONAL BUSINESS USE OF ANY KIND**

TELEPHONE/ELECTRONIC DEVICE USAGE

Classroom telephones are to be used **only** in emergencies. There is a public phone located on the campus. **Cell phones and pagers are to be turned off or on vibrate when in class. This rule would apply to “texting”, as well.** If your cell phone is left on by mistake and you receive a call, immediately exit the classroom. **Cell phones are to be left in backpacks or purses and not on desks.** Personal electronic devices are not allowed in a classroom without approval by the instructor.

EATING: Food is not allowed in the classrooms at any time. Water is the **only** beverage permitted and **only** with a secure lid on top. Classroom Special Occasions or events that include refreshments must be approved by CAE administration. The Student Lounge is located in Room A-9 where beverage and food machines are available. This room is open and available for students during the school day.

SMOKING: The use of tobacco product is strictly prohibited on the CAE campus, including all restrooms, parking lots, or sidewalks that are within the CAE gates. Smoking is **only** allowed outside the gates west of the campus along Sunnyside Ave. during break time and lunch.

WEAPONS and DRUG FREE CAMPUS: The use and/or possession of alcohol, illegal drugs or weapons are strictly prohibited on the CAE campus. Students found in violation will be subject to dismissal and possible legal action.

CHILDREN: Students attending classes **may not** bring their children to class with them. Students need to make responsible decisions and develop school-to-work transition skills. Responsible childcare must be arranged. A back-up plan for child care is always encouraged to cut down on attendance problems.

PARKING DROP OFF / PICK UP ZONES

Parking is permitted in the two Adult School parking lots directly north and east of the campus. Please be sure to park in the designated areas only. Improperly parked vehicles may be ticketed or towed. When dropping off or picking up a student, please use the drop off zone within the parking lot located on the west end. Please DO NOT stop on David E. Cook Way at any time.

Revised: 01-03-2015