

## NightHawks Adult Education



### Code of Conduct

Thank you for choosing Essex Tech to continue your education in the skilled trades.

As students in the NightHawks program, your success is our top priority and we are committed to providing you with the education that you need to succeed. In return, we expect that you are fully committed to your education and to being a valued member of the adult learning community here at Essex Tech. In doing so, there are minimum expectations we have of all students taking part in any of our programs. The purpose of this Code of Conduct is to establish guidelines for behavior to maintain a safe, respectful, and conducive learning environment for all students and instructors taking part in these classes.

#### **RESPECT AND PROFESSIONALISM**

It is the responsibility of each student to treat all individuals, including instructors, classmates, administrators and staff with respect and courtesy. There will be no tolerance for harassment of any nature, discrimination, or bullying.

It is the expectation that each student adheres to professional standards of language, behavior and proper attire.

#### **BUILDING PROTOCOLS**

- Students must remain **in the designated areas** at all times.
- Students must use **designated restroom facilities.**
- **Students must park in designated areas.**
- Parking in unmarked spots, in driving lanes, on the lawn or other clearly unmarked spots is strictly prohibited and will result in being towed.
- Smoking, Vaping, and use of any other prohibited substances is **NOT PERMITTED ANYWHERE ON CAMPUS**, including parking lots, vehicles and restrooms.

**This may be grounds for dismissal.**

**ANY STUDENT THAT IS FOUND ON CAMPUS IN POSSESSION OF, UNDER THE INFLUENCE OF, OR SUSPECTED INFLUENCE OF DRUGS-INCLUDING MARIJUANA (CANNIBAS, EDIBLES, ETC), OR ALCOHOL WILL BE DISMISSED FROM THE PROGRAM. THE EMERGENCY CONTACT (OR DANVERS PD) WILL BE NOTIFIED TO PROVIDE TRANSPORTATION FOR YOU TO LEAVE THE CAMPUS SAFELY. YOU WILL NEED TO SCHEDULE A MEETING WITH THE WORKFORCE DEVELOPMENT DIRECTOR OR DESIGNEE BEFORE BEING PERMITTED TO RETURN TO CLASS**

- Food is not permitted in the classrooms at any time.
- **For security purposes, hats ARE NOT permitted in the building.**
- Exit and entry to the building must be at the main entrance.
- Doors are not to be propped open.

I have read the above Code of Conduct and agree to abide by these expectations.

*Please keep this copy for your records.*