



Career Start

PIKES PEAK COMMUNITY COLLEGE

Student Name: \_\_\_\_\_

Career Start Program: \_\_\_\_\_

### **ATTENDANCE GUIDELINES**

Attendance is crucial for the students to succeed in Career Start, just as it is crucial for adults in the workplace. The following Career Start guidelines will be strictly enforced:

Career Start students are expected to attend every day of the Career Start calendar. Only **five** absences per semester will be excused. Excessive tardiness figures into each students' absence count. Being tardy four times per semester is the equivalent of one unexcused absence. On the sixth absence, a student may be dropped from the Career Start program.

If a school district is closed or on a two-hour delay due to weather, Career Start students and their families should use their best judgment to determine if their child should attend Career Start that day. Students should check D2L (DESIRE 2 LEARN) for messages from Career Start instructors. Weather-related absences will be excused for program purposes but may have a negative effect on a student's grades if work is missed and not made up.

Excused absences are those that are school-related. Examples of excused school-related absences are: state-mandated testing, athletics, college visits, school service days. Teacher workdays and parent-teacher conference days are not excused school-related absences.

Questions about school-related absences should be directed to students' high school Career Start counselor. Only the high school Career Start counselor may call Pikes Peak Community College High School Programs to authorize a school-related absence. Illnesses are not considered an excused absence. Parents/guardians should not contact PPCC High School Programs to excuse a child's absence.

### **CODE OF CONDUCT**

Students violating Career Start or PPCC Code of Conduct are subject to disciplinary action. Action taken may be a written or verbal warning, academic probation, suspension, or expulsion.

Specific misconduct which may result in disciplinary action includes:

1. Dishonesty in the classroom or laboratory, such as cheating, plagiarism, or knowingly furnishing false information to the college; forgery, alteration, or misuse of college documents, records, identification, educational materials, or college property.

2. Knowingly falsifying with malicious intent, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person; or knowingly pursuing malicious, frivolous or fraudulent charges against a student, or staff member without cause.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
4. The threat of, or physical abuse of, any person on college-owned or controlled property or at college-sponsored or supervised functions or conduct which threatens or endangers the welfare or safety of any such person; engaging in behavior which may constitute sexual harassment.
5. Theft of, or damage to, property on the college premises or at authorized college functions.
6. Unauthorized entry to or occupation of college facilities.
7. Use of, being under the influence of, possession of, or distribution of alcohol or illegal or dangerous drugs on campus or at a college-sponsored functions, except as expressly permitted law and college regulations.
8. Disorderly conduct, breach of the peace, lewd, indecent, or obscene conduct, gambling, aiding or inciting another to breach the peace, or infringement upon the rights of others either on college-owned property or at college-sponsored or supervised functions, using rude, degrading or abusive language (written or spoken) to any person, or harassing any person with gesture or language, including cursing.
9. Failure to comply with the verbal or written directions of college employees acting in the performance of their duties.
10. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations.
11. Violation of college rules regarding the operation and parking of motorized vehicles on college property.
12. Unacceptable uses of any college-owned computing equipment and/or network includes, but is not limited to: knowingly spreading viruses; sending harassing, intimidating and/or threatening messages; pornography; re-posting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; online gambling; accessing the network using another individual's account; downloading, loading or executing software without appropriate authorization; any other attempt to compromise the network integrity.
13. Conviction of any crime or the performance of any act on or off the campus which, in the opinion of the college, gives rise to a reasonable belief that the continued presence of the student on campus will endanger the health, safety and welfare of any other student or employee of the college, will substantially disrupt the legitimate functions and activities of the college, or will infringe on the rights of others.
14. Possession or use of tobacco products on college property.
  - a. Senate Bill 08 approved by the General Assembly on May 20, 2008 states: 25-14-301 Possession of cigarettes or tobacco products by a minor is prohibited. Possession means that a person:
    - i. Has or holds any number of cigarettes or tobacco products anywhere on his/her Person;
    - ii. Owns or has custody of cigarettes or tobacco products; or
    - iii. Has cigarettes or tobacco products within his or her immediate presence and control
  - b. Therefore, Pikes Peak Community College must enforce a smoking ban for high school students, regardless of age, on the campus of Pikes Peak Community College.
15. Theft of, or damage to, Career Start property including textbooks, uniforms or other supplies loaned to students.
16. Aiding or encouraging others in committing, or inciting others to commit, any act of misconduct set forth in 1 through 15 Code of Conduct.

***Signing this form is an acknowledgement that you have read, understand, and will comply with the above Attendance Guidelines and Code of Conduct.***

Student Name (printed):

Signature: \_\_\_\_\_

Parent/Guardian Signature:

Date: \_\_\_\_\_