



# **STUDENT CONDUCT POLICY**

## Huron Academic Endeavors Cooperative Center

Once a student is enrolled, he/she is required to follow the policies of HAE, leadership, and classroom guidelines as established by the instructors. It is the student's responsibility to know and understand the policies and seek clarification as necessary.

1. Be on time for each class, and come prepared with the materials needed for each class.
2. Take ownership for homework assignments.
3. Make the instructor aware of any absence as soon as possible.
4. Obtain and complete any missed assignments or have a parent submit an excuse to the instructor.
5. Follow the guidelines/class syllabus/homework schedule as outlined by the instructor.
6. Behave in a respectful manner toward instructors, leadership, your parents and classmates in both words and actions.
7. Do not be disruptive during class with words or actions deemed inappropriate by the instructor or leadership.
8. Conduct yourself as a gentleman or lady, accordingly, while on campus grounds, and do not engage in any physically demonstrative behavior deemed inappropriate.
9. Do your own work; plagiarism or cheating of any kind will not be tolerated.
10. Dress appropriately, professionally and modestly for school and any school-related activities.
11. Do not use the contents of the kitchenette or other school supplies without leadership or instructor approval. Keep all areas around the school clean and orderly.
12. Leave cell phones or other electronic devices put away and turned off unless given permission by an instructor or leadership to use them for class. Failure to comply may result in the instructor holding the device until the end of the school day.
13. Be prepared for weekly practices or school groups if you decide to join them. The instructor and other students depend on you to come prepared. Failure to comply with this policy may result in removal from class.