

**North Orange County Regional Occupational Program
CONDUCT
ROP AR 5131**

Administrative Regulation

Conduct

The following Code of Conduction shall be published in all class syllabi, course schedules, and other student-targeted publications, as well as on the ROP website.

Code of Conduct

North Orange County ROP students are expected to adhere to professional standards of conduct, including the following:

- Students will arrive punctually and be prepared to go to work in the classroom. This includes being dressed and groomed appropriately, bringing proper supplies, having completed all assigned work on time, and turning off all personal electronic devices, including cell phones, during attendance in ROP classes.
- Students will observe all safety standards and practices.
- Students will respect other students and staff and work cooperatively with them.
- Students will observe the highest ethical standards, including confidentiality and integrity.
- Students will use electronic resources and technology in classrooms solely for instructional purposes.
- Students will communicate ideas and concerns in a positive and constructive manner.
- Students will display personal qualities needed on the job including responsibility, initiative, a positive attitude, and other traits necessary for success.
- In order to maintain a safe, supportive, and professional classroom workplace, the ROP has a zero tolerance policy for the following behaviors:
 - Carrying weapons
 - Abusing or carrying controlled substances, drug paraphernalia, and alcohol
 - Harassment of any kind, including physical, psychological, sexual and/or verbal, such as derogatory remarks or gestures, inappropriate language, bullying, unwanted sexual remarks, actions, etc.
 - Violation of the rights of others
 - Destruction or theft of school or students' personal property
 - Vandalism
 - Abuse of electronic media privileges, including inappropriate internet use