

LCC College and Career Readiness Institute Adult Education Department Student Code of Conduct

The Luna Community College (LCC) College and Career Readiness Institute (CCRI) Adult Education Department is dedicated to providing a safe, respectful, and productive learning environment for all students, staff, and visitors. Students are responsible for complying with all policies and regulations of the college and the laws of the State of New Mexico.

Expectations for Student Conduct

As a student in the LCC CCRI Adult Education Department, you are expected to adhere to these conduct standards:

- Behavior that interferes with, disrupts, impairs, or obstructs the normal educational processes, procedures, or functions of CCRI is prohibited. These include but are not limited to:
 1. The use of foul or abusive language toward another person.
 2. Disrespectful, rude, aggressive, or abusive behavior toward any member of our staff, faculty, or any other student.
 3. Violence of any kind.
 4. Sexual misconduct of any kind.
 5. Coming to classes or CCRI office while under the influence of alcohol and/or drugs.
 6. The carrying of any weapons.
- It is best to not bring your cell phone into class, as the fewer interruptions there are, the more you learn. However, if you need it for emergency purposes, please put it on silent mode and take required calls outside the classroom. Please, no texting.
- Check with your instructor about bringing food and/or drinks into the classroom, policies vary with each instructor. Know and respect the policy for each class.
- If you choose to attend one of our virtual classes, we require you to be professional in your actions and appearance. This means that your video camera must be always turned on, and that your attire is appropriate for an educational environment.
- Leave your work area clean before leaving a classroom, lab, or computer area.

- Luna is part of the Tobacco-Free Campuses New Mexico (TFCNM) initiative, and smoking is limited to three locations on campus that are designated as smoking areas.

Excerpts from Governing Policies

1. **Harassment Policy (Luna Community College Catalog):**
 - a. "Harassment of any kind is not acceptable at any Luna campus, any Luna activity or in any Luna vehicle."
2. **Violence and Threats of Violence (NMHED Adult Education Program Safety Policy):**
 - a. "Although all eligible New Mexicans should have access to free and accessible adult education services, programs may take action in response to threats or acts of violence."

Consequences for Violations

Disruption of classes or other school functions, disregarding the safety and welfare of other students or personnel on or off campus, or non-compliance with the institution's policies and regulations may justify disciplinary action. Such actions include restorative conferences with college leadership including the AE director for minor infractions, temporary suspension for moderate breaches of this contract, or permanent administrative withdrawal for serious offenses. The Adult Education Director will consult with various individuals in leadership roles at the college to make appropriate decisions regarding violations of this code of conduct. Decisions made in regards to violations of this code of conduct are final, and cannot be appealed.

Acknowledgment of Code of Conduct

By signing below, I acknowledge that I have received, read, and understand the LCC College and Career Readiness Institute Adult Education Department Student Code of Conduct and agree to abide by all stated rules and regulations.

STUDENT CONSENT

Student Signature:

Date: ____ / ____ / ____

PARENT / GUARDIAN CONSENT (Student under 18)

Parent/Guardian Name:

Date: ____ / ____ / ____