



Colusa County Office of Education  
Educational Services  
Adult Education Program

499 Marguerite Street Ste. B  
Williams, CA 95987  
(530) 473-1350 ext. 10304

**Classroom Guidelines**

**ATTENDANCE/PRODUCTIVITY POLICY:**

1. Regular attendance increases the likelihood of success in our programs. **Students enrolled in any of the Colusa Adult School programs are expected to maintain a minimum of 85% attendance and may be dropped after two absences in a six-week period.** Twelve hours of in-person assistance is required, within a two-week period before a student in the High School Diploma (HSD) class is eligible for distance learning. Students in the HiSET Prep class are expected to complete at least three hours of class attendance each week.
2. Measurable productivity is required in order to be successful and remain in our program. Students in the HSD program are required to accrue six hours of instruction/attendance or earn a minimum of one credit per week.

**CLASS PROCEDURES AND CONDUCT:**

1. Students are expected to arrive to class on time and remain in the classroom for the entire class period.
2. Clothing, jewelry and personal items (backpack, fanny packs, gym bags, water bottles, etc.) shall be free of any images or writing which may be interpreted as crude, sexually suggestive, advertise or promote a drug, alcohol or tobacco product or which may advocate a racial or religious prejudice or implies gang affiliation. Clothing must be modest when sitting or standing and adequately cover undergarments at all times.
3. Students are expected to maintain a level of respect for everyone while in the classroom and therefore inappropriate language/behavior is not tolerated.
4. iPads, Chromebooks, laptops and other electronic devices from home are not allowed to be used in the classroom. The teacher will provide classroom computers and laptops to be made available for use by students during class time when appropriate.
5. Smoking or possession of tobacco products, drugs, alcohol and weapons are prohibited at any time in CCOE-owned or leased buildings, on CCOE property, and in CCOE vehicles. Possession and or use of these items/products will result in disciplinary action and may include suspension or expulsion from the program.
6. Harassment in any instance will not be tolerated. If any student believes that he/she is being harassed, that student should notify the classroom teacher in writing before the end of that class period so that it may be addressed.
7. Students are required to bring their own class supplies with them. This includes a notebook, pens and pencils.
8. A student who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, altering, removing or copying any materials may be suspended or dropped from the Colusa Co. Adult Education Program.

I have read and understand the rules and regulations described above, and hereby agree to abide by them.

Student's Name Printed: \_\_\_\_\_ Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_