

NCADD/Westchester Inc.

CASAC Training Program

CASAC Student Code of Conduct

The following Code of Conduct has been implemented by NCADD/Westchester in order to maintain a professional working/learning environment at all trainings. By signing below, you agree to abide by the following guidelines as a condition of your coursework:

- Students are expected to arrive to class on time. Late arrival without notification will result in denied entrance to the class.
- Students must refrain from speaking with fellow classmates and engaging in disruptive behavior during class time, including talking loudly in the hallway.
- Students are expected to be respectful of classmate's comments and opinions during group discussions, in order to maintain a congenial and professional atmosphere.
- Students are expected not to use cell phones (including texting), laptops, iPads, etc. in the classroom.
- Students are expected to return from breaks at the designated time, and remain in the class until it is finished.

I, _____, have read the NCADD/Westchester code of conduct and handbook, and agree to abide by these guidelines in order to maintain a professional working/learning environment.

Failure to understand and abide by the CASAC Student Code of Conduct will have serious consequences. "Not knowing about it" will never be an acceptable excuse. Your failure to follow the trainer's instructions or any other NCADD/Westchester instructions related to any class, assignment or project or if your behavior is disruptive and has an impact on the ability of other students to learn, or the instructor's ability to teach, the consequence will be immediate dismissal from that session of coursework with no credit or refund.

Student Signature

Date