

STUDENT CODE OF CONDUCT

RESPECT STUDENTS & STAFF

Please treat others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to maintain a pleasant classroom environment.

Asher College requires students to meet certain **employability standards**. We expect students to behave in a professional manner similar to those of a work environment at all times. Disruptive behavior has no place in classroom or on the job.

Violation of this policy includes but are not limited to dishonesty, cheating, unprofessional behavior, use of profanity, insubordination, harassment, violation of safety rules and use of or being under the influence of alcohol or drugs on campus.

VISITORS AND CHILDREN ON CAMPUS

Children are not allowed to accompany a student on campus. If a student brings a child to the campus, they will be reminded of the school policy and asked to take the child home.

Visitors are required to check in at the front desk upon arrival. Asher College assumes no liability for injuries incurred by minors or unregistered visitors while on campus.

THREATENING BEHAVIOR

If you feel unsafe, you should report your concerns to an appropriate faculty or staff member immediately.

The following list is not all-inclusive and should be used as a guide should you feel a person is engaging in threatening, violent, or potentially violent behavior:

- Endangering or causing physical harm to any person on college grounds or to oneself or causing reasonable apprehension of harm.
- Words, actions, or behaviors that reflect a malicious intention to instill fear, cause physical or mental harm, or violate the sense of safety and security in another person.
- Results in destruction to property.

This description is meant to be viewed by what any reasonable person would find threatening, violent, and/or potentially violent, but threatening behavior is determined by how the receiving person interprets the intent of the threat regardless of the medium used to convey the threat if the person has the ability to carry out the threat, or the explicit nature of the threat.

Sexual Violence

Consent to sexual activity requires of both persons an affirmative, conscious, and voluntary agreement to engage in sexual activity.

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. <https://asher.edu/disclosures/>

Harassment

Sexual Harassment is any unwelcome or unwanted sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise. Specific examples of sexual harassment by an individual may include, but are not limited to, making written, verbal, physical, and/or visual contact of a sexual nature when the conduct or speech is so severe, persistent, or pervasive, and unwelcome, as to undermine others' educational experiences and thus deny or limit equal access to Asher College resources.

Stalking is repeated conduct (e.g., following, monitoring, observing, surveilling, threatening, communicating or interfering with property) directed at a complainant, of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.

ILLICIT MATERIALS

Pornography, 'hate group' Web sites or anything else generally considered offensive will not be tolerated. Asher College may dismiss students for viewing these sites.

DRESS CODE

Faculty will ask a student to leave if it is determined that these issues are impacting another student's ability to concentrate on their learning activities.

Professional Appearance

Asher College students dress in a manner that reflects employability standards. Students are to dress in a business casual professional manner. At minimum, male students should wear slacks or dress denim and appropriate shirts with collar. Female students should wear dresses, skirts, slacks or dress denim and appropriate shirts/blouses. Asher College defines Dress Denim as clothing with no holes, no tears and fits appropriately; no sagging allowed. Students may not wear hats, shorts, cutoffs, tank tops, screen tee-shirts, sweats/pajamas, flip flops, or slippers; no "sagging" allowed as well.

Perfume, Cologne & Personal Hygiene

Clothing should be clean and free of odor. Hair is always to be clean and neat, in natural tones without excessive ornamentation. Facial hair must be clean and neatly trimmed. Please minimize the use of perfumes and cologne; many people are sensitive to the smell. Exposure to these smells can lead to respiratory problems, headaches, and itchy / watery eyes.

ILLNESS

If you do not feel well please do not expose your fellow students; be considerate, stay home and get well. Contact your instructor or Student Services to let them know the length of time you will not be on campus. Students enrolled in the Hybrid delivery model will coordinate with their instructors to make up attendance lost due to illness.

SYSTEM & NETWORK SECURITY

Asher College reserves the right to monitor network use for operational needs and to ensure compliance with applicable laws and school policies. Students may not attempt to circumvent user authentication or security of any host, network, or account ("cracking"), or attempt to interfere with service to any user, host, or network ("denial of service attacks").

Restriction includes, but not limited:

- Accessing data not intended for the Student.
- Logging into a server or account not expressly authorized to access.
- Probing the security of other networks (such as running a SATAN scan or similar tool).
- "Flooding" of networks or attempts to "crash" a host.
- Deliberate attempts to overload a service.

Students may not use any kind of program/script/command or send messages of any kind designed to interfere with a user's terminal session, via any means, locally or by the Internet. **Students who violate systems or network security may incur criminal or civil liability.**

COPYRIGHT POLICY

Asher College respects the copyright protections given by federal law to owners of digital materials and software. Asher College will abide by all license and contractual agreements in the provision of resources and services to MDDV, Inc. dba Asher College. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. It is against the school's policy for students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law or specific license.

The school regards violation of this policy as a serious matter, and any such violation is without Asher College consent and is subject to loss or restriction of computing privileges and disciplinary action up to and including dismissal of students from the program.

Prohibitions

- Copying or reproducing any licensed software on Asher College computing equipment, except as expressly permitted by the software license.
- Users may not use unauthorized copies of software on Asher College owned computers or on personal computers housed in the school's facilities.
- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically.
- Posting copyrighted material on an Asher College owned web site.

Requirements

Faculty, staff, administrators and students must:

- Fully read, understand, and abide by all terms of software license agreements.
- If applicable, remove any copyrighted material from the Web after the evaluation period has expired.
- Not accept unlicensed software from any third party.
- Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any school-owned or operated computer system.

Enforcement

Asher College will monitor network use for operation needs and to ensure compliance with applicable laws and school policies. The school has a legal duty to comply with applicable laws protecting the intellectual property rights of third parties and to respond to formal legal complaints that it receives.

The school reserves the right to authorize removal of any illegal copyright material or to disconnect a user's account if the user represents a serious threat to system integrity or poses a liability to the school. Asher College may refer suspected violations of applicable law to appropriate law enforcement agencies.

If any provision of this policy is ruled invalid under law, it **shall** be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy **shall** continue in full force and effect.

DRUG, ALCOHOL, TOBACCO AND FIREARM POLICY

Asher College maintains a drug and alcohol-free environment, prohibiting the unlawful possession, use, or distribution of illicit or non-prescribed prescription drugs by anyone on campus premises or coming to under the influence of these substances. Anyone thought or found to be under the influence of drugs or alcohol will be asked to leave the campus; failure to leave may result in dismissal from the college or law enforcement involvement.

Violations of state, federal or local regulations with respect to illegal drugs, legal drugs or alcohol are subject to criminal prosecution and campus disciplinary actions including dismissal.

Drug and Alcohol Abuse Prevention

Drug prevention is a major concern. As a point of information, the school maintains a drug prevention program by referring those students needing assistance to:

New Dawn Recovery Center:

9960 Business Park Drive Suite 160
Sacramento, CA 95827
Phone (916) 363-2732; (916) 723-1319
www.newdawnrecovery.com

Alcoholics Anonymous: <http://www.aa.org>

Narcotics Anonymous: <http://www.na.org>

Al-Anon Family Groups: <http://www.al-anon.org>

Smoking Areas

Designated smoking areas are on the outside of the building. Use only designated smoking areas and do not smoke within 25 feet of any building entrance.

Weapons Free Zone

Asher College has a zero tolerance for any weapon on campus. Students who violate this policy will be dismissed from the program.

CELL PHONE USAGE

Please use cell phones outside the classroom or hands-on lab. Cell phones are not allowed in the classroom or hands-on lab unless they are turned off or set to a silent or vibrate mode.

LUNCH AND BREAKS

Asher College has a break room for snacks and meals. Under the law, employees are entitled to a 30-minute meal break if working more than 5 continuous hours in a day and a 10-minute break for every 4 hours of work. We request that students mirror the workplace for lunch and breaks.

REPORTING REQUIREMENTS

Students who witness unlawful or unsafe violations of the code of conduct are obligated to report the incident to a faculty or staff member and free to do so without concern for retaliation. You may make reports via email, phone or surrogate.

Retaliation

Retaliation includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a person from making a good faith report of any Code of Conduct violations. Retaliation can be committed by any person or group of persons; not just the respondent or complainant.

All persons reporting prohibited conduct are entitled to protection from any form of retaliation following a report that is made in good faith; even if the report is later not proven. Asher College will take immediate and responsive action on any report of retaliation and will pursue disciplinary action as appropriate.

CONSEQUENCES

After appropriate due process in which evidence is collected and evaluated, the Campus Director or Director of Education at each campus will make the determination as to whether a student has violated the Asher College Code of Conduct.

Disruptive behavior of any kind, such as threatening behavior, sexual violence, harassment, profanity, or viewing inappropriate material is unacceptable and grounds for immediate removal from campus; if deemed necessary for the safety of students and staff, law enforcement may be contacted. Asher College faculty and staff will act swiftly to preserve the safety and security of all persons on the premises.

Depending on the severity of the incident, Asher College may place a student on Academic Warning, automatically escalate to Academic Probation, Suspension or Dismiss a student from their program all together.

Students may appeal a decision in accordance with the Asher College Appeal Policy.