

## BOCES CODE OF CONDUCT

The following items are mandated and non-compliance will affect the status of your DSS grant:

### 1. Attendance and punctuality

- a. Zero unexcused absences
  - i. Absences can only be approved by your Employment Specialist.
  - ii. Partial attendance is not counted (arriving late, leaving early, skipping periods or not signing in and out) – full attendance equals 3 full hours.
  - iii. Students are required to complete at least 85% attendance to be exempt from attendance in a 3 Hour class at a later date.
- b. Tardiness is not permitted – any exceptions (i.e. – child care, medical, probation, job interview, etc. must be pre-approved by your Employment Specialist).
- c. Complete all assigned work in a timely manner.

### 2. Computers/Laptops – Use of social networking sites, music sites, etc. are prohibited.

Do not make any changes to desktop or download programs without permission of instructor.

### 3. Classroom Conduct

- a. Profanity is not tolerated.
- b. Appropriate dress – If you cannot wear it to work, you cannot wear it to class.
- c. Respect for property.
  - i. BOCES phone – not for personal use. If you have an emergency, speak with your instructor.
  - ii. BOCES provided materials – leave all books, printed material, writing utensils, and calculators in the classroom unless explicit permission is given by instructor to take materials out of room.
  - iii. NO SMOKING on school property – First Offense = expulsion from program.

**If you do not understand any of these rules, please speak with your instructor after class.**

**If you cannot comply with these rules, please speak with your DSS worker after class.**

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(Print Name)

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(Date)

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(Student Signature)