

Section 8. Policies on Environment

- 8.1 Local policy on behavior and dress code should be posted, and programs should get signatures of adults confirming that they have been appropriately informed about the policies. ADA signs explaining non-discrimination policies should be posted on a wall or bulletin board in plain sight. Discrimination on the basis of age or other demographic designator, such as requiring learners of a certain age group to participate in services for that age group, is not permitted.

A sample policy for conduct and dress might include the elements in the attached draft. Each local program should have its college/agency's legal staff review proposed conduct and dress codes to ensure that the codes are legally defensible and are aligned with the policies of the supporting institution.

- 8.2 Local policy on emergency procedures and treatment should be posted, and programs should get signatures of adults confirming that they have been informed about the policies. Programs should inform students of fire and tornado procedures and share procedures in case of bomb threats, life-threatening emergencies, or other disasters in a language that learners can read.

<<PROGRAM>> CODE OF CONDUCT

For everyone to be able to learn well, <<PROGRAM>> asks you to please follow these rules:

1. Be aware of the needs of fellow students.
2. Do not disturb others with unnecessary noise, movement, swearing, or other disruptions.
3. Do not physically or verbally abuse, threaten, hit or mistreat any person.
4. Be courteous to and respectful of staff, students and their property.
5. Do not use, sell, possess, distribute or be under the influence of narcotics, drugs, or alcohol.
6. Do not be in possession of any item that could be considered to be a weapon.
7. Adhere to building tobacco smoking and chewing policies.
8. Do not bring children or other persons into the study rooms.
9. No fundraising, buying, or selling is permitted (such as Avon, Amway, or candy from your child's school).
10. Taking plants or animals in to the school requires prior permission from the director.

<<PROGRAM>> DRESS CODE

In <<PROGRAM>> learners will always:

- Be clean and odor free.
- Wear shoes.

IN <<PROGRAM>> learners will not:

- Dress in such a way that others are distracted from studying.
- Dress in such a way as to be a danger to themselves or others.
- Display immoral, obscene, or indecent messages or pictures.
- Display messages or pictures promoting violence, gang activity or drugs (including alcohol and tobacco)

Failure to follow <<PROGRAM>> Code of Conduct or Dress Code may result in dismissal.

I have read, or had read to me, and understand this page>

Student Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____