



Guidelines for Conduct & Confidentiality

CLASSWORK RESPONSIBILITIES

1. I will attend class regularly and understand that over **three** absences will result in automatic dismissal from the class. I understand that even though I miss a class, I am still responsible for completing assignments and obtaining notes for missed classes.
2. I will come to class on time.
3. I will share any special learning needs or accommodations with my instructor in order to enhance my educational experience.
4. I will complete and submit all course work assignments on time.
5. I understand that if these responsibilities are not met, my grade will be adversely affected, including the possibility of a failing grade.
6. I will submit all required OJT logs each semester. I understand I will receive an Incomplete for the semester if this is not done.

GENERAL CONDUCT

1. I will participate fully in the classroom instruction by giving attention to the teacher and interacting with the teacher and class members.
2. I will take appropriate amounts of time during class breaks.
3. I am responsible for my own personal property.
4. I will treat the instructor and my classmates with professional respect.
5. I will refrain from the use of tobacco products, alcohol, illegal drugs, and weapons while attending ACDS classes.
6. I will behave in a manner that does not disrupt classroom learning.
7. I will use language in the classroom that would be acceptable in the presence of young children.
8. I understand that consequences, in the following order, may occur if I fail to follow the guidelines for general conduct:
 - a. verbal warning from the instructor
 - b. written warning
 - c. suspension from class
9. If I wish to tape record a class, I need to receive permission from all parties in the class out of common courtesy and good ethics.
10. I will be responsible for all fees. If a check is returned for insufficient funds, I understand that I will not be able to continue on to the next class or receive grades or certificates until the check is reconciled.
11. I understand that I am responsible for completing and submitting a Change of Status form to ACDS in order to maintain accurate information in the DOL database. This form is necessary when there is a name, job, or address change.

CONFIDENTIALITY GUIDELINES

In order to promote success in the Apprenticeship program, each student is encouraged to verbally participate in class discussions. It is vital that students and instructors feel comfortable in the sharing of information and experiences to achieve the fullest benefit from this professional development program. In order to promote a sharing atmosphere, all parties involved must understand the commitment to confidentiality as follows:

1. I understand that all records and all knowledge gained by written or verbal methods concerning any information in the Apprenticeship course are for the use of the instructors and students. I understand that the instructors and the students are bound to maintain confidentiality and privacy of that information.
2. I understand that I should never identify by name any child, parent, center, center director, or teacher when sharing information with others.
3. What is discussed in the classroom is not to be discussed outside the classroom.
4. Confidentiality guidelines apply to the following relationships:
 - a. Apprentice to Apprentice
 - b. Apprentice to Instructor
 - c. Instructor to Apprentice
 - d. Apprentice to Center

By signing this agreement, I agree that I understand its content and will strive to achieve professionalism by following it. I understand that breaking class work responsibilities, general conduct, or confidentiality guidelines will result in disciplinary action by the instructor or the local council.

Signature of Apprentice

Date

Office Use Only	Date	Initials
Scanned		