

New York State
Commission for the Blind & Visually Handicapped
Pre-College Program for Legally Blind Students
CODE OF CONDUCT

Attendance: You are expected to participate in all class sessions.

Punctuality: You are expected to be on time for all classes, and to return promptly from lunch and scheduled breaks.

Attention in class: We assume you are attending this program because you want to eventually attend and be successful in college. We also recognize this program will refine your employability skills and help you achieve your life goals. In order to learn you must pay attention to the instructors and actively participate in class discussions. Plan to eat on breaks or at lunch time. Cell phones (for talking or texting) are only allowed in the off position or on vibrate-only. If you receive an emergency call, you must excuse yourself from the group to answer it.

Responsibility: We expect you to bring with you to classes any note taking tools you routinely use, such as electronic note taking devices, pen & paper, laptop, recording devices, and so forth. You are responsible for keeping track of your things and any materials or tools (books, CDs, tapes, pens & paper, recorders, etc.) we loan you during training. Items that are lost or broken will have to be replaced and you will be billed accordingly if something you borrow is not returned.

In addition:

- Respect and courtesy are expected at all times to all staff and fellow students.
- Use of drugs and/or alcohol is strictly prohibited for the duration of the program.
- Sexual contact with program participants is prohibited for the duration of the program

The Pre-College Program is geared towards gaining independence and preparing you for the world of work or continuing education. All students are expected to act in a mature and appropriate manner throughout all aspects of this program.

Your signature below indicates you understand and are willing to abide by these group rules.

Signature

Date

Signature (staff)

Date