



## Guidelines for Conduct & Confidentiality

All apprentices in the Apprenticeship for Child Development Specialist (ACDS) program are expected to follow program policies and procedures and NAEYC's Code of Ethical Conduct. As an apprentice, I understand that my responsibilities include, but are not limited to the statements in this document. Failure to comply with any of the following requirements **may result in dismissal from the current semester or permanent dismissal** from the ACDS program.

### CLASSWORK RESPONSIBILITIES

- Provide instructor with information regarding any special learning needs or accommodations to ensure that adaptations are made to support my educational experience
- Adhere to the attendance policy, obtaining no more than three absences.
- Adhere to the grading policy; submitting original work; plagiarism will not be tolerated. Both the apprentice allowing another to copy and the one submitting another person's work will be held accountable.
- Submit all required assignments and documentation to my instructor.
- When in-person, keep track of all personal items. ACDS is not responsible for lost or stolen personal items.
- When participating virtually, complete all required lessons on WV STARS, following the recommended schedule of one lesson weekly.
- When participating virtually, engage in each required lesson on WV STARS for a minimum of 1.5 hours in accordance with the mandated class time set forth by the Department of Labor.

### GENERAL CONDUCT

- Use the NAEYC Ethical Code of Conduct as a guide for professionalism and conduct behavior accordingly. Inappropriate and unprofessional behavior will **NOT** be permitted.
- Remove all distractions during scheduled class meeting times; including but not limited to cell phones, television, and family members.
- When participating virtually, prepare for class interactions by having video camera on myself and be in an environment that is conducive to class interactions. Students are **NOT** permitted to participate in class while traveling in motor vehicles. Any class time logged while in a moving motor vehicle will count toward an absence.
- Refrain from the use of tobacco products, alcohol, illegal drugs, and weapons.

### CONFIDENTIALITY GUIDELINES

- All records and knowledge gained by written or verbal methods concerning any information in the ACDS course are for program usage only. Instructors and students are bound to maintain confidentiality and privacy of that information.
- Recording a class may occur only if written permission is given from all parties in the classroom and is to be used by apprentices only.
- Identification of any child, parent, center, center director, or teacher must not be given while sharing information in classroom discussion.
- Any information gathered in class through conversations, discussions and/or activities are not to be discussed outside the classroom.

### GENERAL STATEMENT

By signing this document, I admit that I understand the terms of this agreement and will strive to achieve professionalism by following it. I understand that breaking class work responsibilities, general conduct, or confidentiality guidelines may result in disciplinary action by the instructor, the local council, and/or the ACDS Statewide Project Manager.

---

Signature of Apprentice

---

Date

*“This program is being presented with financial assistance as a grant from the West Virginia Department of Human Services and is administered by West Virginia Early Childhood Training Connections and Resources, a program of River Valley Child Development Services.”*