



Guidelines for Conduct & Confidentiality

As an apprentice in the Apprenticeship for Child Development Specialist program, I understand my roles and responsibilities include but are not limited to the following items:

CLASSWORK RESPONSIBILITIES

- Attending class with the understanding that more than three absences will result in dismissal from the class.
- Completing required assignments, and should an absence occur, obtain all information and assignments given for that class session.
- Providing my instructor with information regarding any special learning needs or accommodations to ensure that adaptations are made to support my educational experience.
- Submitting original work; plagiarism will not be tolerated and will result in immediate dismissal from the ACDS program.
- Submitting all required assignments and documentation to my instructor. Failure to do so may result in an incomplete grade and may prevent advancement to the next semester or graduation.
- Keeping track of all personal items such as: cell phones, purse, wallet, tablet, laptop, and coats/jackets. ACDS is not responsible for lost or stolen personal items.

GENERAL CONDUCT

- Conducting myself in a professional manner in regards to my instructor and colleagues and participate in classroom discussion and activities.
- Refraining from cell phone usage during classroom instruction time; unless otherwise permitted by instructor.
- Handling personal emergencies by quietly removing myself from the classroom.
- Refraining from the use of tobacco products, alcohol, illegal drugs, and weapons.
- Paying classroom fees at orientation. If a check is returned for insufficient funds, I will not be able to continue in the ACDS program until the check and insufficient fund fee is reconciled.
- Adhering to appropriate classroom conduct. Inappropriate conduct will have consequences including verbal and written warnings and dismissal from the ACDS program. Some types of inappropriate conduct may result in immediate dismissal.

CONFIDENTIALITY GUIDELINES

In order to promote success in the ACDS program, each student is encouraged to verbally participate in classroom 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:

- All records and knowledge gained by written or verbal methods concerning any information in the ACDS 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.
- 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.
- Classroom discussions 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 Coordinator.

Signature of Apprentice

Date