



## BRCC's WorkReady-U Program



### CODE OF CONDUCT

In person, I will:

- 1) Not disturb other students.
- 2) Report promptly to class from all breaks.
- 3) Sign in daily and accurately for attendance.
- 4) Come to class prepared daily with materials and supplies.
- 5) Attend a minimum number of required hours and bring an excuse when absent.
- 6) Use the school computer for in class work assignments only- no personal use.
- 7) Respect all staff members – acts of disrespect could warrant immediate dismissal.
- 8) Refrain from using abusive or obscene language.
- 9) Refuse to participate in fights and confrontation.
- 10) Wear my ID card if required and follow dress code rules.

Virtually, I will:

- 1) Communicate in a polite, courteous, and respectful manner in any forum, emails, discussion posts, or phone calls with faculty and staff, or other students.
- 2) Always use a respectful tone in emails, texts, or phone calls with faculty and staff.
- 3) Not use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff or other students.
- 4) Limit all communications with other students or faculty/staff to a course-related nature. Any sending of unsolicited emails to other classmates or faculty/staff is prohibited.
- 5) Always turn on video during class lectures to ensure active participation.
- 6) During breaks, only use profile pictures (head shot of student only- shoulders up) and video backgrounds that are appropriate for educational environment as determined by faculty/staff. Pictures and backgrounds must be changed if deemed inappropriate.
- 7) Limit the use of slang or other language that might be used in other environments, as this is a learning environment.
- 8) Limit school communications, besides email/online submissions, to work hours.
- 9) Not come to class impaired, such as from drugs or alcohol.
- 10) Minimize distractions (sights or sounds) when in class.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_