

The College at Brockport
**ROCHESTER EDUCATIONAL
OPPORTUNITY CENTER**

State University of New York

305 Andrews Street

Rochester, NY 14604

Telephone: (585) 232-2730

www.REOC.Brockport.edu

**2010-2011
STUDENT HANDBOOK AND PLANNER**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



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REOC Room Locations

	Concourse	314	Classroom
	Vending/Student Kiosk	315	ATTAIN Lab
B4	Maintenance	Fourth Floor	
	Technology Enhanced Classroom (Blue Room)		Ladies' Restroom
	Information Technology Services Office	405	Testing
	First Floor	412	Classroom
101	Security Office	413	Classroom
103	Support Staff Office	414	Computer Classroom
106	Testing Room	415	Computer Classroom
107	Welcome Center/ Mailroom	Fifth Floor	
107A	Career Services/SUNY Outreach		Men's Restroom
107B	Admissions	505	Model Office
107C	Registration & Records	512	Computer Classroom
108	Cosmetology/Salon	513	Classroom
	Second Floor	514	Classroom
	Ladies' Restroom	515	Computer Classroom
205	College Connections Coordinator	Sixth Floor	
212	Counseling Center	602	Office Technology Department Office
214A,B 215	Library	610	Executive Secretary
216	Academic Department Office		Dean/Executive Director
	Auditorium	612	Conference Room
	Third Floor	627	Interim Director of Enrollment Management
	Ladies' Restroom	628	Interim Director of Academic Affairs
	Unisex Restroom	629	Director of Business Affairs
305	Cosmetology Office	630	Asst. Director of Business Affairs
312	Classroom	631	Office
313	Classroom	632	Coordinator of Community Relations
		633	Storage

SIBLEY Room Locations – 6th Floor

1	BRIDGE Program Administrator Office
5	Conference Room
6	BRIDGE Program Administrative Assistant
7	Classroom
8	Classroom
9	Surgical Technology Classroom
10	Office
11	Computer Lab
12	Surgical Technology – Faculty Office
13	Classroom
14	Classroom
16	Faculty Office
17	Employment/Counseling Offices
17A	Employment Specialist Office
17B	Counselor Office
17C	Health Care Chairperson Office
17D	Counselor Office
18	Classroom
19	Nursing Lab
20	Classroom

**2010-2011 Rochester Educational Opportunity Center
Academic Calendar**

JULY/AUGUST	
7/1	Summer Session begins
7/5	Fourth of July Holiday – Center Closed
7/8-9	NYS/GED Test
8/12-13	NYS/GED Test
SEPTEMBER	
6	Labor Day – Center Closed
7-8	New Student Convocation
9	Fall Trimester begins
28	College and Career Fair
OCTOBER	
7	Community Leaders' Appreciation Breakfast
11	Columbus Day - Center Closed
14-15	NYS/GED Test
22	No Classes
NOVEMBER	
5	Multicultural Celebration Day
11	Veteran's Day - Center Closed
12	Career and College Connection Day
18-19	NYS/GED Test
22-24	Make-Up Days
25-26	Thanksgiving Recess – Center Closed
29	First Day of Class - Winter Term
DECEMBER	
1	New Student Convocation
3	Health Fair/Community Resource Day
23	Holiday Break (12/23-1/2/11) - No Classes
JANUARY	
3	Return from Holiday Break (classes resume)
14	Martin Luther King Celebration
17	Martin Luther King Day - Center Closed

All Dates Subject To Change

**2010-2011 Rochester Educational Opportunity Center
Academic Calendar**

FEBRUARY	
10-11	NYS/GED Test
17-18	Make-Up Days
21	President's Day – Center Closed
21-25	Winter Break - No Classes
28	Spring Term Begins
MARCH	
2	New Student Convocation
10-11	NYS/GED Test
18	No Classes
25	Career and College Connection Day
APRIL	
8	Career Fair
14-15	NYS/GED Test
18-22	Spring Break - No Classes
MAY	
5	Student Recognition
11	Surgical Technology/Cosmetology Pinning Ceremony
13	Licensed Practical Nursing Recognition & Pinning Ceremony
12-13	NYS/GED Test
13	Last Day of Classes
16-17	Make-Up Days
17	Graduation
30	Memorial Day -Center Closed

All dates subject to change

III. STUDENT SERVICES

NOTE: Specific reference to policies may be made throughout this handbook. Policies are located in the Learning Resource Center (Library) and are available for student review.

A. Admissions

The Admissions Office is responsible for all student intake activities. If a student is interested in pursuing another program after completion of his or her current program, he/she must contact the Admissions Office.

B. Alumni Services

REOC Alumni are critical to the success of REOC programming and recruitment. Any graduate interested in participating in REOC special events or assisting in promoting REOC programs and services by sharing his or her success with others should call the Alumni Coordinator at (585) 232-2730 x 274.

C. Career and College Services (SUNY Outreach)

The Office of Career and College Services (SUNY Outreach) assists in employment and college placement activities. Career advisors assist both current and former REOC students. College Outreach advisors assist both current and former REOC students and community members.

REOC students are provided individualized advisement to help ensure success in obtaining and keeping a job. Job search assistance is provided.

The professional staff provides information and assistance with college admission procedures, financial aid programs, college survival skills and college preparedness. Instructional programs are offered for college-bound students.

D. Learning Resource Center (Library)

The Learning Resource Center offers Internet, periodical, research and tutorial assistance for

current students. Computers are available for student use. Some additional Resource Center Services offered are circulation, reference, inter-library loan, and GED official practice test. Lost or destroyed resource center books, computers, or materials are the responsibility of the student.

E. Registration and Records

All student records are maintained in the Registrar's Office. Transcripts of grades and letters to agencies verifying enrollment may be obtained from the Registrar's Office. Requests for information require written authorization from the student in advance.

REOC provides all students the right to confidential records. REOC will not disclose any information without written consent from the student, except in those instances which are permitted under the Family Educational Rights and Privacy Act, as amended. Other exceptions may apply, subject to federal and state law and regulations.

F. Security

Security is designed to assist REOC in cases of safety and emergency. The responsibility of the Security department is to protect students and property. All lost and found items should be promptly taken to the Security Office. A first aid kit is available in the Security Office. In emergency situations, dial 264 on REOC building hallway phones to reach Security.

G. Counseling Services

Counseling services are available to each student. Conversations and counseling sessions between the student and counselor are confidential. Counselors assist students with personal, family, health and social services concerns. Any time a student has concerns, he or she is highly encouraged to seek the guidance and support of REOC counselors.

Program counselors have knowledge of services that are available to assist students with disabilities. It is the responsibility of the individual student to

disclose a disability and seek out services and accommodations. A form will be provided.

Counseling Center Hours

Counselors have specified day and/or evening hours that are posted.

H. Welcome Center

Staff at the Welcome Center provide general information regarding program admission requirements, directory information, and security assistance. The Welcome Center works closely with the REOC security staff to ensure a safe environment for all students and visitors to the center. Any visitors must first stop at the Welcome Center to sign in.

IV. REOC BUILDING RULES AND REGULATIONS

- A.** Loitering is not permitted in the halls, bathrooms, or stairways. When not in a scheduled class or activity, students may use the library or the vending area.
- B.** Eating or drinking is not permitted in classrooms, computer labs, library, hallways or elevators. Students should use the designated eating/vending area or eat outside of the building.
- C.** Electronic radio and video devices (i.e., Walkman, iPod, cassette/CD player, etc.) are not permitted for use in classrooms or computer labs except with permission of instructor. Headphones are not to be worn inside the building except when provided for use with computers in computer lab or Library.
- D.** Cellular phones or pagers are not permitted for use in classrooms or computer labs. **When used inside an REOC building or at an REOC function, cellular phones and/or beepers must be on vibrate only at all times.**

- E. Bicycles are not permitted in the building. Bicycle racks are provided outside the building.
- F. Smoking is not permitted in the REOC and Sibley buildings. Smoking is permitted outside only and in the designated smoking areas that are 50 feet from the building entrance.
- G. Children or family members are not permitted in the Center during scheduled class times.

V. GENERAL INFORMATION

A. Affirmative Action

The State University of New York College at Brockport and REOC do not discriminate on the basis of race, sex, religion, color, national origin, age, disability, marital status, or status as a Vietnam era veteran in admission, employment, and treatment of students and employees.

A complete copy of the Affirmative Action Statement is on file in the Director's Office (sixth floor) or the Learning Resources Center (Library) for review.

B. Veteran's Information

Based on information provided during the registration process, a student may be entitled to receive educational benefits under the GI Bill. Please see the Registrar for more information.

C. Students with Disabilities

REOC provides services and reasonable accommodations to all students with disabilities who provide the required documentation, and who make a personal request for services.

Submission of documentation is not the same as a request for services on the part of the enrolled student.

Program counselors have knowledge of services that are available to assist students with disabilities. It is the responsibility of the individual student to disclose a disability and seek out services and accommodations using a special, confidential form.

Request for services and/or accommodations *must be initiated by the student*. All information related to student disabilities is confidential.

Accommodations will be determined collaboratively with the student.

D. Awards and Honors

Executive Director's Award

The Executive Director's Award is given to a current year graduate who has excellent interpersonal skills and attendance, exhibits a positive attitude to faculty, staff, and fellow students both in scholastic work and personal environments, and who has demonstrated exceptional scholastic merit and leadership skills.

Graduation Ceremony

The May Graduation Ceremony highlights each student's success. This ceremony is attended by faculty and staff from the REOC, The State University of New York College at Brockport, and the University Center for Academic and Workforce Development. Family and friends are invited to attend. Students are honored with a program completion certificate upon successful completion and verification of all program requirements.

REOC Scholarship

(in memory of Maxine Gooden)

Two REOC Scholarships are awarded each year. Scholarships are for academic achievement and/or for career and technical achievement. A committee chooses recipients upon completion of an application process. Strict guidelines are followed.

Information about applying will be posted by the committee.

The Betty Marian Anderson Scholarship

The Betty Marian Anderson Scholarship is granted each year to an eligible REOC student or alumnus. This scholarship provides financial assistance to an individual who demonstrates matriculation into college and a commitment to the continued pursuit of higher education.

LPN, Surgical Technology and Cosmetology Pinning Ceremonies

These ceremonies celebrate the accomplishments of the REOC's Licensed Practical Nursing, Surgical Technology, or Cosmetology programs.

Student Recognition Ceremony

Each spring the REOC honors its outstanding students. Certificates are presented.

E. Books, Textbooks, and Library Books

Textbooks, library books and reference materials are available for student use while at the REOC, and must be returned before the student graduates or leaves his or her program.

If loaned books are not returned, an IOU will be placed on the student record, which will prohibit him or her from receiving a graduation certificate or re-enrolling in REOC.

F. Building Hours

Standard operational hours for the REOC and Sibley buildings are posted.

Changes to the posted schedule may occur without prior notice and will be posted accordingly. Building hours are routinely shortened during term recesses.

G. Change of Student Information

Students must notify the Registrar's Office of changes in name, address, telephone number, emergency contact information and/or any other personal information provided to REOC at time of application/registration.

H. Class Cancellation (Due to Weather or Other Emergencies)

The REOC and Sibley buildings rarely have classes cancelled in the event of weather or other emergencies. Students are instructed to refer to the REOC website or the following stations to check for class cancellations:

WDKX 104 FM (radio)
13 WHAM (tv)
YNN channel 9 (tv)
10NBC (tv)
CW 16 (tv)
100.5 The Drive (radio)
106.7 KISS-FM (radio)
1280 WHTK (radio)
95.1 The Fox (radio)
107.3 WHTK-FM (radio)
WROC TV 8 (tv)
WHAM 1180 AM (radio)
WRMM (101.3)
WPXY (98 FM radio)

I. Day Care

REOC does not provide day care. Students are not allowed to bring children in the classroom or the Center while attending class or conducting office business.

J. Dress Code

Students are expected to dress appropriately and must wear footwear. Some programs require uniforms. Neatness and attention to personal hygiene are expected. Clothing that detracts from activities or is considered offensive will **not** be

permitted. Such clothing includes, but is not limited to:

- Any piece of clothing or jewelry bearing words or drawings that refer directly or indirectly to vulgarity, sex, drugs, alcohol, or tobacco.
- Any piece of clothing or jewelry bearing words or drawings that refer directly or indirectly to gangs; personal or group violence; or other illegal or offensive behaviors, actions, or suggestions.
- Hats, doo-rags, and/or bandanas.
- Clothing that bears the midriff of the wearer when standing in a natural stance.
- Pants or skirts with waistline worn below the hips.
- Shorts or skirts that are not at least fingertip length when the wearer stands in a natural stance with shoulders relaxed.
- Clothing that is considered to be too tight, revealing, or in any way creates a distraction from daily activities in the Center.
- Tinted glasses or sunglasses that are not required for medical reasons.
- Wallet chains or other chains long and/or wide enough to be used as a weapon.
- Cleats or other additions that may damage floors.

Note – Any student found to be in violation of any or all parts of the REOC Dress Code will be asked to leave the building/function to change into appropriate dress and return immediately to REOC.

K. Dropping or Withdrawing from a Class

A student must contact the Counselor's Office immediately if he or she intends to withdraw from a class.

See the REOC Withdrawal/Drop policy for further information and deadlines.

L. Emergencies – Center-Wide

REOC is required by law to hold at least three fire drills each year, and at least two of these are unannounced. If either REOC building needs to be evacuated in the case of a fire (drill) or other emergency, all occupants must quickly and safely exit the building in an orderly manner through the nearest exit. Once outside the building, students should follow the instructions of the faculty, staff and security guards. Authorities need free access to the parking lot and building entrances.

In order to evacuate people with disabilities as quickly as possible, it is necessary that any student who needs special assistance see a security office representative as soon as possible upon enrollment. The student will be asked to provide specific information so a safe evacuation plan can be provided for his/her safety.

For the complete REOC Evacuation Procedures, please see Security or the REOC Director of Business Affairs.

M. Emergencies - Personal

In the case of a true personal emergency (medical, sick child, life threatening situation, etc.) where someone (babysitter, family member) needs to reach a student in class, he/she must call the Security Office of the building where the student's classes are held (REOC 327-4064; Sibley Building 327-4042). The person calling should reference the name of the student and, if possible, the name of the student's teacher, program and classroom.

N. Accidents/Injuries

All accidents/injuries occurring on REOC property must be reported to REOC (327-4064) or Sibley building Security Office (327-4042) immediately. Emergency telephones are located in each hallway of the Andrews Street facility, and will directly

connect the caller to the Security Office in case of emergency.

O. Enrollment Verification

If a student requires a letter verifying his/her REOC enrollment (Enrollment Verification Letter), the student should contact the Registrar's Office. All requests to the Registrar must be submitted in writing. This letter includes the following information: program enrolled, start/end dates and start/end times. This letter should be requested in advance. Students are responsible for the safe delivery of signed documents.

If a student requires documentation of his/her daily attendance in a class or program, the student should access his/her information using the student kiosk computers or contact the Office of Registration and Records.

P. Fees

1. Graduation

A non-refundable cash fee will be due at the time the student picks up his/her cap and gown.

2. I.D. Replacement

Replacement IDs costs are as follows:

- a) ID Card = \$5.00
- b) Lanyard = \$1.00
- c) Badge Reel Holder = \$3.00

Cash or money order payment is accepted. Replacement IDs are available in the Registration and Records Office (Room 107C).

Q. ID Cards

Students are given an REOC Student Identification Card (ID Card) at the time of registration. This card allows students to gain access to REOC facilities. ID's must be visible at all times while students are in the building. If a student loses or misplaces his/her

student ID, a replacement ID can be obtained at the student's cost for \$5.00.

R. Licensing/Certification (State) and Convictions

A student may not be employable in some fields if licensure is not granted or due to the student's prior convictions. A graduate seeking employment may be subject to fingerprinting and a background check.

See an admissions advisor or program counselor for further information.

S. Lockers

Lockers are the property of REOC. REOC reserves the right to open lockers at any time.

Lockers and locks are available and provided free for student use in the REOC building. Students requiring lockers should contact the Security office. Lockers need to be emptied at the end of each term (or before, if leaving before end of term). Items left in the lockers are kept for 60 days and then disposed of by Security.

T. Lost and Found

If students find anything that does not belong to them or if they have lost an item, see the Security Office at REOC or Sibley Building to report or retrieve lost items.

U. Parking

There is no student parking at REOC before 4:00 p.m. Parking spaces are available only to faculty and staff members with a valid College at Brockport permit. Students or others parking in the REOC lot will be ticketed and towed at the owner's expense.

V. Program Listing

REOC offers a variety of academic and career and technical programs. See either a Welcome Center

or Admissions Office representative for program entrance requirements.

W. Program Transfer

If a student is interested in pursuing another program after completion of his or her current program, he/she should contact an admissions advisor for eligibility and other admissions requirements. Acceptance into a desired career and technical program is not guaranteed.

X. Sexual Harassment

The REOC is under the auspices of the College at Brockport and follows the University's Sexual Harassment Guidelines and Procedures. A copy of these guidelines is available in the Executive Director's Office or the Learning Resource Center (Library) for review.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature are expressly forbidden and prohibited within the REOC, its facilities, and outside activities or programs.

If a student thinks he/she has been sexually harassed, he/she should speak directly to his/her program counselor.

Students proven to have violated the Sexual Harassment Policy shall be immediately terminated.

Y. Student Activities/Recognition

Throughout the academic year, REOC holds many activities for students.

Other Recognitions

Other ways in which students are recognized are through contests and opportunities for students to share their artistic talents with the student body.

Z. Student Break Areas/Vending/Student Kiosks

Student Break Areas are available in the lower concourse area of the REOC building and on the sixth floor of the Sibley building. Each area has vending machines and microwave ovens. All students must keep these areas clean. If money is lost in either vending area, students should contact Security to inquire about a refund.

Student Kiosks are located in both the Sibley and REOC student break areas. Kiosks are available for student use in obtaining class and other information regarding REOC programming.

VI. ATTENDANCE POLICY

A. Program Attendance

Once students are registered for their programs, attendance is required in all classes for which they are registered.

B. No Shows

Students who do not come to the first three days of a class, or during the first week of a class that meets fewer than three days a week, and who do not contact their instructors are dropped from the program.

C. Class Attendance

1. Students are required to attend classes as assigned and must assume responsibility for notifying instructors of tardiness and absences.
2. Students are responsible for completion of all assigned work for all classes. **Absences can result in a lower grade; being dropped from the class, the program, or REOC; and, in some cases, denial of federal and state benefits.**

3. Students with excessive absences in one or more classes may be dropped from REOC. When students are dropped for poor attendance, appropriate agencies (e.g., Monroe County Department of Human Services (DHS), Division of Veterans' Affairs, etc.) are promptly notified.
4. Students absent from a class for three consecutive days without contacting the school will be dropped from their program at the end of the third day.
5. Students will provide written documentation to their instructors to verify absences.
6. Students who are dropped for attendance reasons may have to wait one year from the term that they were dropped before they can be readmitted.

D. Dismissal

REOC students can be dismissed from their programs for violating any portion of the Student Code of Conduct or for violating any portion of the Building Rules and Regulations.

VII. GRADE POLICY

A. Grading Scale

Students receive an individual grade for each registered class. Class grading scales are either letter grades or pass/fail depending on the course. Department Chairs determine the grading scale for each class. The two grading scales are as follows:

<u>LETTER GRADE</u>	<u>PASS/FAIL</u>
A = 100 – 90	S = Satisfactory
B = 89 – 80	U = Unsatisfactory
C = 79 – 70	
D = 69 – 60	
F = below 60	

In some programs, grades below 80 percent constitute unsatisfactory performance. Students should see Department Chair or instructor for further clarification.

B. Grade Change

A grade change is made by the instructor when appropriate.

C. Incomplete Grade

1. An "I" (Incomplete) shall be given as a grade for a class at the discretion of the instructor and Department Chair when it is expected that the student can complete all required coursework within a specified time period.
2. An "I" contract is completed between the instructor and student to clarify expectations and time frame to complete the coursework for a passing grade.
3. It is the responsibility of the instructor or Department Chair to provide grade change information to the Registrar's Office once all coursework has been completed by the student.
4. All "I" grades will be converted to a grade of "U" or "F" if coursework is not satisfactorily completed.

D. Early Class Completion

Students who meet course completion requirements will be granted an early completion where appropriate by the instructor.

VIII. WITHDRAWAL/DROP POLICY

A. Withdrawal

A student should withdraw from a class or program if he/she is no longer able to attend. A student is

allowed to withdraw before the last week of class of a particular term. After that point, a student will be given a grade by his/her instructor.

If a student withdraws from a class or program, it will appear as a "W" for withdrawal on student records (transcript).

Students are encouraged to see their program counselor before making a formal decision on withdrawing or leaving school. The counselor will help the student create a plan for returning to school.

B. Drop

A student may be dropped from a class or program by his/her instructor or Department Chair if he/she is not attending classes, for inappropriate behavior or for disciplinary reasons.

For any questions regarding the withdrawal or drop policy, please contact the Counselor's Office.

IX. PROGRAM COMPLETION POLICY

Each REOC program has specific courses and additional requirements that must be met in order to complete that program and receive a certificate. Program completion requirements for each program are available from the Department Chair or the Registrar's Office.

Upon verification of satisfactory program completion, a student will be mailed an REOC certificate.

X. ELECTRONICS POLICY

A. Use of Electronic Devices in the Classroom

Technology use in the classroom is intended to enhance the learning environment for all students. Any use of technology that substantially degrades the learning environment and/or promotes

dishonesty or illegal activities, is prohibited by the REOC.

B. Classroom Disruptions

Consistent with REOC policy, **it is the course instructor who decides whether student behavior is disruptive or not in his/her classroom.**

Cellular telephones: Upon entering the building, students should turn off cell phones or place cell phones on vibrate.

C. Electronic Devices and Academic Dishonesty

The course instructor also may evaluate the potential for academic dishonesty with various devices and ban or limit their use on this basis.

Cell phones and PDAs, for example, cannot be used for cheating on examinations, and instructors should inform students that having a cell phone in hand during an examination will bring a suspicion of (and possibly charges of) violating REOC policy.

XI. REOC CODE OF CONDUCT

The REOC requires each student to conduct himself or herself in such a manner as to uphold the good name of the REOC and that of his/her fellow students. Each student, in his/her relationships with other students, faculty, staff and/or administrators, shall respect the rights and privileges of the other party and act accordingly.

Students who violate the REOC Code of Conduct may be suspended and/or terminated.

Any student engaging in any of the following behaviors while he/she is attending classes or representing REOC at an off-site location or function, may be terminated from the Center immediately and may not be allowed re-entry into REOC.

- A. Failure to comply with directions of REOC officials acting in the performance of their duties.
- B. Failure to show proper identification to a requesting REOC official acting in the performance of his/her duties.
- C. REOC enforces a **ZERO TOLERANCE** policy for:
 - 1. Possession, display or use of alcohol.
 - 2. Possession, display or use of drugs and/or illegal substances.
 - 3. Possession, display or use of weapons or firearms.
 - 4. Unprofessional conduct as indicated by verbal and/or physical abuse, harassment, or stalking/intimidation by any student to another student, faculty, staff, or REOC guest.
 - 5. Use of Internet sites that REOC administration considers pornographic or otherwise inappropriate for an educational setting.
 - 6. Dishonesty, such as cheating or plagiarism, in any academic instance.
 - 7. Knowingly falsifying information to the REOC activities or classes, such as forgery, alteration, or misuse of REOC documents, records or identification.
 - 8. Obstruction or disruption of REOC activities or classes.
 - 9. Theft or damage to property.
 - 10. Unauthorized entry to, or use of, REOC facilities.
 - 11. Disorderly, lewd, indecent, or obscene conduct or expression on REOC-owned or controlled property or at a REOC sponsored or supervised function.

XII. SUSPENSION POLICY

A student may be suspended from a class or dismissed from a program when he/she violates any portion of the REOC Student Code of Conduct. Any REOC employee

(faculty or staff) can suspend a student. Some violations are grounds for immediate dismissal from the Center. Where appropriate, the school will also notify appropriate authorities (i.e., Rochester Police Department).

If suspended, the student's daily attendance record reflects his/her absence from class. The Dean/Executive Director or designee reviews all student suspensions and has the right to terminate a student from his/her program and/or his/her right to return to the REOC in the future.

A. Suspension Guidelines

1. The student should understand the reason for the suspension.
2. The REOC employee who suspends a student must complete the REOC Student Suspension Form indicating:
 - a. Why the student is suspended;
 - b. Recommendation for program dismissal (if applicable).
3. The REOC employee will submit a written report on the suspension details to the Dean/Executive Director or designee within 24 hours of the suspension.

The suspended student can receive a copy of the REOC Student Suspension Form at the time of suspension.
4. Prior to returning to class, the suspended student **MUST** contact the Dean/Executive Director or designee to review classroom rules, regulations and expectations.
5. As a result of the incident, the student may be dismissed/terminated from the program immediately. If this is the case, the Dean/Executive Director or designee will discuss the situation with the student and determine the final outcome.
6. If the student is in disagreement with dismissal/termination from his/her program, he/she has the option to file a student appeal within 24 hours of the dismissal notification.

7. **If the dismissal is the result of violating the Zero Tolerance Policy, the student may not appeal.**

XIII. DISMISSAL/TERMINATION POLICY

During a term, a student may also be dismissed/terminated from his/her program for the following reasons:

- Unsatisfactory attendance.
- Unsatisfactory completion of class work or homework assignments.
- Unsatisfactory academic progress.
- Disruptive behavior in the classroom.
- Disruptive/inappropriate behavior in any REOC building.
- Disruptive/inappropriate behavior or actions while representing REOC at an off-site function or at an event where the student is representing REOC.
- Unsafe or unsatisfactory conduct in an internship site, clinical or practical setting (programs such as Healthcare, Early Childhood, Cosmetology, Culinary Arts or Office Technology).

If any of these behaviors are displayed, the student may meet with his/her instructor (or Department Chair) and the program counselor to develop a written contract for improvement. If the behavior does not improve, the student will be dismissed/terminated from the program.

XIV. STUDENT APPEALS (GRIEVANCE) POLICY

If a student disagrees with a decision made by an REOC official, the student can file a student appeal, except if it is in violation of the Zero Tolerance policy. The student must file the appeal within **24 hours** of the occurrence for which he/she is appealing. A student who wishes to file an appeal should contact his or her program counselor.

The following steps are followed for a student appeal:

- A. The REOC Student Appeal Form will be completed by the student and submitted to the Chairperson of the Student Appeals Committee within **24 hours** of appealed situation (i.e., drop or dismissal).
- B. The Chairperson of the Student Appeals Committee (or designee) will set up the Student Appeals Hearing. The hearing will include members of the Student Appeals Committee, a program (department) representative and the student.
- C. This committee will review any information provided by the student or department prior to the hearing.
- D. During the hearing, the student and department representative will have an opportunity to discuss the incident and the reason for the appeal.
- E. The Committee will ask questions for clarification. The student, department representative or Student Appeals Committee members may ask questions for clarification.
- F. The student and the department representative will be excused when the Student Appeals Committee has collected enough information.
- G. The Student Appeals Committee will discuss information gathered at the hearing and forward their recommendations to the Dean/Executive Director within **24 hours**.
- H. The Dean/Executive Director will review the committee's appeal summary/recommendations and will make the final determination on the appeal. The Dean/Executive Director will inform the student, the department representative and the Student Appeals Committee Chairperson of the final decision in writing, within **48 hours**.

Please Note:

- Hearings will be audio taped as a matter of record.
- Postponement of a scheduled hearing may be allowed at the discretion of the Student Appeals Committee Chairperson.

XV. READMISSION POLICY

Upon completion of an REOC academic or career and technical program, each student is expected to obtain employment or further his/her education. Once a student completes an REOC program, the student is not allowed re-entry into that same program.

If a student has completed an academic program, the student may talk to his/her instructor for possible referral to an REOC career and technical program.

Additional training is to support REOC's mission of upward mobility for students. Employment in the field of training is expected upon completion of REOC programs. A minimum of one year employment is required before a student will be considered for additional REOC training.

If a student is dropped or withdraws from his/her program, the student must contact the Admissions Office to seek possible re-admission. Re-admission is based on both seat availability within the program and a student's REOC enrollment history. There is no guarantee that a student will be re-admitted to a program.

IMPORTANT NOTICE: If a student has been dismissed/terminated from his/her program or been in violation of REOC Student Code of Conduct or REOC Building Rules and Regulations, the student will NOT be re-admitted into REOC without a written request from the student and prior approval from the Dean/Executive Director or her designee.

TIPS FOR REOC STUDENT SUCCESS

Survive in Class:

1. Attend the entire class every day.
2. Respect yourself and others and be courteous.
3. Do not loiter in the halls or rest rooms.
4. Exercise self-control.
5. Use acceptable language at all times (no name calling, insults or profanity).
6. Be a good listener.
7. Think before you speak or act.
8. Develop a positive attitude.
9. Take schoolwork seriously to finish your program.

Develop Good Study Habits:

10. Take notes. Review them and rewrite them.
11. Study at least 10-15 minutes every day for every hour spent in class.
12. Form study groups and do not skip classes.
13. When studying/completing assignments at home, do not allow distractions (phone calls, visits, etc.).

Get Along With Your Teachers and Counselor:

14. Get to know your teachers and counselor.
15. Make an appointment to get extra help from teachers.
16. Get assignments from teachers or classmates when absent.
17. Before complaining, think about what you may be doing that may need to be improved.
18. Contact your teachers when you must be absent and find out what assignments you must do.
19. Talk to your counselor for help with problems.

Organize Your Life Outside of School:

20. Budget your time and money.
21. Try to arrange outside appointments after school hours.
22. Disassociate yourselves from people with negative attitudes, anti-social behavior and who do not want you to succeed.
23. Get proper rest; eat healthy and smart.
24. Remember your goals and work toward them.
25. Make new friends.

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