

Adult Education Program Policies

CONFIRMATIONS

You may assume your registration is accepted unless otherwise notified. You will be notified if your class has been cancelled.

CERTIFICATES OF COMPLETION

Eastern Suffolk BOCES Adult Education Department will issue a Certificate of Completion to students who have maintained at least 80% attendance and have shown successful completion in the skills and aptitudes necessary for course completion as determined by a passing grade from the instructor. Completion certificate requirements may differ for licensing programs or comprehensive accelerated programs.

OFFICIAL TRANSCRIPTS/ EDUCATIONAL RECORDS

Students may request an official transcript of their grades or other student records by writing to the Adult Education Office and enclosing a money order payable to Eastern Suffolk BOCES for \$10.

SECURITY/PERSONAL SAFETY

Appropriate safety standards are adhered to in all classes and labs. All students are required to sign the Eastern Suffolk BOCES Code of Conduct at the beginning of class. Students may be required to provide personal protection equipment items such as goggles and aprons. Students are required to maintain appropriate business and professional behavior while on Eastern Suffolk BOCES property. Prohibited behavior includes abusive behavior and language, violence, alcohol on breath or drug use, and sexual harassment, among other behaviors. Disregard for these prohibitions may warrant removal from the program. Refund policy does not apply. For information related to Campus Safety and Security as per the Clery Act, please visit our website at www.esboces.org

DAMAGE TO OR LOSS OF PERSONAL

PROPERTY ON EASTERN SUFFOLK BOCES PREMISES

Eastern Suffolk BOCES does not assume any responsibility, either real or implied, for the personal property of any adult education student. It is suggested that students review their personal insurance coverage.

DRUG, ALCOHOL AND SMOKING POLICY

Eastern Suffolk BOCES follows and promotes a "Drug Free" protocol, "Smoke Free" and "Alcohol Free" environment, both on campus and in clinical settings. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or place open to the public is illegal. The possession, sale, manufacture or distribution of any controlled substance is illegal. Possession and use of any alcoholic beverage or illegal drug is prohibited in school. Violators may be subject to local, state, and federal law as well as school policy. (See ESBOCES: Policy 6220 – Student and Substance Abuse; Policy 5160 – Drug-Free Workplace; Policy 5161 – Alcohol, Drugs, and Other Substances; (www.esboces.org))

INSTRUCTIONAL ACCOMMODATIONS

Students who require instructional accommodations are requested to contact a Vocational Advisor at (631) 244-5896 as soon as possible, but not less than 30 days prior to the beginning of the semester. Eastern Suffolk BOCES needs a minimum of 30 days to arrange for reasonable accommodations, if so required.

SPANISH TRANSLATION

To have any or all of this catalog translated in Spanish, please call **(631)233-4425**.

Para tener alguno o todo este catálogo traducido en español por favor llame **(631) 233-4425**.