

DCLC DRESS CODE POLICY

In order to provide an environment favorable to learning, DCLC has developed a standard of dress. All people involved with DCLC have the responsibility of dressing appropriately. Any individual who comes to DCLC and is deemed to be inappropriately dressed will be dismissed for the day, which will be counted as an absence. The list below describes some of what is considered to be inappropriate attire for DCLC.

- ◆ Cutoff shorts or low-cut pants which reveal bottom underwear when sitting, standing or bending
- ◆ Spandex and Lycra worn alone
- ◆ Spaghetti straps/tube or tank tops
- ◆ Off-the-shoulder tops
- ◆ Tops revealing midriff
- ◆ Any tops revealing the breasts
- ◆ Underwear (boxers, briefs, thongs, pajamas) worn as outerwear
- ◆ Hats or hoodies covering the head
- ◆ Any clothing displaying foul, derogatory language or pictures

We are asking all learners to respect the DCLC learning environment just as they would be expected to do in the workplace. Any questions about what is appropriate or inappropriate dress for DCLC should be directed to a DCLC volunteer, instructor or coordinator.

I, _____, understand the above DCLC Dress Code Policy and agree to adhere to the requirements. Failure to do so could result in the dismissal from DCLC.

Signature _____, Date _____

ADULT AGREEMENT

Please review this carefully before signing

Every learner is expected to show respect for his/her tutors, staff members, volunteers and other adult learners at all times. Lack of respect for others will result in appropriate disciplinary action, which may include dismissal from the program.

Delaware County Literacy Council will not accept any form of physical or non-physical violence in its programs, classes or facilities, including without limitation, intimidation, cruelty, harassment, mistreatment or physical harm. Any learner who exhibits these behaviors during class time or while in a DCLC-operated facility or DCLC-sponsored activity will be immediately dismissed from the program. No weapons are permitted inside DCLC or tutoring sites.

Delaware County Literacy Council will not accept the possession, use, presence, sale or manufacture, or being under the influence of alcohol, or illegal drugs in any of its programs, classes or facilities. Any learner who is determined to be in violation of this provision will be immediately dismissed from the program.

Delaware County Literacy Council will not accept profanity in the classroom or on the premises or during any DCLC- sponsored activity. Any adult education learner using profanity in violation of this policy will be subject to appropriate disciplinary action, which may include dismissal from the program.

We encourage adult learners to use DCLC computers for education and job search purposes. DCLC computers are not to be used for personal entertainment or social networking.

I have read and agree to each of the statements above. I understand that my failure to demonstrate appropriate behavior may result in my being dismissed from Delaware County Literacy Council. Grievances should be taken up with the Adult Education Coordinator.

Signature _____ Date _____