

III. REOC BUILDING RULES AND REGULATIONS

Individual programs have additional policies with which students must comply. The information will be provided to students at the beginning of their program. These rules and regulations apply to all students and visitors.

- A. Vandalizing, defacing, damaging, or maliciously destroying any REOC property is prohibited.
- B. Loitering is not permitted in the halls, bathrooms, or stairways. When not in a scheduled class or activity, students may use the library, common areas, or the vending area.
- C. 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. Students will be asked to remove the food and/or leave the classroom.
- D. When used inside the REOC building or at an REOC function, cellular phones and any other electronic devices must be on silence only at all times.
- E. Bicycles are not permitted in the building. Bicycle racks are provided outside the building. It is strongly encouraged to keep bicycles locked at all times. REOC is not responsible if bicycles are stolen.
- F. REOC is a smoke-free campus. Smoking, including electronic devices, are prohibited in the REOC building and on REOC grounds. Possession of any smoking paraphernalia or nicotine dispensing device, including, but not limited to e-cigarettes, smokeless tobacco, vaporized tobacco, chewing tobacco, any incendiary devices used to heat and enable the administration of a tobacco product.

Students suspected of being under the influence of a substance may be asked to leave the REOC campus.

- G. Children or family members of enrolled students are not permitted in the Center except for designated special events.
- H. Surveillance Notice: REOC property is under video surveillance.
- I. Solicitation is prohibited at REOC.
- J. Bulletin Boards: Information on events, programs and services offered by the REOC or by local agencies and organizations may be posted with prior approval. Upon approval from the Executive Director/Dean (or designee), notices and signs may be posted on the appropriate bulletin boards within the Center.
Notices and signs on all windows, walls and doors will be prohibited. Information will be removed after the date of the event.

IV. USE OF ELECTRONIC DEVICES IN THE CLASSROOM

Online learning of students requires behavior that is positive, professional, and in accordance with your instructor's policies. All students are expected to know and understand policies at the beginning of their program.

Technology use in the classroom is intended to **enhance** the learning environment for all students, and any use of technology that substantially degrades the learning environment, promotes dishonesty, or illegal activities is prohibited by the instructor. Online learning for students requires behavior that is positive, professional, and in accordance with your instructor's policies. All students are expected to know and understand policies at the beginning on their program.

https://www.brockport.edu/support/policies/docs/use_of_electronic_devices_in_the_classroom.pdf#search=use%20of%20electronic%20devices%20in%20the%20classroom

- A. Classroom disruptions:** Consistent with College policy, it is the course instructor who decides whether student behavior is disruptive or not in her/his classroom. While use of electronic devices will usually be infrequent and a minor annoyance, such uses could become disruptive. Disruptions should be handled with reference to the College policy— “Procedures for Dealing with Students who are Disruptive in Class” which applies to these behaviors and empowers course instructors to warn students and to ask persistently disruptive students to leave the classroom.

https://www.brockport.edu/support/policies/docs/procedures_for_dealing_with_students_who_are_disruptive_in_class.pdf#search=classroom%20disruptions

- B. Cellular telephones/Smart phones/Smart Watches and all related electronic devices:** Students **must not** abuse the use of cellular and/or wireless devices or social media in class. Ringtones **must** be turned off in class and phones must be in SILENCE mode. If there is a need to check for and/or receive a call (e.g. parent with sick child), the student **must** inform the instructor in advance that the student may need to excuse him/herself to take an important call. Students **must not** engage in text messaging, audio/video recording or any social media activities (not directly related to classwork or an approved class assignment) in the classroom. Students who create disturbances with ringing cell phones/smart phones or text messaging will be warned and may be asked to leave the class. The above devices are prohibited in class unless authorized by the instructor/staff.

- C. Laptop computers, tablets, head devices and other computers:** Using laptop computers, tablets, head devices and other computers in the classroom to take notes and for any other use authorized by the course instructor may be allowed. However, the instructor may restrict the use of laptops, tablets, head devices and other computers to this (these) purpose(s) and prohibit other uses such as instant messaging, game playing, and Internet surfing during class time.

- D. 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. Incidences of dishonesty should be handled with reference to College policy—“Policy on Student Academic Dishonesty.” Cell phones with text messaging or photo/video capabilities and PDAs, for example, could be used for cheating on examinations and instructors will inform students that having a cell phone in hand during an examination will bring a suspicion of (and possibly charges of) violating College policy. Other electronic devices may also be used for these purposes and similar inappropriate uses may be handled in the same way.

https://www.brockport.edu/support/policies/docs/policy_on_student_academic_dishonesty.pdf#search=academic%20dishonesty

- E. Electronic devices and illegal activities:** REOC prohibits activities that will violate laws, such as those related to intellectual property, copyrights, invasions of privacy, and/or sexual harassment. Examples of this might include activities such as using a camera phone to record choreography, or taking inappropriate photos without the subject’s permission. These violations should be handled with reference to College policy—Use of Electronic Devices in the Classroom.

https://www.brockport.edu/support/policies/docs/use_of_electronic_devices_in_the_classroom.pdf#search=use%20of%20electronic%20devices%20in%20the%20classroom

F. Electronic devices in non-classroom facilities including health-related clinical sites:

Chairs or coordinators in charge of non-classroom facilities such as internships sites, labs, Learning Resource Center, and others may enforce existing rules and policies concerning appropriate use of cellular telephones, cameras and other electronic devices in their facilities. Students must adhere to this policy when visiting external locations. Students must follow the policies and procedures of the location. Students who do not adhere to those policies and procedures may be asked to leave the facility or be suspended or terminated from the program.

V. GENERAL INFORMATION

A. Affirmative Action

The REOC is an Affirmative Action/Equal Opportunity Employer. The REOC is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as, ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the REOC community (including, but not limited to: vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

B. Title IX: Education Amendments

The REOC's policy is in accordance with SUNY Brockport's policy and with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

For more information about Title IX Guidelines and Procedures contact the REOC Executive Director's Office. https://www.brockport.edu/about/title_ix/

C. Policy on Sexual Violence Prevention

The College at Brockport/REOC is committed to providing services and resources to students who have experienced sexual assault or relationship violence, as well as those who want to support victims. Reaching out for assistance for yourself or someone you know is an important step. We are here to help. Students are encouraged to discuss any issues regarding sexual violence/misconduct with their REOC Program Counselor. The College at Brockport/REOC cultivates and supports a community of sexual respect along with providing a safe environment for all students. Sexual assault prevention and education is a collaborative effort at The College at Brockport/REOC. The goal is to increase awareness of sexual assault beginning with the basic definitions of sexual violence, what sexual consent is, information on the Code of Student Conduct concerning sexual misconduct, and the relationship of alcohol and sexual assault.

D. Sexual Harassment

The REOC follows SUNY Brockport's Sexual Harassment Guidelines and Procedures. 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 or contact the Title IX and College Compliance Officer at 585-395-5066, or by email at titleix@brockport.edu.

Students proven to have violated the Sexual Harassment Policy shall be immediately terminated. For more information about the Sexual Harassment Guidelines and Procedures, contact the REOC Executive Director's Office.

https://www.brockport.edu/about/title_ix/suny_harassment_policy.html

E. COVID-19 Social Distancing and Face Covering Policy

In response to the COVID-19 pandemic, SUNY Brockport has adopted a Social Distancing and Face Covering Policy. The Rochester EOC also adopts this policy and applies it to all students, employees, Auxiliary Organizations, Research Foundation, Rochester EOC Auxiliary Services contractors, volunteers, and Rochester EOC visitors. This policy highlights the protections that are required and implemented to ensure the health and safety of our Center community including students, faculty, staff, visitors, and contractors. This policy may be updated periodically.

Policies of this nature are subject to change and update frequently. Please refer to the REOC website for updated policies and procedures.

F. 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. The Rochester EOC is not responsible for decisions of the VA, which affect payment of benefits, nor is the Rochester EOC responsible for either the amount or timeliness of VA benefits.

G. Students with Disabilities

REOC provides services and reasonable accommodations to all students with disabilities who provide the required documentation, and make a personal request for services. Request for services and/or accommodations *must be initiated by the student*. All information related to student disabilities is confidential.

Program counselors have knowledge of services that are available to assist students with disabilities. The Confidential Form for Students with Disabilities must be completed. See program counselors for forms. All appropriate documentation for services must be submitted to the Special Accommodations Coordinator for review. It is the responsibility of the student to disclose a disability, seek services and accommodations to their program counselor, instructors and the Special Accommodations Coordinator.

Once the confidential form is completed and submitted, the Special Accommodations Coordinator will follow up with the student.

H. Awards, Scholarships, Honors and Recognition

Throughout the academic year, REOC holds many activities for students. Students are recognized for their academic achievements, professionalism, talents, community service and related activities.

Graduation Ceremony

The REOC Graduation Ceremony highlights each student's success. This ceremony is attended by faculty and staff from the REOC, community leaders, The 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.

Academic Honors

Students displaying a gold cord at graduation have achieved academic excellence with a GPA of 3.5 or higher.

REOC Leadership Challenge

Students complete coursework and requirements related to interpersonal, communication and decision-making skills. All skills learned in the Leadership Challenge promote “life-long learning” and prepare students for a successful career. Students displaying a green cord at graduation have successfully fulfilled all of the requirements for the REOC Leadership Challenge. Please see the REOC College Connections Coordinator or REOC Career Services Coordinator for further details.

College Acceptance

Students who are able to successfully verify that they have been accepted to college via a college acceptance letter will be awarded a purple cord. Please contact the REOC College Connections Coordinator for further information.

Student Recognition Ceremony

Each spring the REOC honors its outstanding students. Students are celebrated and certificates are presented.

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. The student will receive a monetary award and a special gift, speak at the graduation ceremony, be recognized at the annual Student Recognition Awards Assembly, and participate in The College at Brockport Honors and Awards Ceremony. Details and applications are available each spring in the Student Life Suite.

REOC Scholarship in Memory of Maxine Gooden

Two REOC Scholarships (\$500 each) 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. Students may self-nominate. Strict guidelines are followed.

Information about applying will be posted each spring in the Student Life Suite and will be available through instructors.

The Dr. Betty Marian Anderson Scholarship

The Dr. Betty Marian Anderson Scholarship (\$500) is granted each year to an eligible REOC student or alumnus. Students may self-nominate. This scholarship provides financial assistance to an individual who is currently enrolled and has successfully completed one semester of college with a 3.0 grade point average or higher. Details and applications are available each spring in the Student Life Suite and will be available through instructors.

Rochester Area Colleges Continuing Education (RACCE) consortium’s Outstanding Adult Student (OAS) Award

The RACCE consortium seeks to recognize and honor adults who have been especially successful at combining college study with their other responsibilities of family, job, career, and community service. Students are nominated for the award by REOC faculty and staff.

Three award recipients, two from SUNY Brockport and one (1) from the REOC will be selected. Students will be honored at the RACCE awards dinner in April.

I. Building Hours

Standard operational hours for the REOC building are posted at the main entrance and on the website. Changes to the posted schedule may occur without prior notice and will be posted to the REOC website. Building hours are routinely shortened during breaks and holidays.

J. Change of Student Information

Students may use self-service Banner to make changes to address, telephone number, emergency contact information and/or any other personal information provided to REOC at time of application/registration. Please see a Program Counselor for directions on using self-service Banner. Requests for name changes on official documents must be completed in the Registration & Records office. Official verification of legal name change must be provided.

K. Inclement Weather or Other Emergencies

In-person instruction may shift to remote instruction during a weather or emergency event. Classes may be held via Zoom or Blackboard. REOC students are instructed to call (585) 232-2730, refer to the website www.REOC.brockport.edu, or the following stations to check for class cancellations:

WDKX 103.9 FM (radio)
WHAM 1180 AM (radio)
WRMM 101.3 FM (radio)
WPXY 98 FM (radio)
WROC TV 8 (TV)
13WHAM (TV)
Spectrum Channel 9 (TV)
10NBC (TV)
REOC Website (will state, for example, "REOC classes are cancelled")

L. Child Care

REOC does not provide child care. Students are not allowed to bring children in the classroom or the Center while attending class or related instructional activities.

M. Dress Code

Students are expected to dress appropriately and must wear footwear for school functions. In addition, some programs have established dress codes and uniforms based upon professional work standards. Neatness, cleanliness, and attention to personal hygiene are expected. Clothing that detracts from activities or is considered offensive will **not** be permitted. Such inappropriate attire 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 allows undergarments or bare midriffs to be exposed.
- 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.
- Clothing that resembles pajama pants and bedroom slippers.
- Leggings that are not covered under other clothing.

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

N. Dropping or Withdrawing from a Class/Program

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.

For any questions regarding withdrawing or dropping a class/program, please contact the Program Counselor.

O. Emergencies – Center-Wide

REOC is required by law to hold at least three fire drills each calendar year that may be unannounced. If the 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. Student and staff are requested to not block these areas.

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.

Instructors are responsible for sharing and reviewing classroom emergency evacuation procedures.

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

P. 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 REOC Security Office (585-327-4064). The person calling should reference the name of the student and, if possible, the name of the student's instructor, program and classroom. **Students are advised to provide class schedule information to individuals who may need to contact the student in case of emergency.**

In the case of a medical emergency where 911 is called and a student leaves the REOC as a result of the medical emergency, it is required that the student provide acceptable medical documentation to the Director of Academic Affairs or the Dean/Executive Director for review and approval prior to being admitted back to classes.

Q. Enrollment Verification

If a student requires a letter verifying his/her REOC enrollment (Enrollment Verification Letter), the student should contact the Registration & Records Office. All requests to the Registration & Records Office 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 at least 48 hours 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 Self-Service Banner or contact the Registration & Records Office.

R. Student ID Badges

Student Identification (ID) badges help to create a safe learning environment for students, faculty, and staff. Students are given an REOC Student Identification Badge at the time of registration. This badge allows students to gain access to the REOC facility. **ID's must be visible at all times while students are in the building.** Students who do not display their ID will be requested to do so by faculty and staff. Students who refuse to display their ID may be subject to dismissal.

Students who do not have their ID will be requested to sign in at the Welcome Center and will be provided a temporary ID. The student will be allowed into the building utilizing a temporary ID for up to two separate occasions. If the student comes in a third time without the ID, the student will be asked to purchase a new one, or leave the Center and return with the ID. IDs are the property of the REOC, and must be surrendered upon request.

S. ID Replacement

If a student loses or misplaces his/her student ID, a replacement ID can be obtained at the student's cost for \$5.00.

Cash or money order is accepted. Replacement IDs are available in the Registration and Records Office.

T. Licensing/Certification (State) and Convictions Clinical and internship sites may not admit students with prior convictions. Students are encouraged to contact Program Counselors for assistance.

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.

U. Program Listing

REOC offers a variety of academic and career and technical programs. See the Welcome Center receptionist, Admissions Office representative, or the REOC website for program entrance requirements.

V. Student Lounge Areas/Vending/Student Commons Areas

A student lounge area is available on the second floor of the REOC building. The area has vending machines and microwave ovens. All students must keep this area clean. If money is lost in the vending area, students should contact Security to inquire about a refund.

Student Commons Areas are located on floors 2-4. The Commons Areas contain media display boards and televisions for your viewing pleasure.

W. REOC Communication Methods

REOC makes every attempt to communicate important information to students using the following, but not limited to: US Postal Services, electronic mail, text messaging, television/radio, REOC website, media boards, social media, posters, and telephone calls.

X. REOC B-Stro Student Conduct: REOC Students are not permitted to loiter at the REOC B-Stro and are expected to utilize the facility for purchasing menu items. Students should not

request utensils, condiments, etc., unless an REOC B-Stro purchase has been made. Students may be asked to leave the REOC B-Stro if they are found in non-compliance of this request. No external food and/or beverages are allowed in the REOC B-Stro at any time.