Erwin Technical Learning Center

Classroom Rules and Procedures Student Copy

Attendance:

- Your investment of $45 is for ONE semester. Make sure you know when the semester ends.
- Plan your own schedule. Do not miss more than 3 days.
- Call to report your absence. For long absences, if we pre-withdraw you, it is easier to return.
- If you miss 6 days without calling, you will be automatically withdrawn for 60 days.
- If you require verification of attendance, you must be here 5 days, then it takes 2 days to get proof of attendance to you.

Dress Code:

- Dress for success
- Flip-flops, tank tops, shorts, and hats are not on the list of acceptable wear
- Students should be neat and well-groomed, no bare skin showing, pants secured at the waist at all times.

(You could be sent home if you are dressed inappropriately!)
(more information on dress code located on the back)

Internet:

- Professional use only, no personal use.
- Computers are monitored and misuse can result in withdrawal
- Inappropriate use can result in withdrawal from the lab.

Reminders:

1. **Scan in and out** every day. If you forget, tell a staff member
2. Drinks in well-sealed containers only. No food permitted in lab.
3. **Sign out** when taking a break.
4. Socialize out of class.
5. You may only register for one session, and have one opportunity to change sessions **one** time after you are enrolled.
Erwin Technical Learning Center

Business Casual Dress - Statement of Purpose

It is our philosophy here at Erwin Technical Center that you have come to the school in order to seek employment within our business community.

The people who will eventually hire you do visit this school on a regular basis.
The following guidelines are from the Hillsborough County Public School System's dress code (marked with the asterisk*) that support a Business Casual Dress atmosphere:

1. **Shoes are a matter of safety and good taste.** Flip-flops or open shoes can be hazardous in some of our professions. Whether your goal is safety or good taste, consider the appearance and function of your shoes.
   *Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable.

2. **First impressions are lasting impressions.** Your clothing sends a message about your character. Remember, students are all here training to become professionals.
   *Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area.

3. **Don't miss an opportunity to impress!**
   
   In general, shorts are not acceptable business attire. Clothes should be neat in appearance and not distracting.
   Men's shirts should have sleeves.
   **All pants shall be secured at the waist.**
   *Clothing not properly fastened or with tears that are indecent shall not be worn.
   *Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
   *Mini skirts, mini dresses, and short shorts shall not be permitted.
   *Hemlines shall be no shorter than fingertip length.
   *Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

4. **Grooming and personal hygiene are important 'first impression' keys.**
   Come to school looking your and smelling your best.
   (For example, not bathing frequently or excessive cologne/perfume may affect co-workers.)
   *Hair shall be clean and neatly groomed.

5. **It is commonly understood that wearing hats inside a building is disrespectful.**
   (For example: low hat brims prevent eye contact, as do sunglasses.)
   **Exception:** Some work environments require headwear for safety and/or other reasons.
   *Head coverings shall not be worn in the building unless required for religious observance or health related reasons.

**COUNTY DRESS CODE VIOLATION CONSEQUENCES:**

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*This document contains information about dress codes and related educational content that aligns with the requirements of the Hillsborough County Public School System's dress code policies.*
1. Conference with Student
2. Change of inappropriate attire or sent home