UNIVERSITY STUDENT\* PROTOCOLS WITHIN COLLIER COUNTY PUBLIC SCHOOLS

As a future educator, we want to thank you in advance for your commitment to our students. While you are in our schools, we trust you will experience a welcoming and respectful environment. Likewise, we ask that you please conduct yourself in a manner that will maintain our positive environment. In essence, during your time with our students, you will be serving as a role model for them.

To assist us in providing an outstanding educational experience for our students you are required to adhere to the following guidelines:

* **Confidentiality – We ask that you not discuss or repeat information about a specific student with anyone other than the appropriate staff member**
* **Appearance – Avoid clothing which has suggestive logos, exposes the midriff or undergarments**
* **Harassment – Refrain from using insulting or threatening language or gestures**
* **Duty to act/report – If you are witness to or made aware of the abuse or neglect of a student, you** **will report those concerns to the appropriate school administrator**
* **Code of Ethics – Review our Code of Ethics brochure to become familiar with employee expectations**
* **Daily Check in – Present photo identification and receive a visitor’s pass using the school’s visitor screening system each day**

Failure to follow these guidelines may result in your removal from Collier County Public Schools. Please acknowledge that you have read this document by signing your name below.

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Student Printed Name

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Signature Date CCPS Staff Initial

\*For use by FGCU students in the Honor’s Cohort, Block I or Block II FGCU programs