BMCC STEP EXPECTATIONS and PERMISSION SLIP

- **Arrival/Departure**: Students are expected to arrive to BMCC between 3:00pm and 4:00pm and sign in with the STEP administrator located in the lobby. Students are not allowed to leave BMCC's campus during the duration of STEP class (from 5:00pm – 7:00pm) unless prior permission is given in writing by the student's parent/guardian.

- **Meals**: Students must eat meals in areas designated by STEP Staff. The meal ticket covers the cost a full hot meal in the cafeteria. Students may purchase whatever items they wish from the cafeteria. If the final bill exceeds the meal ticket amount, students are responsible for paying the balance. Students may also choose to bring their own meals/snacks. Meals must be consumed during before classes begin.

- **Nametags:** Nametags will be provided on the 1st day of student's attendance**. Nametags must be worn to enter BMCC**. If lost, please inform a STEP staff member for a replacement card.

- **Campus & Classroom Behavior:** Students are expected to follow all rules and guidelines established by STEP staff.

- **Cell Phones**: Each STEP instructor has their own cell policy. Students must follow the instructor's policy. If cell phones usage is not allowed in class by an instructor, cell phones will be stored in the classroom or the STEP office until the class ends.

PERMISSION SLIP

PERMISSION SLIP MUST BE SIGNED BY PARENT/GUARDIAN and SUBMITTED BY STUDENT's 1st DAY of STEP CLASS.

I _____ give permission for _____

            Print Parent/Guardian Name   **Print Student Name**

To participate in the BMCC **Science & Technology Entry Program** (STEP).
This form grants permission for the following:

- BMCC to collect school reports, transcripts, standardized test scores, etc.
- Share student's name and contact information with other STEP and Collegiate STEP (CSTEP) programs and college/university admissions offices.
- Student to attend field trips, conferences, colleges/universities, local exhibitions, etc.
- Photo release for program promotions.

NOTE: All information will be kept confidential.

           Parent/Guardian Signature: **Date:**

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