



Participant Handbook

Welcome to the Manufacturing Academy Program

Manufacturing Academy (MA) is a program that is designed to help you explore careers in advanced manufacturing! During your time in training, we ask that you read and agree to following polices in this handbook so that AJAC (Aerospace Joint Apprenticeship Committee), Oakridge, and JR (Juvenile Rehabilitation) staff can provide a learning environment that is productive to all participants and staff.

Please read these policies carefully and keep the handbook available for reference.

The policies are written to help you succeed while you are in the MA program, as well as serve as a guide to help you become ready for employment.

If you have any questions, concerns or would like to gain some clarity on any of these polices, the instructor is available to steer you in the right direction.

Failure to abide by the following Code of Conduct may result in disciplinary action, up to and including removal from the program. Each instance is subject to an appropriate level of discipline to be determined by the instructor and/or program staff.

Progressive Discipline means student consequences increase for repeated conduct violations.

The purpose of progressive discipline is for students to learn self-management strategies and behaviors. All staff implement and support a program wide student discipline program to maintain a consistent and equitable approach to student behaviors and associated consequences. Because each situation is handled individually, staff have the discretion to use alternative forms of discipline if they so decide. Consequences assigned to inappropriate behavior will be based on the nature and seriousness of the behavior, as well as the student's past actions.

Expectations

In order to model the class after the work place we have instituted the following polices to ensure that you are in a positive learning environment. These policies will help prepare you to be successful in the workplace.

Respect Staff at all times:

When instructors are teaching it is your responsibility to listen and learn. If an instructor is talking there is to be no side talking unless directed to do so. No laying down or sleeping in class. Challenging staff at any time will not be tolerated and will lead to you being withheld from the program. **Initials** _____

All Class Materials will stay in class:

All materials given to you in class will stay in the classroom until you are released or until the program is over. All USB drives will be check in and checked out during the computer lab time and at no time should be taken home until the program has ended. All materials will be stored until you can retrieve them from your case manager. **Initials** _____

Procedures while working in the shop: It's the instructor's domain they are in charge at all times:

- Safety glasses required at all times while working in the shop
- Always follow all safety guidelines, if these are not followed you may be asked to leave the program.
- Use all tools properly and safely. Listen to all of the instructors instructions and make sure all guards and equipment is put back safely at all times.

Initials _____

CODE OF CONDUCT:

Attendance Policy

Attendance is crucial to success in the workplace. As a participant, you are expected to be on time to start class and upon returning from breaks and lunch.

Initials _____

Absences and Tardiness

If you need an excused absence you must tell your Case Manager and Instructor that you need to miss class the week before and get make-up homework. It is your responsibility to let all parties know in the appropriate amount of time.

- You may be responsible for bringing back proof that you went to your appointment. This proof can be a doctor's note or a note from your Resident Staff/ Parole Counselor.
- If you are sick or cannot make it to class, please call and leave a message with your Case Manager and your instructor.
- If you are absent or late repeatedly (excused or unexcused) you may be asked to leave the program. (This is a work expectation)

Initials _____

Clocking in and out of class:

There is a time clock in the class room. Upon morning arrival you need to clock in. Prior to leaving for the day, you need to clock out as well.

Initials _____

Academic Integrity/Cheating/Dishonesty

All forms of cheating, plagiarism, and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment, examination or task required as part of the student's course of studies. The unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing included. Academic dishonesty also includes the aiding or encouraging of such behavior by others.

Initials _____

Appropriate Language

Language that program staff consider disrespectful, harassing, violent, obscene, profane, or otherwise abusive is not appropriate for the MA classroom or program activities. Cussing is not appropriate.

Initials _____

Cell Phones and other Electronic Devices

The classroom is a *cell phone/music player free area*.

Students at MA may not use cell phones or other personal electronic devices (PED) during class.

Initials _____

Computer, and internet usage:

Internet access, printer and computer use is limited to training-related activities only and directly supervised by staff

- Training-related activities include research and educational tasks and will be directly monitored by staff
- All activities online must be approved by an instructor and supervised
- No pornographic material is allowed at any time.
- The installation of software such as instant messaging technology is strictly prohibited and shall not be used.
- Computer privileges can be suspended at any time due to misuse or safety concerns. **Initials _____**

Unacceptable use of the internet by participants includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or gang related material
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy, streaming music
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- When printing any materials staff needs to be present **Initials _____**

Dangerous Behavior (Safety Violation)

Anything that is disruptive in nature, obscene, considered a health hazard, safety problem, or that interferes with the learning environment is not allowed (program staff will make final determination).

Mischief/Games or pranks where students inflict physical pain on another person or themselves. **Initials _____**

Disrespectful Behavior

Acting in a rude or disrespectful behavior directed toward others. Students must obey the reasonable instructions of program personnel. **Initials _____**

Disruptive Behavior in the Classroom

Disruptive behavior in the classroom can negatively affect the classroom environment as well as the educational experience for students enrolled in the course. Disruptive behavior is defined as any behaviors that hamper the ability of instructors to teach or students to learn and/or inaction (opting out, failure to pursue course of study).

Initials _____

Disruptive Conduct

Behavior that materially and substantially interferes with or is detrimental to the orderly operation of the program, a program-sponsored activity or any other aspect of the educational process within or sponsored by the program. Any student action that threatens the safety of the program and/or the safety of staff members and/or students, or behavior that a reasonable person would know to be dangerous and/or disruptive to the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at program may be subject to discipline. **Initials _____**

Dress Code:

Daily dress code is fitted jeans (no saggy pants) and a t-shirt (MA t-shirt on Monday/Wednesday/Friday) with no V-necks, no street shoes allowed; work boots must be worn at all times. **Initials _____**

Drug/Alcohol Policy:

Bates/AJAC is a drug and alcohol free zone which allows us to provide a safe learning environment. Please respect our policy and do not bring drugs, tobacco and/or alcohol with you as they are not permitted on the premises. Smoking is not allowed.

The following are violations of this drug/alcohol policy:

- Possessing, using and selling illegal drugs
- Smelling, appearing, or being in an altered state from drugs and/or alcohol

If the Instructor, Case Managers or any staff believes that you may be in an altered state, you may be asked to not participate in the program until a drug test (UA) or a Breathalyzer is administered. Positive results will result in your leaving the program. If you suspect someone is using or jeopardizing your safety, inform your Instructor or Case Manager immediately.

While in the JR Program any participant may be randomly drug tested. (UA)

A positive drug test may result in removal from the program.

****The decision for a student to be sent back to the facility will be made by JR staff.***

Alcohol: Possession, use, solicitation, transmission or being under the influence of alcohol before attending class, on program grounds, on program transportation, or during program sponsored events on or off campus is prohibited. Paraphernalia includes any item that can be utilized to make use of, ingest or conceal alcohol.

Initials _____

Failure to Cooperate

Repeated failure to comply with or follow reasonable directions or requests of instructors or program staff. This includes but is not limited to noncompliance, dishonesty, defiance and hindering an investigation of an infraction or crime on campus or at a program sponsored activity.

Initials _____

False Alarms/ Fire Extinguisher/Defibrillators

Falsely setting or disabling of a fire alarm; tampering with fire extinguishers or fire alarms is defined as a criminal act in the State of Washington.

Initials _____

Fighting

Mutual participation in an incident with physical violence. Fighting, regardless of who throws the first punch, is against program rules and both parties will experience progressive discipline, meaning the severity of the incident can cause a more strict response. Students who posture, intimidate, threaten, instigate, encourage, gather to watch, record or distribute images of a fight will also receive disciplinary consequences that could include suspension from program.

***This behavior will not come with a warning, removal from class will be immediate.**

Initials _____

Hazing

Any activity expected of someone joining a group that humiliates, degrades, abuses or endangers regardless of the person's willingness. Hazing can also take the form of games/activities where students intentionally inflict physical pain or discomfort to each other.

Initials _____

Harassment, Intimidation, and Bullying (HIB)

Harassment, Intimidation and Bullying: Any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the target's race, color, religion, ancestry, national origin, gender, sexual orientation, including gender identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

- Has the effect of substantially disrupting the orderly operation of the program.

Initials _____

Harassment and Bullying in the Workplace:

At MA, we strive to provide a learning environment that is *positive, productive, and safe* for all students and a training ground that is free from harassment and bullying. **AJAC has a zero tolerance for harassment or bullying of any kind.**

It is unlawful to harass or bully someone on the grounds of:

- Sex/Age/Disability/Race/Religion or Beliefs
- Gender Reassignment /Sexual Orientation

Initials _____

Sexual Harassment:

Sexual harassment is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature. Participants who observe or experience harassment are encouraged to report the harassment right away. AJAC staff will make every effort to resolve the issue as soon as possible. **AJAC has a zero tolerance for sexual harassment and if found, a participant can be exited from the program.**

Unwelcome actions are inappropriate and depending on the circumstances, may meet the definition of sexual harassment. Such actions include:

- Touching or grabbing of a sexual nature
- Repeatedly standing too close to or brushing up against a person
- Repeatedly asking a person to socialize during off hours when the person has said no or has indicated he or she is not interested
- Giving gifts or leaving objects that are sexually suggestive
- Repeatedly making sexually suggestive gestures
- Making or posting sexually demeaning or offensive pictures cartoons or other materials in the classroom

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser.

Initials _____

Bullying/Violence in the work place:

AJAC expects that all students are treated with respect. Any act of violence or bullying will not be tolerated.

Some common forms of bullying are:

- Verbal abuse – Example: Persistent taunting or teasing
- Physical violence or violent gestures
- Embarrassing or humiliation of a participant, boxing students in
- Racial harassment – picking on another student based on race or status
- No gang violence, signs, or talk

If you have concerns about safety, bullying, or sexual harassment during the Manufacturing Academy class, please speak with one of the Instructors, Case Managers or any AJAC staff to discuss your concerns.

Initials _____

Inappropriate written expression and/or communication

Possession or distribution of inappropriate writings or communication of any kind that contains references to threats, sex, violence, drugs, gang affiliation or drawings or pictures that are disruptive to the learning environment are prohibited. Cursing and offensive language will not be allowed. This includes inappropriate communication outside of the program day that has a negative impact on student and/or program safety, or becomes disruptive to the learning environment.

Initials _____

Theft/Stealing

Taking anything that belongs to someone else or receiving and/or possessing such property without permission. If you find something, bring it immediately to a program staff.

Initials _____

Threats

Threats of violence or destruction, whether verbal, nonverbal, in writing, electronic or graphic. Words or actions intended to cause mental or physical harm are not allowed.

Initials _____

Vandalism

Defacing, misusing, damaging, or destroying program property or property belonging to a staff member, student, program employee or contractor. Financial responsibility for any damages as well as program discipline may be required.

Initials _____

Violence/Causing Injury

Use or attempted use of violence upon another person. Law enforcement agencies may be contacted regarding serious threats, assaults or injuries caused by students.

Initials _____

Weapons

Firearms/weapons, explosives, or items that could be used as weapons, are not allowed on Possession, threat to use, or use of dangerous weapons (or replica weapons) is prohibited. A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives; BB guns; paintball guns; air guns; stun guns or the like that injure a person by electric shock, charge, or impulse; martial arts weapons; explosives; incapacitating agents; laser devices; metal knuckles; or any other item which can inflict or threaten substantial harm. Students may not possess mace or pepper spray products unless they have previously submitted the completed Personal Protection Spray form to their program. Students who unlawfully possess or discharge a personal protection device will be subject to discipline for weapons.

Initials _____

Any other behaviors that are disruptive to the safety and security of daily classroom activities, or that may be cause for concern towards staff, the facility or community.

Relationships in Class:

At MA we expect that you will work towards program positive and supportive relationships that are workplace appropriate. Often time’s personal relationships may develop in the workplace, however relationships that develop during this program are not allowed as they may lead to problems that may impact your success in the program.

Any type of relationship with another student is not allowed.

(Keep in mind, that unwanted sexual advances and requests for sexual favors can be considered sexual harassment)

Initials _____

Action Policy:

All violations will be documented in an incident report to include:

- (a) Circumstances leading up to the violation(s);
- (b) A description of the violation;
- (c) Response by staff;
- (d) Response by the juvenile(s) involved in the incident; and
- (e) Sanctions imposed or recommended for the violation(s).

Incident reports will be forwarded to the JRA program administrator no later than twenty-four hours after the behavior is discovered via email. Serious violations will be reported verbally immediately.

Initials _____

If the terms of the handbook are not adhered to, below is the process that is followed:

1. **The first time is a warning by the Instructor.**
2. **The second time, you will be asked to meet with your Case Manager/Instructor and decide on corrective action. You may be asked to leave the classroom immediately.**
3. **The third time you can be asked to stay back a day from the program and do an action plan/behavior contract with program staff.**

All incidents that occur during class may be subject to further action through the facility. All corrective action and follow up will be documented and shared between the facility and MA program.

After the third time, you may be removed from the program.

I have read the handbook and commit to follow these guidelines for the MA training program.

Student Signature

Date