

## ANEW Program

### Class policies & procedures/ Code of conduct.

1. Students and Instructor will conduct themselves in a professional manner at all times.
2. Students will have Personal Protective equipment with them at all times.
3. Absolutely **NO** horseplay in class or shop.
4. No Sexual harassment or victimization of any kind (this includes jokes) will be tolerated. **Zero tolerance.**
5. Student will wear appropriate clothing for course requirements for safety and liability.
6. Housekeeping; classroom and shop area will be kept clean at all times. There will be one final clean up at the end of the class day all students will participate.
7. Missed assignments or making up lost time: If a student has a legitimate reason, the staff will work with student either before class starts, during lunch, or after class to help the student get caught up. Due to the nature of this course it is very difficult to make up work, if you miss a critical piece of instruction. Please be aware that you may or may not have the opportunity to make up the work. We are a big believer in 3 strikes you are out, if you no-show without prior approval.
8. Repeated safety violations could be cause for dismissal.
9. Students will **never** operate any machinery or hand tools without the instructors ok.
10. Attendance is mandatory; not missing any days (if possible) and showing up on time, before class starts.
11. Be respectful to your instructor, classmates, guests, and JR staff. Being disruptive in class/shop is not allowed. For example; side conversations during presentations/lectures, being argumentative with the instructor and fellow students, constantly speaking out of turn, profanity being late and interrupting class.

Name Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

Staff signature: \_\_\_\_\_