

Electrical Classroom Policies & Procedures

Respect-Safety-Learning

The instructor's belongings, file cabinets, and desks are off limits to all students.

- All books, papers, memos and etc. in the instructor's area are to be considered confidential and not for the student's access.

Students are expected to be in their seats at the designated start time of 8:45AM

- Students are permitted a 5 min period after their arrival time and before their departure time to get ready, clean-up or etc.

Mandatory Attire

- Students must wear their official LCCTC uniform each day in class at all times. Your uniform consists of a garnet LCCTC logo shirt and gray Dickies style work pants.
- Uniforms must fit properly for safety. Pants will be worn at the waist line and clothing will not be loose fitting. This is for your safety! Use of belts and/or suspenders is suggested.
- Leather safety toe work boots are to be worn with your uniform (EH rated a plus). Sneakers, open toe shoes or cowboy boots are not considered appropriate attire for the industry and therefore are not permitted in the classroom.
- Students with longer than shoulder length hair must have it pulled back in a ponytail during any lab work sessions they are participating in.
- The uniform **MUST** be the outside layer of your clothing, if need be for winter you may layer a long sleeve shirt underneath or purchase a LCCTC sweatshirt. Hoodies are **NOT** permitted.
- Hats will be removed upon entering the building and should stay removed until you exit the building.
- Students must be in their uniform upon entering the LCCTC and will be given sufficient time at the end of class to clean up prior to leaving the classroom.

Language

- Rude remarks, profanity, street language, and offensive gestures are unacceptable and will not be tolerated.
- Harassment and/or bullying will not be tolerated and will result in being sent straight to the office.
- Nicknames are only permitted if the receiving party asked the instructor to call them by that name and it is appropriate for a school setting.

Conduct

Students are to report to the classroom upon entering the building.

- Students are expected to be attentive and participate in the classroom.
- The instructor **will not permit conflicts** among students, immediate removal of all parties will occur.
- **Always show respect** for others (i.e. instructors, principal, secretaries, custodians, fellow classmates, etc.) All interactions and communications will be respectful and nonjudgmental.
- **NO food or drink** is allowed in the classroom. Unopened drinks only for lunchtime.
- **NO vaping, drugs, or alcohol are allowed!**

- Use free time to work **quietly** and complete assignments or practice. This will result in less homework.
- **Sleeping in class is not tolerated.**
- Backpacks are to be kept in the students' locker at all times.
- **Cellphones** are to be placed in proper storage area **within 5 minutes of entry**, you are allowed to have them for lunch period then they get returned to area upon immediate return to class.

Safety

- Students **must** wear safety glasses and hard hats during any lab sessions or when inside the work safety zones. Special face shields will be permitted with pre-approval.
- Students will follow the safety rules covered with each new task.
- Students will report injuries to the instructor immediately.
- If an emergency occurs, the instructor will follow the LCCTC Crisis Response Guide.
- Students will maintain a clean working environment at all times.
- Students are not permitted to exit the room without instructor's knowledge and hall pass.
- All posted shop rules must be followed at all times

Assignments

- Assignments must be completed on time. Work missed during an excused absence can be made up during the same time period as the absence. For example, if absent two days the assignment is due two days after returning to school. Unexcused absence = no make-up
- A full letter grade will be deducted from the assignment's grade for each day it is late.
- Hand-outs will be provided only one time, students are responsible for receiving a second copy and their grade will reflect the lack of responsibility. Third time = hand written copy
- If you are absent, it is **YOUR** responsibility to obtain any notes missed from another class member.
- It is **YOUR** responsibility to get any missed handouts from the instructor.
- All assignments are expected to be neat, readable and completed in black/blue ink or pencil. **NO RED** ink permitted
- Note taking is encouraged during lessons.
- Complete work ahead of time; don't procrastinate.

Statement

- It is my job to get you prepared and ready for the electrical industry. I am not striving to be hard on you, instead I am preparing you for the true reality of what is expected of you.

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I (the student) _____ have read the classroom policies, agree to follow these policies without exception, and recognize that violating these policies will subject the student to disciplinary actions according to the LCCTC Student Handbook.

Student Signature: _____

I (Parent/Guardian) _____ have read and discussed the classroom policies with my student, agree to support and encourage my student to adhere to these policies, and recognize that violating these policies will subject my student to disciplinary actions according to the LCCTC Student Handbook.

Parent/Guardian Signature: _____

Parent Email and Phone number they would prefer to be contacted at:

Phone: _____

Email: _____