

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Classroom Code of Conduct Policy: Code of Conduct for In Person Instruction

Attendance - All students must adhere to the A&J Block Training Attendance Policy. It is the student's responsibility to sign in and initial out each day of their instruction.

Food and Drinks - No food is permitted in classrooms at any time. Drinks are allowed only if they are in containers with a seal-able lid. Vending machines are available on site for use during scheduled breaks and lunch periods only.

Vandalism and Property Damage - Vandalism, misuse, or intentional damage to training center property, equipment, tools, classrooms, shop areas, restrooms, or any other facilities will not be tolerated. Students may be removed from class, marked absent for the day, and referred to their respective JATC for disciplinary action. Students may also be held responsible for the cost of repair or replacement.

Required Materials - Any student who fails to bring the required materials from a previous class will be marked absent for the day. Students wishing to purchase textbooks or other instructional materials must do so during scheduled breaks.

Required PPE - Students are required to bring all issued PPE to every shop class or provide their own that meets the approved safety standards. Students wishing to purchase PPE may do so during scheduled breaks.

Environment - Students shall make every effort to maintain a suitable environment conducive to learning and free from distractions.

Behavior and Etiquette - There is zero tolerance for abusive, discriminatory, or offensive behavior. Any student believed of discriminating against or harassing another student, instructor, or A&J staff member will be immediately reported to the supervisor. With the approval of the Chief Executive Officer, any student found to be disruptive to the class may be immediately removed from class and reported to the student's respective JATC for disciplinary action. Any behavior not conducive to the student's learning or the learning of others may also result in a student evaluation. If a student receives a disciplinary evaluation, the student will be marked absent for the day and referred to their respective JATC for disciplinary action. Scholastic evaluations do not constitute an absence.

Clothing and Appearance - Students shall be required to adhere to the A&J Dress Code and Fit for Duty Policy at all times while attending in-person training. Any student who violates this policy shall be removed from class and marked absent for the day.

Personal Belongings - Students may not leave personal belongings, tools, bags, clothing, equipment, technology or any other personal items at the training center or in

classrooms overnight. The training center is not responsible for lost, stolen, or damaged items.

Complaints - Legitimate complaints, questions, or concerns must be addressed privately with an instructor or supervisor. The supervisor will review and coordinate the issue with the appropriate A&J personnel, if necessary. Discussions during class that involve complaints, concerns, or inquiries not directly related to the course material will be considered a disruption to the class.

Disciplinary Action - Failure to comply with this or any other A&J policy shall result in the student being reported to the student's respective JATC for disciplinary action.