



## **PHCC Academy of San Diego Training Program Student Guidelines**

1. **The Instructor** has complete authority during school hours. Class breaks are called by the instructor.
2. **All 156 classroom hours are required.** Absences must be made up within 15 days of the missed date. Students are only allowed four absences per year before being terminated from the Program. No exceptions!
3. **Class hours are from 5:30pm-9:30pm** unless students are notified otherwise, one week in advance. Substitutes may fill in for regular instructors. All guidelines will still apply.
4. **Students are responsible to scan their ID card or sign in at the beginning of each class.** Failure to do so will result in an absence. Lateness, absence, and leaving early notices will be forwarded to Sponsors. Special attendance problems should be discussed with your instructor.
5. **All students will practice safety techniques.** Those not working in a safe manner will be asked to leave for the evening and receive a grade of 0 (F) for that night.
6. **Report all injuries** to the instructor for evaluation and first aid. The school cannot be responsible for unreported accidents.
7. **Students are required to wear proper safety equipment** when working in lab (Safety equipment: Boots, goggles, gloves, long pants). Any student without proper safety equipment will be asked to leave for the evening and will receive a grade of 0 (F) for that night.
8. **Possession of knives and other weapons** is not permitted on school premises. Legal pocket-knives are exempt.
9. **Use, possession, or being under the influence alcoholic beverages or narcotics** is not permitted. Violations will subject student to disciplinary action, up to and including expulsion and informing your employer.
10. **Criminal Mischief/Vandalism** is the destruction or defacing of school property or the property of others (including the unauthorized altering/tampering or vandalism to school owned electronic equipment and software) and will result in disciplinary action up to and including expulsion and informing your employer.
11. **Inappropriate/Careless/Reckless Behavior:** Intentional/unintentional behavior that threatens to or causes personal injury or property damage, language, gestures, or actions that incite, produce distractions or disruptions, or seriously interfere with effective functioning of class is not permitted and will result in disciplinary action.
12. **Bullying** is when one person or group of persons, targets a victim or multiple victims with direct, or indirect, negative actions over a period of time, which is harmful to the victim either physically or emotionally. Bullying is not permitted and will result in disciplinary action.
13. **Cheating** (including, but not limited to copying another student's work, unauthorized use of notes, books or sharing answers during a test and plagiarism) is not permitted and will result in a grade of 0 (F) per incident.
14. Should you already be proficient in the matters being presented, **be patient.** Do not interfere with other students' efforts to learn.
15. All smoking shall be done in the **SMOKING AREA** and all butts shall be disposed of in the receptacle provided.
16. ALL students are equally responsible to **keep the classroom, lab areas and bathrooms clean.** Deposit all wrappers, cans and other trash from eating or drinking in proper containers.
17. **Cell phones are to be turned off or set to vibrate during class.** If you are on call and have to take the call please answer it outside of the class as to not disturb other students.
18. **Bring your books and materials to each class.**

**No refunds will be given to the Sponsoring Company or Student** if the student is expelled from the Program due to violations of these guidelines.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_