



Student Behavior Policy

1. AC/C TECH will maintain a harassment free training program.
2. Profanity will not be tolerated and those who fail to comply will be suspended.
3. Inappropriate behavior, inappropriate screen savers, and going to inappropriate websites will not be tolerated.
4. This institution is drug and smoke free, so those items are never permitted.
5. While completing lessons, students should concentrate on the subject at hand, and not on unrelated websites or materials. Do not bring radios, tapes or cd players into the training center
6. You are expected to take an active role in web-based meetings, discussions, exercises, peer responses, and group activities. Excessive noise and talking will not be tolerated during web-based meetings.
7. Turn-off cell phones or switch them to vibrate when others are pursuing online training or during web-based meetings.
8. Food and/or headphones are not allowed during the Final Examination and the 3-Hour Classroom Assignment.
9. If you have a disability, which may affect learning via the internet, please notify the instructor as soon as possible. AC/C TECH will provide reasonable accommodations to remove those barriers. Disabled students requesting academic assistance may be required to provide documentation of the disability and the extent of support services necessary.
10. Academic dishonesty, including plagiarism and cheating, will result in the loss of credit for the assignment and/or course.
11. Uniform must be worn daily. Pants cannot be sagging. Shorts and skirts must be at least fingertip length. No bare midriffs.
12. Be respectful. This means no talking during lectures or when others are asking questions. Arguing and excessive complaining will not be tolerated.
13. Always obey teachers, counselors and administrators.
14. Be polite to visitors and employers. More importantly, show honor for the person, activity, and/or program being promoted. This is your program and the goal is to achieve positive outcomes.
15. Remember that you are in a training program so remain creative, always do your best, and continue to have fun in your learning experience.

My signature certifies that I have read the above and understand it.

Signature _____

Date: _____