

## ALASKA WORKS PARTNERSHIP TRAINING CLASSROOM RULES

Our training programs are designed for adults to prepare themselves for entry-level jobs in construction, application to apprenticeship and/or a career in construction. While there is no charge for these trainings, there is an expectation that every participant will take it seriously. To ensure that each participant understands what is expected of him/her, it is required to read and abide by these rules and expectations.

### **CELL PHONES:**

Phones/electronics are expected to be turned off during training and only used during break times. Any participant that is found using their phone/electronic device during instruction may be asked to leave.

### **ATTENDANCE:**

Reliability and punctuality are prized by employers and apprenticeship training programs. All absences must be cleared by the instructor prior to absence. If the instructor concludes that you have missed too much training, even if you are excused, you will be ineligible for your Certificate of Instruction. Anyone who drops from training without notice, will be ineligible for any further training opportunities until meeting with a case manager.

### **PUNCTUALITY/PARTICIPATION**

Being on time is required. The first tardy will result in a warning; additional late arrivals may result in being dismissed from the remainder of the training. Participation is expected of each student; lack of active participation may result in being dismissed.

### **BEHAVIOR:**

Alaska Works Partnership has a Zero Tolerance Policy for alcohol, drugs, theft, vandalism, weapons of any kind, violence, bullying, disrespect, or any other type of inappropriate/disruptive behavior toward staff and/or other participants. Anyone in violation of this policy will be immediately removed and ineligible for future training opportunities. AWP staff and Instructor(s) reserve the right to remove any participant(s) at any time, at our discretion.

### **CERTIFICATE OF INSTRUCTION:**

Participants who successfully complete any training through attendance, punctuality and participation will receive a Certificate of Instruction. These certificates hold value when attached to a resume or apprenticeship application.

### **RECOGNITION OF INHERENT RISK:**

Participants are expected to recognize the risks of participating in a hands-on, construction-related learning environment. My signature below acknowledges these risks and hereby voluntarily releases, waives, and relinquishes all actions or causes of action for personal injury, property damage, illness or wrongful death occurring to myself (participant) as a result of this training. I further agree to indemnify and hold harmless Alaska Works Partnership, Inc. and any employees or other persons or entities acting on the behalf of AWP from liability for the injury, damage, illness, or death that may result from my participation in this activity/training. Funding is provided by grants from the Department of Labor and Workforce Development.

**\*Weather Advisory/Class Cancellation\* If there are questionable weather conditions AWP will announce on Facebook (each page) if a training center will be closed due to weather by 6:30 am for daytime classes and by 3pm for evening classes with the location of closure.**

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Printed Name & Signature

Date