

Technical Opportunities Program CONDUCT POLICY

Members of the TOP class represent Chicago Women in Trades. Therefore, during class sessions and fieldtrips, it is mandatory that students conduct themselves with respect for the organization, their classmates, their instructors, and themselves.

Students and instructors work together to create a positive classroom atmosphere. The philosophy of the TOP is that **we learn best:**

When we are not afraid of criticism

In situations where mistakes are okay

By doing

When we cooperate

When it is alright to ask questions

Through tutoring

In small groups

When new material comes at a moderate rate

When feedback is positive

With verbal support

Negative behavior (i.e. derogatory comments, gossip, racial, ethnic, religious, fraternizing, sexual slurs, and negative put downs) have no place in the TOP and will not be tolerated.

Students who engage in behavior detrimental to class harmony may risk their certificate status, and may be separated from the program. If such behavior occurs, the following steps will be taken:

1. A verbal warning will be issued by a CWIT staff member.
2. The student(s) will be ejected from the class and may not return until they have met formally with a CWIT staff member at the office.
3. If the detrimental behavior persists, the student(s) will lose their current certificate status and/or be permanently dismissed from the TOP class.
4. Grievance procedures are in place if a student wishes to protest her dismissal.

NOTE: CHICAGO WOMEN IN TRADES HAS A ZERO TOLERANCE POLICY FOR DRUG OR ALCOHOL ABUSE. STUDENTS SUSPECTED OF ABUSING DRUGS OR ALCOHOL NEED NOT BE CAUGHT IN THE ACT. APPEARING IN CLASS TO BE "UNDER THE INFLUENCE" IS SUFFICIENT GROUNDS FOR ACTION.

Those who choose to cheat, copy or falsify work in the TOP are not just hurting themselves, they undermine the entire program by taking away their classmates' opportunities for job referrals. Cheating, destructive comments, alcohol or substance abuse have no place in the Technical Opportunities Program. Such behaviors, however, often are unspoken cries for help. If you notice such behavior from one of your classmates, please do her the favor of alerting CWIT staff.

Client Signature

Date



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