

2022-2023 Remote Instruction Class Rules

- All remote classrooms are smoke and tobacco free; no apprentice is permitted to smoke, chew, vape, etc. while participating in Zoom class at any time. Apprentices who violate this rule are subject to discipline and could be fined for the offense.
- No apprentice is permitted to use or have possession of alcohol or drugs while participating in remote instruction. This includes, but is not limited to, consumption of alcohol and/or drugs during class. Any apprentice found to be under the influence of alcohol and/or drugs during class will be removed from class immediately. Further investigation will take place and a review of the recorded class will be conducted to determine future enrollment in the program.
- No firearms, weapons, knives, ammunition, explosives, fireworks, or any potentially dangerous devices or substances of any kind should be present/visible during remote learning. Violation may result in immediate removal from the program.
- No apparel that promotes, or seems to promote, the use of alcohol, tobacco, illegal substances, or is vulgar or profane are permitted.
- Per the Attendance Policy, apprentices are allowed no more than four absences during the 22-23 year. Apprentices who need to miss class must inform their instructor as well as the assistant program coordinator (vtcelpl@vtc.edu).
- Apprentices should plan to be to class on time. Evening classes begin promptly at 5:30PM via Zoom and end at 8:30PM. Instructors may use their discretion and let apprentices leave early; however, apprentices should not leave class unless dismissed by the instructor.
- Attendance will be taken at the beginning and end of each remote class to ensure apprentices are staying for the entire class time. Continuously being late may result in an absence.
- Apprentices who do not appear on video throughout the entire class can and will be considered absent.
- Cell phones are NOT permitted during class. Apprentices must participate in remote learning utilizing a desktop, laptop, Chromebook, or iPad.
- Apprentices are under the supervision of the instructor and are expected to act in a respectful, civil, and mature manner. All apprenticeship classes are recorded and monitored to always ensure proper classroom behavior is being followed.