

## Rotary-WCCW Reentry Employment Training – Class Code of Conduct Contract

This contract sets the tone and reflects the potential culture of a workplace—not the WCCW. We require all students to agree to the following as a condition of participating in this course:

1. **Respect:** Show respect for yourself, facilitators and other students. This includes respecting and honoring the confidentiality of information shared during class time (what is said in class stays in class). Let’s have fun learning from each other! We all have something to offer.
2. **Graduation requirements:** To graduate students must 1) attend classes, 2) do all the homework, 3) write in their journals and 4) select & check in regularly with their accountability partner.
3. **Attendance and timeliness:** Attending class is **mandatory**. Come to class on time. If not able to attend a class, inform your team facilitator in advance.
4. **Come to class prepared:** Read ahead and come to class prepared. The information from the class builds as you go. If you miss a class, it is your responsibility to make up missed assignments from the previous class—all homework is in your **Resident Manual**.
5. **Participate 100% in all exercises:** Complete all tasks yourself to the best of your ability. Helping fellow students is welcomed and asking for help is encouraged. Pay attention and stay present and focused in class. There is no final exam but doing all the homework is required.
6. **Dress appropriately as if in the workplace:** Wear clean clothing. Do not wear hats to or in class. Maintain positive body language and posture – no slouching; practice good hygiene; no sleeping or laying your head on the table. **Behave as if you were on the job.**
7. **Questions are welcomed and encouraged:** During class please be respectful of everyone by raising your hand. No cross talk—stay focused on the instructors and the task at hand.
8. **Use good manners:** All students are expected to use good manners toward other students and the instructors. Use appropriate language and bring a positive attitude to class. Work hard to develop good habits that would also be suitable in the workplace.
9. **Personal responsibility:** Each student is expected to be responsible for their own personal and school belongings. Students are required to **BRING ALL COMPLETED HOMEWORK, STUDENT MANUALS AND MATERIALS TO EACH CLASS.**
10. **Class conflicts:** Students agree not to schedule other classes or activities that conflict with this RET class. This RET class must be your top priority.

I agree to this CONTRACT as a condition of participating in the Re-entry Employment Training Course.

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Student Signature

Printed Name

DOC #

Date

Each student – sign and date the contract. Facilitators will collect them, make a copy and return the original to you for inclusion in your student manual. Please review your contract from time-to-time.