



Expectations of a Learner

Workforce Development

Vermont Adult Learning (VAL) has specific expectations of you as a learner. These expectations have been established to improve your opportunities for success, to provide a safe, respectful learning environment that supports learning for all students and participants. Please take the time to become familiar with these expectations and ask questions if you need clarification or further information.

ACADEMIC HONESTY

You must uphold principles of academic honesty in every assignment. This includes the principle of never submitting or taking credit for anyone's work but yours. To that end, please remember to express your own thoughts in your own words and to quote and cite the work of others as necessary. When you cite other sources, please use a standard format. If you have questions about when or how to cite sources, please ask before submitting your work. No work that contains plagiarism or any other violation of academic honesty may count as passing.

ATTENDANCE

In order to reach your education goals, you are expected to attend all scheduled classes and sessions throughout the designated training. However, we realize that there will be times when you will not be able to attend. If you cannot make any portion of the training, you must communicate with the Program Manager to let us know as soon as possible. Please be aware that all programs have specific attendance requirements. If you have any questions about these, please talk with the Program Manager

CELL PHONES AND SOCIAL MEDIA

We encourage limited to no use of cell phones or any social media during the duration of a training. They can be distracting for other students. We understand circumstances arise where you may need your cell phone and we ask that any cell phone use such as phone calls be conducted minimally and be done outside the classroom.

CONDUCT

Learners are expected to behave with courtesy and respect at all times. This includes refraining from behavior that interferes with learning at our centers, including offsite training locations, or threatens the safety or well-being of students and staff.

DRESS CODE

Students and participants are expected to dress and groom themselves appropriately. Each student is expected to keep themselves and their clothing clean and neat. Sleep and loungewear are not allowed. Some trainings will require clothing recommendations and it is important that the appropriate footwear and other clothing be worn for the safety of all. Clothing, accessories with slogans, symbols, or displays regarding drugs, alcohol, sex, obscenities, or gangs are prohibited. Sunglasses may not be worn inside the building. Please speak with the Program Manager if you have specific questions.

DRUG-FREE ENVIRONMENT

VAL centers, including offsite training locations, are drug-free environments. All learners are expected to come to the centers or any affiliated location drug-free and not in possession of drugs or alcohol. A learner suspected to be under the influence will be asked to leave immediately.

SMOKING

All VAL Centers are smoke-free campuses. Smoking or use of tobacco products is not permitted in our centers. Designated Outdoor smoking areas are identified during orientation. Learners are expected to help keep the area clean by using receptacles provided. Any trainings taking place at an off site location must adhere to the location's smoking policies.

HARASSMENT

Harassment is an illegal form of discrimination based on a person's sex, race, ethnicity, age, religion, disability, or sexual orientation. Actions, words, jokes, or comments based on these characteristics will not be tolerated. If you believe you are the target of harassment, please contact a staff member immediately (either in person or by phone, e-mail, or mail).

REPORTING ABUSE

Please be aware that VAL takes the position that the staff at the centers are mandated reporters of abuse and neglect for protected classes of people (children, the elderly, and people with certain disabilities). If information of this type is disclosed, staff members do not have a choice about reporting, regardless of a learner's desire or request.

VISITORS

Visitors to the VAL centers are welcome to wait for students in the reception area. Any visitors stopping at an offsite training location are permitted unless they are serving as a distraction to other students. They must remain outside the classroom in a neutral waiting area.

WEAPONS

No weapons are allowed on center property or any off site training location. This includes all guns, knives, mace, and hazardous materials. Any learner bringing weapons onto VAL property or other sites of services provided by Vermont Adult Learning will be asked to remove the weapon from the premises immediately and will be reported to the police.