

Electrical Training Institute of Indianapolis

Math Refresher Rules and Policies

1. General Apprenticeship Rules:
 - a. The Training Center is a smoke and vape device-free facility. Smoking and the use of vape devices are only permitted for use outside doors # 2 & 3 while maintaining a distance of at least 8' away from the identified entrances and should never occur near the front entrance of the school.
 - b. Only trade-representable and respectable attire shall be worn while at the Training Center. Flip-flops, tank tops, shorts, any personal property bearing offensive or vulgar displays, and excessively muddy work boots (from being on jobsites) are NOT to be worn in the building.
 - c. If an apprentice has any classroom or jobsite problems, it is the responsibility of the apprentice to contact the Training Director and make their problem known.
 - d. No firearms or weapons (excluding pocketknives) are allowed in the building.
 - e. Cell phones and personal electronic devices including laptops, smartwatches, and tablets are **NOT** permitted within the building unless authorized by an instructor or Training Director.
 - i. Failure to comply with this policy will result in an individual apprentice being dismissed for the remainder of the class, counted absent for the entire session, and 0% recorded for all grades earned on assessments occurring during that class.
2. General Apprentice Requirements:
 - a. Apprentices must come prepared for class with all class-related materials including writing utensils, notebooks, textbooks, and calculator for all theory-based courses and the identified hand tools for all hands-on class periods. The Electrical Training Institute will **NOT** loan items to unprepared apprentices.
3. General Attendance Policy:
 - a. If an apprentice is absent from Math Refresher class, they will need to submit the reason for the absence on the *Absence Excuse Form* within 48 hours of missing class. The determination of whether the absence is excused or unexcused will be based on the supplemental information provided by the apprentice providing clarity on the reason for the absence and the final determination will be at the sole discretion of the Training Director per the *Excused Absence Policy*.
 - b. Regardless of whether the absence has been excused, the absent apprentice will need to complete all assigned homework as originally directed and coordinate with their instructor to finalize a date and time when the missed assessments may be completed prior to the apprentice's next scheduled class.
 - c. An apprentice will only be allowed 1 excused absence (up to 4 hours) during the Math Refresher course and all additional absences will be deemed unexcused, regardless of the reason for the absence.
 - d. If an apprentice misses more than 8 hours during the Math Refresher course, they will be required to re-attempt Math Refresher the next time it is offered, may be mandated to appear before the Committee (at the discretion of the Training Director) and may be dropped from the apprenticeship program entirely.
 - e. If the absence has been deemed unexcused, 1/2% per hour missed will be deducted from the apprentice's final semester grade resulting in a 2% deduction for an unexcused missed class.
4. Apprenticeship Advancement:
 - a. To advance to their apprenticeship classes, an apprentice must achieve a minimum of 75% in the Math Refresher course after all attendance-related point deductions have been made.
 - b. Any apprentice that fails to achieve a minimum of 75% will be required to re-attempt Math Refresher the next time it is offered, may be mandated to appear before the Committee (at the discretion of the Training Director) and may be dropped from the apprenticeship program entirely.

I have read and understand the *Rules and Policies* of the Electrical Training Institute of Indianapolis.

Printed Name _____ Signature _____ Date _____