

SAVANNAH PRE-APPRENTICE PROGRAM

Pre-Apprentice Program Code of Conduct

The Code of Conduct applies to all Pre-Apprentice Program participants, staff, partners and guests

The Pre-Apprentice Program Code of Conduct identifies unacceptable behaviors that are not allowed. Persons violating the code will be asked to stop the undesirable behavior. When these behaviors continue, individuals will be subject to the program's Disciplinary Policy. Illegal or unlawful activities will be referred to law enforcement.

Code of Conduct Violations

- Use of cell phones and other electronic games/devices during programs & activities (Adults receiving/ making phone calls must remove themselves from the session. Youths may use cell phones only to coordinate parent pick-ups.)
- Physical displays of sexual or romantic personal affection.
- Disrespect of Program staff, partners or guests.
- Unwillingness, disregard or failure to follow directions or policies.
- Horseplay, disruptive behavior, or interference with activities.
- Language which is inflammatory, obscene, abusive, profane (swearing), threatening, insulting or discriminatory to any race, religion, gender, or specific group or orientation.
- Damage, destruction, vandalism, theft, modification or abuse of City property or privately owned property inside or outside of the building.
- Personal attacks on others, acts of violence, other illegal acts or terroristic threats.
- Stalking, harassing, bullying or cyber bullying.
- Possession of weapons, other dangerous instruments, or objects that have the appearance of a weapon.
- Possession, sale or use of drugs, alcohol, tobacco or other illicit or controlled substances.
- False reporting.
- Passive Participation in Misconduct: Being an accomplice, inciting or encouraging others to do acts that violate Center policy or state/federal laws.

As City employees, we shall ...

- Conduct ourselves in a manner which is respectful, courteous, and professional. Appropriate behavior shall be exhibited towards all our customers: both fellow City employees and members of the public.
- Communicate clearly, regularly, politely, and honestly with each other and our customers.
- Know and act consistent with all City policies, rules, and regulations and applicable federal and state laws.
- Give a full day's labor for a full day's pay by performing our duties in a responsible and diligent manner.
- Apply know-how to every aspect of our duties in assistance to our fellow employees and customers.
- Exercise honesty and objectivity in the performance of our duties and responsibilities.

"I HAVE READ AND UNDERSTAND THE CODE OF CONDUCT"

Parent(s)/Guardian signature: _____ Date: _____

Youth participant signature: _____ Date: _____



SAVANNAH PRE-APPRENTICE PROGRAM

Pre-Apprentice Program Dress Code

The Dress Code applies to all Pre-Apprentice Program participants, staff, partners and guests

The Pre-Apprentice Program Dress Code sets a basic standard of dress that provides for a safe, welcoming and professional environment that supports individual and group learning and work with minimum distraction. Persons out of compliance with the dress code will not be able to participate in Program activities and will be asked to take corrective steps. Program participants who repeatedly disregard the policy will be subject to the program's Disciplinary Policy.

Dress Code Violations

- As a representative of the City, each employee is expected to dress in a manner which promotes a positive, professional image of the City of Savannah.
- Participants and staff are required to wear Program uniforms/shirts provided to them for all activities.
- Clothing cannot be printed with (direct or indirect) sexual, drug or gang references, obscenities, or otherwise offensive subject matter.
- Provocative, revealing, sexually suggestive or indiscreet attire is NOT permitted.
- Pants must be worn at the natural waist. Oversized, baggy or low-riding pants that slide below the waist, are designed to be worn below the waist, or are intentionally being worn below the waist will **NOT** be tolerated.
- Shorts, skirts, and skorts must extend to the length of the tip of the longest extended finger when participant is standing upright with hands by his/her side.
- Undergarments must not be visible (on males or females).
- Strapless tops, fishnet or otherwise revealing tops and bottoms are not allowed.
- Tops must not expose any of the midriff or lower back.
- No hats, caps, or sunglasses may be worn in any building.
- Shoes must be worn at all times.
- City of Savannah ID badges must be worn and visibly displayed at all times by Pre-Apprentice Employees.

“I HAVE READ AND UNDERSTAND THE DRESS CODE”

Parent(s)/Guardian signature: _____ Date: _____

Youth participant signature: _____ Date: _____



SAVANNAH PRE-APPRENTICE PROGRAM

Disciplinary Policy

Disciplinary Actions

Verbal Warnings

Instructors will inform the student that their behavior is inappropriate when the incident occurs.

Disruptive Behaviors

When a participant, continues to display disruptive behavior, the Program Coordinator should adhere to the following process:

- Issue a Verbal Warning
- Remove the participant from the activity
- Contact the juvenile court/ probation office to immediately come to the site and address the issue

Participation

Participation in all scheduled activities, trainings, work assignments and all other program components is expected and required of all participants. Failure to report on time and as scheduled, may result in suspension or expulsion as decided by the Program Coordinator and the juvenile court or their designee. No payment will be received for hours participant is absent from the program.

Suspensions

Participants **can** be suspended for infractions against the Pre-Apprentice Program Code of Conduct and Dress Code. Upon return, the student must attend a follow-up conference with the Program Coordinator and the juvenile court or their designee.

Expulsions

If the behavior becomes chronic, the Program Coordinator can elect to expel the participant from the program.

Expulsion is the punishment of last resort, and will only be used when all other avenues of corrective action have been exhausted. It may also be used where multiple inappropriate behaviors are displayed.

“I HAVE READ AND UNDERSTAND THE DISCIPLINARY POLICY”

Parent(s)/Guardian signature: _____ Date: _____

Youth participant signature: _____ Date: _____

