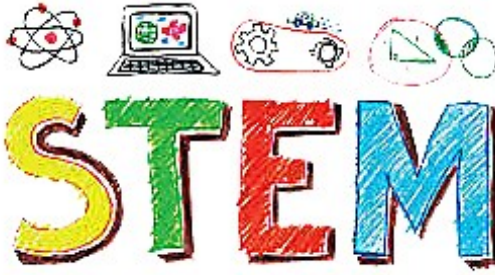
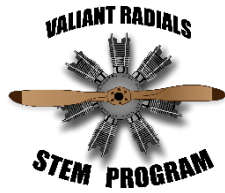


Rev. 1/31/2020



The Rules and Procedures for the STEM PROGRAM AT THE VALIANT AIR COMMAND, INC.

The STEM Hanger and Library is an interesting place to learn, but due to the “hands on” nature of our activities, responsible behavior is expected. The following guidelines and rules must always be followed. After reading over the Goals below and the procedures that to be followed, be sure you are sure you understand what is expected, please sign give it to the Instructor and a copy will be sent to you. Know These Rules and Procedures, you are responsible for following them!

2020 VAC STEM Dress Code

Tops:

- Shoulders must be covered
- No tank tops
- No crop tops
- No tops displaying messages contrary to the student code of conduct, or messages that may disrupt instruction and/or school functions. Be sure to wear the STEM shirt given to you.

Bottoms:

- Shorts, dresses NOT shorter than 4 inches above the knee
- No holes or tears (that reveal skin) in jeans or shorts. Due to getting caught on items in the Hanger
- Leggings must be covered by a top no higher than 4 inches above the knee

Shoes:

- No FLIP flops or Sandals
- Hard covered shoes must be worn for safety reasons

1. The STEM areas at the Valiant Air Command is no place to be careless or foolish! You must use common sense and Think before you act. Accidents can happen if you are not careful. You are responsible for your own behavior, demonstrate self-control and don't blame others.
2. Keep noise and distractions to a minimum. Do not talk too loudly, or yell across the room or Hanger! Never distract students at other work-stations by talking to them without permission.
3. Stay in your assigned work-station unless you have permission to leave.
4. Be courteous and respectful to all others including your partners, other teams, and your instructor. Watch what you say and how you say it. Work cooperatively to get the most work done. **Teamwork!**
5. Stay on task. Stay focused! You must complete your work within the time allowed. Being off task will cause you, your team, and other students to get behind.
6. If you need assistance, do not yell for your instructor! Patiently raise your hand and keep working on the problem until your instructor gets to you. Yelling is rude and will make you last! **Do not get up and wander around.**
7. Follow all safety procedures and instructions given to you by your instructor such as carrying tools to your table, using glue, covering tables, etc. Pay close attention to what you are doing.
8. Never use tools for a purpose they were not intended. They could break or injure you. Never throw things in the Hanger or Library for any reason.
9. Computers are an important tool for us. Do not change any desktop settings or go into places you should not be in the computer, without permission. As with all electrical equipment be careful of cords and do not get any liquids (including water) near them
10. No food, gum, candy or drinks consumed in the Library or Hangers. Never write on the desks, tables, equipment, portfolio covers or damage other materials. Take care of the setting close to you, so you have a pleasant place to work. Clean up all spills or dropped materials immediately.
11. Keep work stations neat and free of clutter (this includes the floor area.) You may not go back to the classroom without permission. Do not touch other students' portfolios, or projects for any reason without their permission or the instructor's permission.
12. Always clean up and return equipment to its proper storage place. Do not play with tools or materials you are not assigned to use. At the end of the period be sure your team, cleans up (tools, glue, scrap materials, your floor area etc.) and wait seated quietly at your station, until the instructor dismisses you. If asked to clean something up, do it! Place projects on the proper storage shelves as you leave.

13. Never run, push, or horseplay in the Hanger or Library. Not even just playing around! This is very dangerous.

14. Dress appropriately for the activity you are doing. Avoid loose clothes that could get damaged by tools, glue, etc. you are using. Take precautions to prevent glue, etc. from getting on your clothing, the equipment or other surfaces.

15. Be on time to class, get out your portfolio tool box immediately each day, and be prepared to begin with materials ready to use.

16. Be careful to never waste supplies and materials. Follow all instructions given by your instructor. Do not touch other student's materials or projects!

17. IMPORTANT REMINDER YOU ARE ALWAYS TO WORK AS A TEAM AND NO WAY ARE YOU TO GO OFF ON YOUR OWN WANDERING AROUND TO DO ANY PROJECT OR YOU WILL BE REPREMAINED.

WORK IN PAIRS ALWAYS.

18. Any infraction to these rules you will receive, First a verbal warning. Second a written warning. Third written warning you will be asked to leave the program.

If you understand the above goals and expectations, please sign your name and put the date on the line below. Turn in the document to the Instructor. A copy will be sent to you.

Date_____

This document must be signed and remain in your and our portfolio allseason.