

All College classroom instructors shall adhere to the following provision in carrying out job duties and employment responsibilities.

- A. Promptness – Punctuality is a valuable habit desired by all employers. College employees can help to develop this habit in their students by meeting with their scheduled classes or other meetings at the time designated and by insisting that students also arrive on time. If an instructor fails to meet his/her class within fifteen (15) minutes past the designated starting time, students are to sign their names on a roll and are then excused.
  
- B. General Housekeeping – Prospective students, student employers and numerous other interested individuals routinely visit the College. It is important that all employees be active in helping to maintain an orderly and well-organized appearance. The proper attitude toward clean and orderly shops, labs and other workspaces can be passed on to the student by their instructor’s attitude and actions.

Employees can aid the custodial staff by ensuring that:

- 1. Smoking and the use of smokeless tobacco products are prohibited in all College buildings, facilities and grounds. Food is not allowed in classrooms; however, instructors may permit beverages if kept in a spill-proof container.
  
  - 2. Paper and other materials which accumulate during the day are picked up prior to leaving the classroom.
  
  - 3. All tools are locked in their proper storage place at the end of each class or day.
  
  - 4. Furniture is left in an orderly appearance. In general, disarrangement of a classroom because of teaching activities shall be corrected by the students in the class under the supervision of the instructor in charge.
  
  - 5. All labs are secured according to established departmental procedures.
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- C. Discipline – Effective discipline must be maintained in all learning environments. Each instructor has the responsibility of handling any discipline problems that arise in class. Extreme cases are to be immediately referred to the appropriate Vice President. Upon request by the instructor, administrators will serve as mediators in extreme or reoccurring disciplinary issues. The College will not condone prolonged disruptive activities by students or groups of students. Student disciplinary matters shall be dealt with pursuant to College policy.

- E. Professional Appearance – Instructors should always present a professional image.
- F. Safety – Every instructor should maintain a proper attitude toward safety. The instructor's attitude and habit's toward safety have a profound influence on the habits and attitudes formulated by the students. It is extremely important that the following safety regulations be utilized by all instructors:
  - 1. Safety rules and regulations specific for each program of instruction must be posted on laboratory and shop bulletin boards.
  - 2. The instructor should demonstrate proper procedures for the use of dangerous equipment. Hazards should always be pointed out in advance. This aspect of safety training is to be utilized prior to any student being allowed to use equipment and machinery.
  - 3. The instructor must always be present in shops and laboratories when machinery or equipment is being used by students. In the event the instructor must leave the area, another instructor should be placed in charge, or the shop should be locked.
  - 4. Jewelry or loose clothing should not be worn when operating moving equipment. If neckties are worn, they should be of the bow or breakaway type.
  - 5. Unauthorized students are prohibited from using equipment and machinery.
  - 6. Long hair must be tied at the back and placed under a hat or some type of covering while working in any of the vocational shops.
  - 7. North Carolina law requires that eye protective devices be worn by students, teachers and visitors to the instructional area where any of the following activities are conducted:
    - a. Working with hot solids, liquids or molten metal.
    - b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials.
    - c. Heat-treating, tempering, or kiln firing of any metal or other material.
    - d. Welding of any type.
    - e. Repairing or servicing any vehicle.
    - f. Using caustic or explosive chemicals or materials.

8. Any visitor to a classroom, shop or laboratory, must be accompanied by a College employee.
  9. Student's children are not to be left unattended anywhere on campus and are not permitted to attend classroom sessions.
- G. Equipment and Furniture – It is the instructor's responsibility to see that the equipment and furniture for each area is maintained. Abuse of equipment or furniture by students will not be tolerated. Longer life and better care may be derived from equipment and furniture if the instructor will utilize the following practices:
1. Stress the importance and cost of equipment and furniture.
  2. Emphasize that there is a proper tool or piece of equipment for each job.
  3. Demonstrate and utilize recommended preventative maintenance methods. This includes keeping equipment clean.
  4. Emphasize that equipment and furniture are not to be loaned or removed from the premises for any purpose. Special consideration may be given to this regulation when pre-arranged field trips or other conditions warrant the use of equipment away from the school. Prior arrangements must be made with the appropriate administrator.
  5. Repair damaged or broken equipment whenever possible. Damage and loss of equipment is to be reported to the Business Office. New equipment must be checked and processed by the Business Office prior to its disbursement to classrooms or laboratories. Thereafter, the instructor in charge of each area shall be responsible for the accountability and care, of the equipment and furniture in that area.

Adopted: 7/01/2018