

WyoTech
Wyoming Ranch Training
Acknowledgement of Student Code of Conduct

WyoTech seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. Each student, while in attendance at WyoTech, is expected to display the highest degree of ethical and professional conduct. All WyoTech employees are allowed to enforce the Student Code of Conduct. By signing below, I am acknowledging that I have read and understood the Student Code of Conduct. I further acknowledge that any of the following behaviors is a violation of the code.

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others, or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale, or distribution of controlled substances and/or paraphernalia while on WyoTech property or at any school-sponsored training/event. The student may be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, as per the student's consent upon enrollment.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** theft, possession of stolen property, or vandalism of property to include school, housing, customer, staff, resident or another students' property or property at school sponsored training / events.
6. **Unsafe Conduct:** students will observe all EPA/DEQ/OSHA safety regulations, eye and hearing/ear protection in designated areas, the safety of others, and adhere to the proper use of tools, equipment, and motorized vehicles.
7. **Threatening Behavior/Physical Assault:** involvement in hazing, or threatening the physical safety and comfort of others, or display of violence which results in physical contact.
8. **Inappropriate Electronic Communication:** abusive, threatening, or otherwise, inappropriate behavior via email, texting, or any other social media communication.
9. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, or weapons of any kind on WyoTech controlled property or on property at any school sponsored training or events. Any tool or item brandished in a threatening manner or perceived as threatening shall be considered as a weapon.
10. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes, or prevents a staff member from performing their duties.
11. **Aiding and Abetting:** assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.

12. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile, or creates an offensive environment.
13. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person's willing consent.
14. **Tobacco Use:** allowed in designated areas only.
15. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
16. **Public displays of Affection:** are not allowed on campus, WyoTech training areas, or facilities.
17. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
18. **Computer, Internet, and Network Use:** use of school computers, internet, and networks in a manner that constitutes a violation of the WyoTech Student Code of Conduct or local, state, and federal law, endangers system integrity, or accesses sites containing inappropriate content.
19. **Violations of the WyoTech Appearance Code:** students must abide by the specific appearance policy for the student's program.
20. **Community Citizenship:** Students will abide by all local, state, and federal laws and are expected to act as respectful citizens in their interactions in the community. Arrests, incarceration, and legal citations, or otherwise unacceptable behavior off campus may jeopardize a student's continued enrollment.
21. **Reckless Driving:** Students will observe safe driving habits in all weather conditions in campus parking lots and adjacent city streets, lots, and property.
22. **Animals:** Animals such as dogs, cats, and other pets are not permitted on campus or on property at any school sponsored training or event except for service animals expressly permitted by the Americans with Disabilities Act (ADA) and pre-authorized by WyoTech administration.

Good Neighbor Policy

Because the WyoTech is located on a main throughway, WyoTech students and staff **MUST** adhere to the practice of a "good neighbor" policy. Our actions reflect directly upon the reputation of WyoTech in the Laramie community. The reputation of your School should be important to you as you develop your own reputation and credentials in the automotive and diesel industry – the reputation of your Alma Mater can open many doors to your future, both locally and nationally.

Obvious negative impacts produced by our growing student population concern our community. They include fighting, rowdiness, loud noise, and unsafe driving practices. Students and staff are expected to be respectful of these concerns and represent WyoTech in a positive manner at all times. Behavior detrimental to the qualities of a good neighborhood environment affects the integrity of not only the community but also the school itself. Ultimately, a student's misconduct could jeopardize completion of his/her program of study.

Violations of the "Good Neighbor" policy will result in penalties including reduction of a course grade, reprimand, and loss of parking privileges on WyoTech campuses, probation, suspension, or dismissal, depending upon the seriousness of the violation. All violations will be handled according to the disciplinary procedures outlined in the school catalog.

WyoTech Student Appearance Code

The WyoTech Student Appearance Code works to provide an atmosphere to enhance the professional development of our students, to prevent disruption of the learning process, and to prevent safety hazards. The following are the minimum standards while on the WyoTech campus:

All WyoTech students will abide by the following:

1. **School Uniform:** The WyoTech uniform shall be properly worn on campus during school operating hours and at other school sponsored training and events where required.
 - a. **Shirt:** A WyoTech issued uniform shirt shall be worn completely buttoned with the exception of the top button/snap. Unless specifically designed as a square-cut work shirt and issued by WyoTech, shirttails must be tucked into the pants. Additional shirts, if worn, must be worn underneath the uniform shirt. For safety reasons no hooded clothing is permitted in the shop or as part of the uniform. During off campus training and events, at the instructor's discretion, hooded clothing may be worn.
 - b. **Pants:** Solid color work pants shall be worn in an appropriate manner at the natural waistline (above the hips) and may not be excessively baggy or loose.
 - c. **Boots:** Professional leather-style work boots must be worn and properly laced. No athletic style shoes or sandals are permitted.
 - d. All clothing must be clean with no holes, tears, or frayed edges.
 - e. Coats may not be worn in the shop or classroom unless permitted by the instructor. Hooded coats or jackets are not permitted in the shop. For off campus training and at WyoTech sponsored events, coats including hooded apparel and other outerwear may be worn in a professional manner at the instructor's discretion.
 - f. No visible article of clothing or tattoo shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar, obscene, or might otherwise cause disruption.
2. **Hair:** Extreme hairstyles are not permitted, and hair shall be kept clean and provide a neat, well-groomed appearance.
 - a. Hairstyle must conform to the shape of the head in a professional manner with no abrupt changes in length or style.
 - b. Hair shall be cut so as to not extend beyond the eyebrow, middle of the ear, and top of the shirt collar.
 - c. Females may have long hair but must pin their hair-up to be above the shirt collar while training in the shop or when necessary for safety purposes. Hair must fit into safety equipment necessary for class.
 - d. Hair must be a natural color. No unnatural hair color is allowed.
 - e. Any hair style that does not conform to the above, does not project a professional appearance of reasonable expectations in the workplace, or is otherwise a potential safety hazard is prohibited.

3. **Shaving:** Male students shall be clean-shaven.
 - a. Mustaches are permitted provided they do not extend below or beyond the corners of the mouth.
 - b. Sideburns are permitted provided they extend no lower than the bottom of the ear, extend straight down the face and must be trimmed so they are not bushy.
4. **Headwear:** A knit cap (beanie) or baseball-style cap with the bill facing forward may be worn in the facilities, but must be removed in the classroom, TRC, or computer lab. No other headwear may be worn while in WyoTech training facilities. When in the field, sun hats, cowboy hats and warm winter hats are permitted for wear at instructors' discretion.
5. **Safety Equipment:** Appropriate Personal Protective Equipment (PPE) such as safety glasses, face shields, hearing protection, welding helmets, gloves, respirators, and other equipment appropriate for specific tasks must be properly worn at all times while performing such tasks. Safety glasses should be worn at all times in the shop unless in designated safe areas.
6. **Jewelry:** The wearing of earrings, gauges, posts, spacers, studs, and dangling jewelry is not permitted. Facial skin, tongue or body piercing rings, studs, posts, ornaments, and chain wallets/belts are also prohibited.
7. **Hygiene:** Personal cleanliness and hygiene must be observed and maintained at all times.
8. **Student ID:** The WyoTech student ID is required to be available to a staff or faculty member upon request.

Violations of the Student Code of Conduct will result in penalties including reduction of a course grade, reprimand, probation, suspension, or dismissal, depending upon the seriousness of the violation. All violations will be handled according to the disciplinary procedures outlined in the school catalog.

I understand the student code of conduct and, if accepted for training at WyoTech, I agree to abide by the student code of conduct.

Representative Signature: _____

Student's Signature: _____

Parent or Guardian's Signature: _____

Date: _____