

# New Community Career & Technical Institute



New Community  
**Career & Technical Institute**  
Life-Changing Careers Are Here

274 South Orange Avenue  
Newark, New Jersey 07103  
(973) 824-6484  
www.newcommunitytech.edu

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## POLICY AND PROCEDURES GUIDELINES

1. Food, eating or drinking is not permitted in the classrooms. There is a cafeteria on the first floor available during breaks and lunch period. It is the responsibility of all students to maintain cleanliness and order in the classroom.
2. Students who arrive early before 9 a.m. may wait in the cafeteria on the first floor.
3. If at any time you are late for class, you are asked to be courteous to the instructor(s) and other students by taking your seat quickly and quietly.
4. Smoking is absolutely prohibited throughout the New Community Corporation buildings and facilities.
5. The use of drugs and alcohol during class hours, including breaks and lunch will not be tolerated and will result in immediate termination from the program and probable criminal prosecution.
6. All students will be expected to adhere to a code of polite behavior while attending class and at work sites. Fighting, arguing, cursing or other forms of disruptive behavior will not be tolerated and will result in termination from the program.
7. Stealing will not be tolerated within New Community Corporation and anyone caught stealing will face immediate expulsion and criminal prosecution.
8. Students are not permitted to use cell phones in the classrooms. Cell phones should be turned off or switched to vibration. Students should not encourage friends and family to call them during the program hours. The training program's telephone number is given to the students for the purpose of receiving personal message in an event of an emergency only.
9. Appropriate dress will be expected at all times and all students must adhere to the Corporation's dress code. Shorts, low cut blouses, bare midriiffs and bare feet are never acceptable in a serious work setting. Students must conform to standards of moderate business attire with regards to dress. A neat, well-groomed appearance is stressed.
10. Students who do not adhere to all NCC policies with respect to the use of equipment will be dismissed from the program.

**I agree and will comply with the rules of the New Community Corporation Policy and Procedure Guidelines**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Today's Date**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Today's Date**