General Information

Dress Code

We believe that EVIT students should dress modestly and appropriately for school. Class and industry uniforms, safety shoes, or other professional dress are required for all courses. All EVIT programs require a uniform aligned with uniforms in the program's respected industry; see the course handbook/contract for course-specific uniform guidelines. Students are not permitted to participate in lab/shop activities when out of uniform, and these points cannot be made up. The following chart describes certain milestones or actions for students, instructors, and administration regarding dress code violations.

Dress Code Violation	Instructor	Administration	Student
1	The instructor meets with the student to determine barriers or circumstances surrounding the violation Verbal Warning SSP issued, student signature required	No action	The student will not participate in any lab or shop activity resulting in no grade for the activity and will report to the designated in-school suspension area for the duration of the class period Verbal Warning SSP signed by student
2	The instructor places the student on a SSP and sends home for student and parent or guardian signature	No action	The student will not participate in any lab or shop activity resulting in no grade for the activity and will report to the designated in-school suspension area for the duration of the class period The student will return the SSP within 3 days
3	The instructor will refer the student to the Dean of Students	The Dean of Students meets with the student to determine barriers or circumstances surrounding the violation	Meets with the Dean of Students The student will not participate in any lab or shop activity resulting in no grade for the activity and will report to the designated in-school

		The Dean of Students will call home to discuss the violation with parent or guardian and inform that future violations will result in the student being sent home, which will result in an absence on the student's attendance record	suspension area for the duration of the class period
4	The instructor will refer the student to the Dean of Students	The Dean of Students meets with the student and calls the parent or guardian; parent or guardian is informed that the student is being sent home and will be marked absent for the day and additional uniform infractions will result in escalated discipline	Meets with the Dean of Students Receives a 0 in points for the day
5	The instructor will refer the student to the Dean of Students	The Dean of Students meets with the student and calls the parent or guardian; parent or guardian are informed of the additional discipline imposed	Meets with the Dean of Students Receives a 0 in points for the day

When on campus and not in uniform students should adhere to the following:

Students may not wear clothing that causes annoyance, disrupts, agitates, interrupts, or interferes with others who are on the school premises for the lawful purpose of pursuing or providing a public-school education. Therefore, the following are prohibited:

- Shirts and tops exposing a bare midriff (no skin revealed between the bottom of the shirt/blouse and the top of pants/skirts/shorts);

- Bare shoulders, spaghetti straps, halter-tops, and tops deeply/narrowly cut in the front, back, or under the arms. Shoulder straps on shirts/tops must be a minimum of 1.5 inches wide;

- Clothing not covering buttocks, genital area, or underwear (e.g., baggy or saggy pants, shorts, and short skirts);

- Clothing, backpacks, binders, or other accessories, jewelry, or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, gang affiliation, obscenities, nudity, profanity, or sexual connotations;

- Clothing identified by law enforcement agencies as being popular with gangs/negative student groups such as clothing with gang names, slang street names, eight ball markings (it suggests drug use or feelings of being discriminated against), or satanic markings;

- Ribbed white tank top underwear;

- Pajamas or slippers;

- Hats not related to EVIT Uniform;

- Bare feet or open-toed shoes

- Anything that present a hazard to the health or safety of the student or to others in the school;

- Bandanas of any color, size, or shape may NOT be carried or displayed in any classroom or at any school activity; and,

- Students may not wear items (shirts, hats, jackets, etc.) that identify themselves as Staff, Security, Police, SWAT, FBI, or any related law enforcement agencies (poses a safety concern in the event of an actual emergency).

Failure to follow the dress code is a coaching opportunity that may result in a Student Success progressive intervention form being put into place. School administrators will make the final decision regarding the appropriateness of student appearance.

Eligibility for EVIT Certificate of Program Completion

EVIT student completers in good standing will be invited to participate in the annual Completion Ceremony and receive a Certificate of Program Completion. Good standing criteria will be based upon, but not limited to, the following:
- Students must have successfully completed an EVIT Certificate or Blended program (see program information for description and length of program), including receiving a passing score on Technical Skills Assessment (TSA) or an approved industry certification.
- Students must have passed all EVIT course work in which they are enrolled, including an internship/clinical experience where applicable.
- Students must have paid all fees prior to program completion to be eligible for a Certificate of Program Completion.
- Students that were in audit status for any quarter of their program are not eligible for an EVIT Certificate of Completion.

Food and Drink in EVIT Buildings

Food and drink may not be brought into EVIT classrooms or labs. Student lounges are provided for this purpose. The only exception is bottled water. Students are not permitted to use the student lounge/vending machines during class times unless they are on a state-mandated break. Students are not permitted to order food delivery services during class hours. Disciplinary action will be imposed for violations.

Grades/Report Cards

Report cards are published online following each nine-week period. Hard copies are available by request. Subjects are marked in five grades: "**A**" and "**B**" grades are above average; a grade of "**C**" is considered average, while a "**D**" is passing but below the average. Failure is marked with an "**F**". Student grade cards may also reflect "**I**" an Incomplete, "**AUD**", an Audit, or "**W**", Withdrawal. An '**I**' will turn to an '**F**' if the incomplete work or project is not completed within eight (**8**) weeks. Any single assessment cannot count for more than **20%** of the student's final grade. Voluntary audits (taking the class, but not receiving

credit) must be approved through EVIT Counseling. Reporting periods may differ based on the program. All student grades are available via Canvas.

Student Counseling & Enrollment Services

Counselors meet with students to assist in their career planning, class selection, testing, and assessment, as well as post-secondary placement. The counselor may arrange to meet with students at key times during the year to discuss class progress, scheduling of classes, attendance, etc. Counselors are available to both high school and adult students.

Visitors on Campus

All visitors MUST report to the front desk and sign in. Visitor passes will be issued for school business only. Passes require a valid ID. Social or "unstructured" visits are not allowed. High School students who are interested in enrolling at EVIT are encouraged to arrange a technical class visitation through EVIT Counseling. Visitors may be restricted from lab areas for safety reasons.

Clients utilizing one of EVIT's program services such as Auto, Cosmetology, Massage, Web Design, etc. may report to the front desk of the main building, or they may report directly to the specific program area when an appointment has already been made for a specific service to sign-in for that service.