THORNTON PLANNING ACADEMY

2026

Performance and Participation Rules

To ensure a productive and professional environment for everyone involved, every learning partner (student) in the Thornton Planning Academy is required to adhere to the following standards of performance and participation:

1. Commitment to Attendance

Academy learning partners are expected to attend all seven evening sessions. Attendance at no fewer than five sessions is required to qualify for completion. Consistent participation is vital to the continuity of the curriculum and a quality learning experience.

2. Class Schedule

Academy sessions will occur on consecutive Wednesday evenings, beginning September 16 and concluding October 28, 2026.

The schedule for each session is as follows:

- 5:30 – 6:00 PM: Optional meal (food will be provided)
- 6:00 – 6:45 PM: Class One (attendance expected)
- 6:50 – 7:35 PM: Class Two (attendance expected)
- 7:35 – 8:00 PM: Discussion time (attendance optional)

Learning partners are welcome to arrive as early as 5:30 PM and to stay until 8:00 PM but are expected to be present from 6:00–7:35 PM for each class session.

3. Location

All sessions will take place at Thornton City Hall, 9500 Civic Center Drive, Thornton, CO, 80229, within the "First Floor Training Room", which is located near the main entry. Learning partners will be responsible for their own transportation. Free parking is available in the City Hall parking lot.

4. Building Entry and Security

All learning partners will be required to enter the front door of City Hall and proceed through security screening before going to the classroom.

5. Preparation

In order to build basic background knowledge ahead of each class session, learning partners will be asked to review relevant resources on upcoming topics. Learning partners agree to make a diligent effort to review these items to help ensure that they are prepared, informed, and are ready to participate productively in each evening's topics. The approximate preparation time for each class is 30 minutes.

6. Active Engagement

Learning partners are expected to be attentive during every class session, contributing productively and courteously to a focused learning environment.

7. Mutual Respect

A high standard of courtesy is required at all times. Learning partners must remain respectful toward city staff, guest speakers, and fellow participants. All learning partners must remain sensitive to the opinions, experiences, and perspectives of others and refrain from interrupting, using inflammatory language, or dominating discussions.

8. Neutrality and Professionalism

The Thornton Planning Academy is an educational forum, not a political one. Learning partners agree not to use the course as a platform to advance personal grievances, political positions, or specific agendas.

9. Constructive Dialogue

While questions and discussion are encouraged, all interactions should remain focused on the educational objectives of the course.

10. Respect for City Property

Learning partners must treat all city facilities, equipment, and materials with care and respect.

11. Purpose

The Thornton Planning Academy offers an introductory overview of urban planning and related fields. The curriculum is designed to explain key elements of the planning process, empowering participants to contribute more effectively to public development discussions. Learning partners who meet the program requirements will be awarded a certificate of completion. While the Academy provides valuable insights, it is an educational workshop and is not intended as professional vocational training or a prerequisite for a career in urban planning.

12. Adherence to Performance and Participation Rules

By participating in the Thornton Planning Academy, students agree to abide by each Performance and Participation rule and acknowledge that these rules are in place to maintain a safe, welcoming, productive, and impartial learning environment.

Printed name: _____

Signature: _____

Date: _____