

POLICY A4 Classroom Expectations

Policy Name: Classroom Expectations
Policy Category & Number: A4
Person Responsible: Program Coordinator
Approved by: Dean
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- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) that students are expected to be respectful of classmates and instructors in order to maintain a cohesive learning environment free of interruptions or distractions.
- II. Purpose:
The purpose of this policy is to outline the classroom expectations of all SOMI students. It is the policy of the School that appropriate processes and procedures be followed in all matters pertaining to the conduct of students while in the classroom environment. SOMI seeks to:
 - Reinforce a sense of personal responsibility, respect for others, and mature behavior
 - Foster the development of professional standards
- III. Scope:
This policy applies to all students, faculty, and staff of SOMI.
- IV. Policy Details:
As a member of the student body, the student is expected to meet the School's standards of personal and professional responsibility and accountability in the classroom environment.

Be On Time & Present

Students are expected to be on time and prepared to learn for every class. Students that are late to class, can still attend the class, but will be marked as "absent". Extenuating circumstances are at the discretion of the instructor.

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Class Materials

Students are expected to be prepared for every class and to have the required materials, such as, but not limited to course textbook, laptop, and other course specific materials. Instructors have the right to restrict students from entry into the course until they have the proper materials.

Classroom Distractions

Students who are inattentive (sleeping), talking, being disrespectful, or creating other distractions may be asked to leave class. The student will be responsible for all materials covered in class during the absence. Instructors have the option to award a grade of “0” (zero) on tests missed for this reason.

Electronic Devices

Cell phones, smart watches, and any other wearable devices are to be turned off or on silent mode during classroom instruction, as notifications and loud conversations are disruptive to classes in progress. Devices should be stored away during class. Laptop use in the classroom is limited to “educational use”. Note taking is permitted. Internet usage is only at the discretion of the instructor.

Phone Calls

Students will not be excused from class for non-emergent phone calls. If a student chooses to leave class for a non-emergent call, he/she will be recorded as absent for the class period. If a student knows ahead of time that they may need to answer a call for personal reasons, the student should notify the instructor at the start of class. This drastically reduces interruptions that create a poor learning environment.

Testing

When taking a test, students will be seated at his or her table and the tabletop will be clear except for a pen or pencil, or laptop. Cell phones must be off or on silent mode and stored away during testing. Smart watches and any other wearable smart devices are not to be worn or on the student during examinations or while testing. If the student chooses to leave the classroom once they have completed the test, the student may not re-enter the

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classroom until all students have completed the test. Noise is expected to be limited during testing as it can be disrupting and prevent concentration. Failure to adhere to this policy will result in a "0" grade for the test. Individual instructors may institute other rules for the classroom and/or testing; the student is expected to comply with directives given by the presiding instructor. *Test grades will not be returned to students until all students have completed the test. Make-up testing can take additional time for students who are absent, which may result in the delayed return of test results. Instructors are allowed 7 working days turn around for tests under normal circumstances.

Make-up Testing

A student that is absent on the day of testing is required to take the make-up test on the day they return to school (didactic class day) during the time posted on the schedule as "Make-up Time". The student will take the make-up test in a classroom with a proctor and with the proper ADA accommodations, if applicable. Make-up test situations as mentioned above would mean the instructor will have 3 extra working days to return the test to the students.

Infractions of the above classroom expectations will initiate the disciplinary process outlined in policy G24 Student Conduct – Rights and Responsibilities.

V. Definitions:
None

VI. Attachments:
N/A

VII. Related Policies:
A6 – Classroom Attendance
G24 – Student Conduct – Rights and Responsibilities

VIII. Disclaimers:

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- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	5/15/2022	Revisions	Dean