

## **ADHP CLASSROOM PROTOCOL**

PLEASE REVIEW THIS PROTOCOL WITH YOUR STUDENT. IT IS IMPORTANT THAT EVERYONE HAVE A CLEAR UNDERSTANDING OF THE CLASSROOM RULES.

1. **ATTENDANCE IS MANDATORY FOR ALL ACADEMIC SESSIONS** (THE ONLY ALLOWABLE ABSENCES ARE THOSE APPROVED). APPROVED ABSENCES ARE THE EXCEPTION RATHER THAN THE RULE AND WILL NOT BE APPROVED UNLESS THERE ARE COMPELLING REASONS. YOU ARE REMINDED THAT A SCHEDULE OF CLASSES WAS PROVIDED PRIOR TO ENROLLMENT.
2. A STUDENT WHO IS LATE TWO (2) TIMES CAN BE PUT ON PROBATION AND A LETTER SENT TO HIS/HER EMPLOYER. A STUDENT WHO IS LATE THREE (3) TIMES CAN BE EXPELLED.
3. SNACK OR DRINK WILL BE ALLOWED IN THE CLASSROOM.
4. BREAKS WILL BE SET BY THE LECTURER. USE YOUR TIME WISELY AND DO NOT LEAVE DURING A LECTURE UNLESS ABSOLUTELY NECESSARY.
5. CELL PHONES MUST REMAIN OFF IN THE CLASSROOM, AND ARE NOT ALLOWED AT ALL DURING EXAMS. NO TEXTING!
6. WE ENCOURAGE CARPOOLING FOR OUT OF TOWN STUDENTS, BUT IF ONE HAS TO LEAVE DUE TO SICKNESS OR A FAMILY EMERGENCY, THAT STUDENT IS THE ONLY ONE EXCUSED (WITH A WRITTEN EXCUSE). ALL OTHER RIDERS WILL NEED TO FIND ANOTHER SOURCE OF TRANSPORTATION.
7. NO SLEEPING, SURFING THE WEB ON A CELL PHONE, OR OTHER INATTENTIVENESS WILL BE ALLOWED DURING LECTURES.

AS A MATURE ADULT WHO HAS CHOSEN TO OBTAIN A PROFESSIONAL LICENSE, IT IS EXPECTED THAT YOU WILL CONDUCT YOURSELF ACCORDINGLY BY BEING ATTENTIVE AND COOPERATIVE WHILE IN CLASS AND BY BEING APPROPRIATELY ATTIRED.

THE PROGRAM RESERVES THE RIGHT TO EXPEL STUDENTS FROM THE PROGRAM FOR VIOLATING ANY OF THE REQUIREMENTS ABOVE.