

Professional Conduct in Our Classroom Community

Westside Extension instructors are committed to building and maintaining an optimal learning environment. An instructor and students form a learning community for the duration of the class/program and all members should conduct themselves in a way that respects others' investment of time and money.

Students whose conduct is detrimental to learning (including but not limited to dishonesty, disrespect, theft, property damage, and willful disobedience) may be removed from class and/or denied enrollment.

- Students are expected to be prompt and remain in class for the entire time. Instructors may exclude latecomers at their discretion. Unenrolled students – including children – are not permitted.
- If you bring your cell phone to class, it must be in vibrate mode and out of sight. If you *must* answer an *emergency* call, please step out of the classroom. Remember that the instructor cannot hold up the rest of the class to catch you up, so prolonged absence from the classroom may hurt your learning experience.
- No food or beverage—except for water—is permitted in classrooms, as construction has disturbed armies of ants! Please use the receptacles to dispose of trash.
- Students are responsible for honest representation of their work
- Tape recording of lectures and discussions are permitted only with the consent of the instructor. If you require special accommodations, please discuss your situation with the Westside Extension office well in advance of your class.

Thank you in advance for adhering to these policies so that Westside Extension classes can be a positive experience for everyone.