



Class Management Script for Continuing Education

- To ensure that this class provides an optimal learning experience for everyone, cooperation is needed.
- 100% attendance and participation is required.
- You must be considerate of your fellow students and not have personal conversations or cause any distractions during instruction.
- Technology may be used only for activities related to instruction, such as taking notes or doing activities that support course content as directed by the instructor.
- A break will be provided each hour to give you time to re-energize and handle any personal issues. Using this time for a bathroom break should negate the need for you to leave the class during instruction. Please be back on time from breaks to satisfy the 100% attendance rule.

The rules below can be used for reference:

Rule 790-X-1-.12(9)

Students shall attend 100% of the course offering in order to be awarded continuing education credit. Instructors may take a 10-minute break after each 50 minutes of instruction. Credit shall not be given for time spent on meals or other unrelated activities. The instructor and school shall not issue credit to students who do not attend 100% of the course offering.

Rule 790-X-1-.14

(1) Administrators and instructors shall take steps to ensure that all students comply with the following participation standards:

(a) A student shall direct his/her attention to the instruction being provided and refrain from engaging in activities unrelated to instruction.

(b) A student shall refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class such as personal conversations, talking on cell phones, and anything else that causes distracting noise.

(2) Administrators shall not submit course credit to the Commission for a student who fails to comply with the student attendance participation standards prescribed in paragraph (1)(a) & (b) of this rule.