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|  <p>Policies and Procedures</p> | Number: 1201 | Title: Classroom Conduct Policy | | |
| | Last Revision: April 2026 | | | |
| | Effective: May 5, 2016 | Next Review: October 2026 | | |

Policy:

All students of Mountain Transport Institute Ltd., (MTI), have the right to a calm and productive learning environment. In turn, instructors and staff have a responsibility to maintain such an environment.

Scope:

This policy applies to all staff employed by and students enrolled at MTI.


Principles:

Prior to and while in all classroom sessions, students, instructors and staff are required to adhere to the following:

- Ensure that the set up of desks remains as is; any moving of desks is to be done with the instructor’s permission;
- Ensure that both classroom doors, between the classroom and student lunch area, are closed;
- Ensure that the outside access door is unlocked and the hallway to the door is clear as this acts as a fire escape;
- Ensure that all communication devices (cell phones, pagers, etc.) are turned off during instructional sessions in the classroom;
- Ensure that during written evaluations the access to the classroom is monitored: signs stating testing in progress must be posted on both doors; students must leave quietly or sit quietly at their desks once they have completed;
- Ensure that the consumption of any food and drink is done so as not to disrupt the entire class.

While classes are in session, all staff and students outside of the classroom must adhere to the following:

- Do not enter the classroom unless summoned to do so;
- While in the student lunchroom, please keep the noise level down so as not to disrupt the classroom session; if unable to keep the noise level down take it outside.

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Anyone being disruptive in class or other areas that affect the class will be asked to leave that area. If they do not and continue, disciplinary action will be taken.