



## **Classroom Conduct Policy**

CHR is committed to fostering a safe, supportive, and inclusive training environment. To ensure our classroom environment is conducive to learning and productive discussion on mental health topics participants are required to adhere to the following policies:

### **1. Attendance**

- a. In accordance with the standards set by the National Council on Mental Wellbeing, participants of all course are required to be present for at least 90% of the instructor-led portion of the training. Participants who attend less than 90% of the course are not eligible for certification and may be asked to leave the course at the discretion of the instructors.
- b. Participants who are more than 10 minutes late to class, regardless of course format, will not be eligible for certification and may not be allowed into the instructor-led portion of training at the discretion of the instructors.
- c. Participants who are deemed ineligible for certification based on attendance are not eligible for a refund.

### **2. Participation**

- a. In accordance with the standards set by the National Council on Mental Wellbeing, participants of all courses are required to participate in 75% of course activities. Participants who participate in less than 75% of course activities will not be eligible to receive certification.
- b. To support individual learning styles and comfort-levels, participants have several ways to participate in the course, these include, but are not limited to:
  - i. Verbal participation
  - ii. Written participation
  - iii. Using interactive Zoom functionality to participate
- c. Participants who require special accommodations should contact their instructor prior to the course to request accommodations.
- d. Participants who are ineligible for certification due to failure to meet participation requirements are not eligible to receive a refund.

### **3. Confidentiality**

- a. Due to the interactive nature of the course, participants may disclose personal information or experiences to contribute to the learning environment. All information and experiences shared within the course should be regarded as confidential and not shared with others outside of the course.
- b. Course instructors are mandated reporters. Instructors are required to report or cause a report to be made when they have reasonable cause to suspect or believe a child under the age of 18, or in a protected class, has been abused, neglected, or is placed at imminent risk of serious harm.

### **4. For more information on these policies please contact [MHFA@chrhealth.org](mailto:MHFA@chrhealth.org).**