



Chaplaincy Classroom Policies

- Classroom policies across the various departments of Messages of Faith Ministry, including the Academy's Chaplaincy Training Division, serve as a structured roadmap designed to support a positive and productive learning environment within the Academy of Religious Studies. These guidelines help create a constructive atmosphere for instructors and chaplain students as they progress through their studies and work toward graduation in their respective programs.
- Each policy functions as a unified set of standards that governs classroom conduct, instructional practice, and departmental expectations. The purpose of departmental policy and protocol is to cultivate learning, understanding, respect, and healthy peer relationships. These policies also uphold ethical, principled, and Christian-centered behavior throughout every department.
- The classroom is a place of chaplain formation, not a social gathering. Its purpose is to cultivate disciplined learning and to shape conduct that reflects Christ-like character. Its focus is on developing the knowledge and discipline required for effective ministry.
- We extend sincere appreciation to all instructors who generously volunteer their time and expertise in providing religious education and taskforce training.
- The Academy is led by BC Chaplain Laqueta Cooks, who serves as its director. The Academy's support team works together in unified coordination to manage registrations, attendance, materials, surveys, and other essential administrative functions. Please visit them online at Academy [Academy-Training_Instructors](#)

1. Academy instructors serve as volunteers, giving their personal time to teach ministry chaplains. Students must always conduct themselves with courtesy and respect toward instructors and within the classroom.

2. Room coordinators are also volunteers who secure classrooms, manage equipment, and maintain attendance records. They serve the ministry and instructors, not individual students. Courtesy and respect toward coordinators is required at all times.

3. Chaplain students receive a PowerPoint PDF for each class. PDFs are distributed according to the Academy's schedule, not the students' schedule. These materials are provided as a courtesy and supplemental teaching tool. Students do not hold rights to these documents; all materials are MOFM Academy "All Rights Reserved."

4. All Academy training materials, including booklets, PowerPoints, and PDFs, are for chaplain training only. They may not be shared, sold, traded, distributed, or used outside of the Chaplains ministry training.

5. METRO Building A lobby equipment, vending machines, books, and related items belong to LVMPD. Do not remove books, misuse equipment, or take items without payment. Only

authorized chaplains may prepare or refresh coffee supplies. If coffee needs attention, notify the room coordinator Chaplain Mary.
6. Come prepared with writing tools, assignments, manuals, handouts, and Bible materials (print or digital).
• Punctuality is required.
• Excessive tardiness disrupts class and may result in dismissal.
• After two significant tardies, students may be dropped from 4–16 session classes.
7. For 2-session classes, tardiness or absence is not permitted unless the instructor is contacted beforehand.
• Attendance requirements:
• 2–4 session classes: all sessions required
• 6–8 session classes: attend 5–7 sessions (1 absence allowed)
• 16-session classes: attend 14–16 sessions
• Missed sessions require completion of class essay assignments to receive credit.
8. Respect and courtesy are always mandatory, during class, breaks, and interactions with instructors and peers. Disrespect toward any instructor may result in removal from class.
9. Dress appropriately. No shorts. Avoid heavy perfumes due to allergies. Follow instructor directions for classroom conduct and assignments. Raise your hand to avoid disruptions.
10. Silence cell phones during class. Phones may be used for class research only. For personal or emergency calls, step into the lobby.
11. All training registration must be completed through the Registration Department. Do not register or drop classes through instructors.
• Snacks and drinks are allowed during break sessions.
• Clean your desk area before leaving the classroom.
• No loitering on the premises after class.
• Chaplains are responsible for printing their own materials.
• No guests or children are permitted at any time.
• No personal product sales on the premises.
12. No personal group prayer during class except for opening and closing prayer. Do not initiate prayer based on personal perception of need; instructors oversee all class activities.
13. Notify your instructor or room coordinator if you will be late.
14 No-Show Policy: If a student is a class no-show three times within a year, they may be restricted from registering for classes until the following year.
15. Make-up essays are not available for 2–4 session classes.

16. Students with disabilities should inform their instructor for appropriate support.
17. Do not prop open exterior doors or bang on windows to enter or exit the building.
18. No politics in the classroom. Political debates, arguments, or gossip toward peers are prohibited.
19. Policy violations may result in immediate suspension or warnings. After 1–3 warnings, students may be suspended for 1–3 months. Violating a suspension may result in removal from Chaplaincy.
20. Graduation: Transcripts are available 30 days before graduation. Students must maintain their Class Logbook to track completed classes. Graduation requirements are listed online under the Academy of Religious Studies.
21. Concerns or complaints regarding classes, peers, leadership, or policies may be directed to the Academy Director or submitted through the class evaluation form. The next step is the Conduct Review Board (CRB).
22. Each chaplain is responsible for reading and following all classroom and training policies, and for checking the online class calendar for updates or schedule changes.

Class Logbook: The students logbook links are available online for download, and the annual class calendar can be printed directly from the website for easy tracking and recording of your coursework.

The Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101, is a federal civil rights law that prohibits discrimination against individuals with disabilities. It provides protections comparable to those established under the Civil Rights Act of 1964, which outlawed discrimination based on race, religion, sex, national origin, and later, sexual orientation.

Disability Accommodation

Students with disabilities or special needs should contact their instructor before the class starts to discuss any accommodation required for comfort, accessibility, or full participation. Early communication allows instructors to make appropriate adjustments and support each student's learning experience.

Zoom Accessibility Options

For Zoom-based classes, the same ADA considerations apply. Participants may choose to display a profile photo or their name instead of appearing live on camera.

