Classroom Expectations and Lab Rules

- Be early. You are expected to be in class on time; **arriving 1 minute** after the start of class is considered tardy. More than **15 minutes late** is considered **an absence**.
- Leaving **15 minutes EARLY is considered tardy; exceeding 15 minutes is considered** an **absence**.
- Failure to sign in before class begins is considered an absence**. You MUST sign in before class begins**!
- **Sterile Processing Program - 2 Tardies** are an **absence**. No more than 2 absences are accepted for the **ENTIRE** duration of the Sterile Processing Program. This includes **ANY** tardies.
- **Surgical Technology Program - 3 Tardies** are an **absence**. No more than 3 absences are allowed per 16-week term, **except** for clinical rotations, where students are allowed only 2 absences for the entire Externship. This includes **ANY** tardies.
- **Phones remain in a designated bin or locker (NOT in the Classroom/Lab)** on vibrate or off, unless pre-approved by Instructor(s). **NO** pictures or videos taken unless pre-approved by Instructor(s).
- You must adhere to the **Lab Safety and Maintenance Policy**.
- **No smoking or vaping** on the premises.
- **No hanging out**, learning, or sitting at the table(s) **during Lab**.
- **No bathroom breaks** during scheduled class unless pre-approved by the Instructor (to prepare you for the field).
- **No food or drinks** are permitted at any time during class/Lab.
- **Questions are welcome,** but arguing will not be tolerated.
- **No make-up** assignments, quizzes, Competencies, or tests are given.
- **All paperwork** must be **legible and include your name** and the date to receive credit.
- **Teamwork is required.** Turnover and/or clean-up must be shared equally.
- Students who have signed up for any **Open Lab** must attend or give **48 hours' notice;** they will not be in attendance. If a 48-hour notice is not received through Band (Surgical Technology) or Canvas (Sterile Processing), it will result in a tardy.
- **A passing grade must be maintained** throughout the Sterile Processing Program and Surgical Technology Program. Failure to meet the passing grade requirement will result in academic disciplinary action, including probation and dismissal. This includes any associated fees with repeating a course (if applicable).

- Policy on cheating **(Academic Honesty)**. Dishonesty includes but is not limited to **cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information** to SVSTI faculty and staff (including Competencies and/or finals). This includes sharing information during testing of hands-on skills in the Lab.
- Failing a term does not guarantee eligibility to repeat that term automatically. S**tudents must requalify to repeat a failed term.** This will need to be approved by your Instructors and the Program Director.
- **No Apple Watches** at any time during instruction.
- **No coaching.** No student should coach other students unless otherwise instructed.
- **Uniform requirements** must be followed: black scrubs, surgical hats, and jackets are required. Closed-toe, wipeable, fluid-resistant shoes only.
- **English MUST BE SPOKEN AT ALL TIMES**. Please refrain from speaking in any language other than English during class time and Lab.
- **Students may NOT leave the Lab** (even to use the restroom) until the Instructor has **dismissed** the class.
- **Weekly assignments** are due as posted in the syllabus and Canvas. **Points** are deducted by **15% EACH day past the assignment due date**. All assignments must be completed by Wednesday of the last week in the Sterile Processing Program and the Surgical Technology Program.
- **Sterile Processing Lab Competencies** are completed during Lab time, and a passing grade of **70% or higher** must be obtained on **EACH** Competency to be eligible to move forward with the Sterile Processing Program and/or take the course final. No make-up Competencies are allowed.
- **Surgical Technology Lab Competencies** are completed during Lab time, and a PASS on each Lab Skill must be achieved. A PASS is 100%. Please refer to the Surgical Technology Competency Policy.
- In addition to the Lab requirements, the Lecture Portion and/or online coursework must be **completed**. Home study, memorization, and knowledge of surgical instruments are essential for success in the Classroom, Lab, Externship, and future employment.
- **All immunizations and BLS** are due by the **2nd weekend of class for Sterile Processing and the 2nd week of Term 2 for Surgical Technology**. If all immunizations and/or Externship requirements are not received by Week 5, students may be dropped from the course or required to repeat it, which will result in additional fees.
- **Students are expected to maintain a respectful and professional demeanor at all times**. Disrespectful or unprofessional behavior or language will result in dismissal and an absence. Continued disrespectful and unprofessional behavior or language may result in expulsion.
- **No swearing or unprofessional language** at any time in the Classroom, Lab, and Externship.

- At the end of class each day/week, students are required to present **all opened sets** to the Instructor for **inspection and verification**.
- Supplies are not disposable; **please do not throw any supplies away** (e.g., Indicators, wraps, gowns, gloves, etc.). We reuse everything to save costs and supplies. PPE is typically in short supply; please bring your own mask and reuse gloves, gowns, and other supplies during the course. Do not throw away blue towels or reusable gowns; instead, put them in the linen hamper.
- Students **may not be under the influence of ANY substance AND/OR alcohol** in the Classroom, Lab, Externship, CST Prep, etc. SVSTI and/or your clinical site has the right to require a drug test or dismiss you if you are suspected of being under the influence of drugs and/or alcohol. You may be removed from the Campus or clinical site and/or expelled if found to be under the influence.

_____ (Initial) Infraction of ANY of the above requirements may result in an SSP and/or dismissal from class, and/or clinical site for the day, which will also result in an absence. Two (2) SSP's may result in probation or dismissal from the Sterile Processing Program.

_____ (Initial) Infraction of ANY of the above requirements may result in an SSP and/or dismissal from class, and/or clinical site for the day, which will also result in an absence. Three (3) SSP's may result in probation or dismissal from the Surgical Technology Program.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____