**LAB RULES**

* **Cell Phones** - Phones remain in a designated bin (NOT in Class) on vibrate or off, unless pre-approved by instructor(s). **NO** pictures or video taken unless pre-approved by instructor(s).
* **NO** hanging out, leaning, or sitting at the table(s) during Lab time.
* **Students may NOT** leave the lab until the instructor has dismissed the class.
* **Uniform requirements** must be followed: black scrubs, only surgical hats and jackets, closed toed/wipeable/ fluid resistant shoes only, no nail polish, false lashes or nails, unnatural hair, etc.
* **NO** smoking or vaping on premises.
* **NO** bathroom breaks during the 4-hour scheduled class unless pre-approved (to prepare you for the O/R).
* **NO** food or drinks permitted at **ANY** time during scheduled class time.
* **Students may not be under the influence** of **ANY** illegal substance **AND/OR** alcohol during class, externship, certification prep etc. SVSTI and / or your Clinical Site has the right to require a drug test or dismiss you if you are suspected to be under the influence of drugs and/or alcohol. You may be removed from campus or clinical site and/or expelled from the ST program if found to be under the influence.
* **1 minute** after the start of the class is considered a tardy. More than **15 minutes** late is considered an absence.
* **Leaving 15 minutes EARLY** is a tardy, over 15 minutes is an absence.
* **Failure to sign-in** before class begins, is considered an absence. You MUST sign in before class begins!
* **English** MUST BE SPOKEN AT ALL TIMES. Please refrain from speaking in any other language during class time.
* **Students are expected to always maintain a respectful and professional demeanor**.  Disrespectful and/or unprofessional behavior or language will be dismissed from class, resulting in an absence. Continued disrespectful and/or unprofessional behavior or language may result in expulsion.
* **No swearing** or unprofessional language at any time during class or externship
* **Questions** are welcomed **BUT** arguing **will not** be tolerated.
* **NO** make up assignments, quizzes, competencies, or test are given.
* **All paperwork** must be legible and have your name and the date on it to receive credit.
* **TEAMWORK is required.** Turn-over and clean-up must be shared equally.
* **Students** that have signed up for any Open Lab MUST attend or give 48 hours’ notice they will not be in attendance. If 48-hour notice is not received through BAND, a tardy will result.
* **A passing grade** MUST be maintained throughout the Surg Tech program. Failure to meet the passing grade requirement will result in academic disciplinary action and will include probation and may include dismissal.
* **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 staff, faculty, administrators, or other officials (including competencies and/or finals).
* **Failing a Term** does not guarantee eligibility to repeat that Term automatically. Students must re-qualify to repeat a failed Term.

\_\_\_\_\_\_\_ 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 can result in probation or dismissal from the Surg Tech program.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_