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**Surgical Technology 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 NO*T** leave the Lab until the instructor has dismissed the class.
* ***Uniform requirements*** must be followed: black scrubs, surgical hats, jackets, closed-toed, wipeable, fluid-resistant shoes only, no nail polish, no false lashes or nails, no unnatural hair, etc.
* ***NO*** smoking or vaping on the 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*** substance ***AND/OR*** alcohol during class, externship, certification prep, etc. SVSTI and / or your Clinical Site have 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 tardy. More than***15 minutes*** late is considered an absence.
* ***Leaving 15 minutes EARLY*** is 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 tests 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***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, 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.

\_\_\_\_\_\_\_ (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 in the Program may result in probation and/or dismissal from the Surgical Technology program.

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

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