

Health Sciences Class Rules and Procedures

- Respect yourself and others this includes person, place, and property
 - Come prepared to learn
 - Absolutely no patient information is to be discussed outside of our class
 - Check your folder in filing cabinet daily (this is your missed work folder or your “mailbox”)
1. **Beginning Class:** Just as employees are expected to begin work on time, take your assigned seat upon entering the room. I expect you to have your materials ready, including a pen or pencil and notebook. There will always be a “bell-work” assignment for you to do on the board along with our plan for the day. Start the bell-work right away. You will have about 5-10 minutes to complete it.
 2. **Technology in Class:** We will use laptops and Ipads. All personal devices should be kept in your backpack/purse. There is a charging station in the classroom available for your use, however phones placed in the station will not be retrieved until the end of class. The teacher is NOT responsible for the phones in the charging station. **DCS Board policy will be followed if cell phones are used during class.** In addition, there you are not allowed to plug your cell into the electrical outlets along the wall in the classroom-you are ONLY allowed to use the charging station, if you choose.
 3. **Staying Focused:** In the workplace, you will be expected to maintain a constant level of work productivity that does not distract others. If you finish an assignment early, use your time wisely by studying your notes (for Health Sciences) or working on unfinished assignments (for Health Sciences).
 4. **Staying in Class:** Eating in class is allowed. You may buy concessions on your way to class, but you are not allowed to come to class and then leave again to buy a snack. You may also bring your lunch and eat in class. We have a microwave that you may use. Bathroom breaks should be at the beginning or end of class; please limit class disruptions during the middle time of class.
 5. **Ending Class:** Each class time ends with an activity related to what you learned and/or when you have been notified that class time is complete.

Lab Time

We have a wonderful lab which contains very expensive equipment. Students are not allowed to handle equipment until the instructor has reviewed the instructions for the day. **No “horseplay” is allowed in the lab at any time.** All equipment and supplies are to be returned to the storage area in proper order. In addition, you must pass the safety test before you are allowed to complete any lab assignments.