

STUDENT CONDUCT POLICY:

Professional and adult behavior is required at all times in the classroom as well as clinical sight. Failure to follow the classroom and/or clinical conduct guidelines could result in expulsion from the program. The following guidelines must be followed:

CLASSROOM CONDUCT GUIDELINES:

- Be seated and prepared to begin class by the start time indicated.
- No speaking over the instructor or fellow students, wait to speak in turn.
- No arguing or debating in class. Concerns or appeals must be discussed with the Instructor privately before or after class.
- Disruptive and disrespectful behavior will not be permitted. Foul, vulgar, or offensive behavior is not permitted at any time.
- Drinks and snacks are permitted during classroom time, per your Instructor.
- No food or drink is allowed in lab or lab areas or during CPR class.
- Respect the rights, privacy, and property of others. Vandalism and theft are immediate cause for expulsion and legal action.
- Common courtesy is expected for all persons at all times.
- Cell phones must be on vibrate during class and are not to be seen. Cell phones are not to be used in the classroom or lab for calls, texts, browsing, games, etc.
- Dress code in the classroom is required.

CLINICAL CONDUCT GUIDELINES:

- Be at the clinical meeting location on time and prepared to start clinical.
- Disruptive and disrespectful behavior will not be permitted. Foul, vulgar, or offensive language is not permitted at anytime.
- Respect the rights, privacy, and property of others. Vandalism and theft are immediate cause for expulsion and legal action.
- Common courtesy is expected for all persons at all times.
- Drinks or snacks are not permitted on the floor at any time; only during breaks in designated areas.
- Smokers are to use the designated areas during breaks; do not smoke in front of the facility or in the parking lot.
- Cell phones must be on vibrate and are not to be seen. Cell phones are not permitted on the floor at any time.
- In the clinical facilities, students must wear scrubs. Shoes must be non-skid nursing compliant, in a neutral color. Student must wear their provided nametag for the duration of the clinical training.
- Hair must be fastened away from the face at all times. Scarves, bandanas, and head wraps are not acceptable and may not be worn.
- Jewelry should be kept to a minimum, especially on the hands. No dangling or hoop earrings should be worn.

- Decisions regarding the appropriateness of clothes, shoes, hair, or other appearance issues will be made by the instructor on site, and those decisions are final. Students that are not in dress code as described will be asked to leave and will not be able to return for that class/clinical time if an immediate solution cannot be met.
- KCTC students are bound to the clinical facilities' policy and regulations during their clinical training.
- Solicitation or distribution of literature to residents, visitors, or employees of the facility is strictly prohibited. Tips or gratuities are not allowed, and students may not accept any gifts or money from residents or visitors for services provided.
- Any questions during clinical training should be directed to KCTC staff, not staff employed at the clinical facility.