Allied Health
Classroom Rules and Expectations

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One of the purposes of this class is to prepare students to enter into the workforce in the healthcare field. As such, the following classroom rules and expectations have been established:

1. Students are expected to have the following items each day:
    a. Textbook
    b. Workbook
    c. Pen or Pencil
    d. Notebook or Binder for note keeping
    e. It is recommended students keep all notes in a notebook
2. There will be **NO cellphone use in Allied Health**. Due to HIPAA laws, cellphones are not permitted in many healthcare jobs. If students are caught with cellphones during class, they will be turned into the AVTS office and a parent will have to pick them up. Special occasions may arise when phones are permitted or students may be given certain times during class where phones are permitted, but **no videos or pictures** may be taken and no use of social media will be permitted; this is against school policy.
3. If you are absent, you will be given **three** days to make up any homework, tests, or quizzes. After three days, a **zero** will be put in for the assignment unless arrangements for make-up work have been made. If the student has an illegal absence for any assignment, a zero will be entered. Homework assignments collected on days of absence will be expected to be turned on the next day of class. Students may contact Mrs. Mellott through email at bmellott@fcavts.org or through Schoology, if desired, to get assignments on days of absence. **The student is responsible for contacting Mrs. Mellott regarding missed assignments and make-up work upon their return to class.**
4. Students who attend their "home" school without coming to Allied Health will be considered to have an illegal absence unless a note is submitted. There are times when school activities require students to remain at their "home" school; these will not be counted as illegal absences, but students will still be responsible for any work missed.
5. Any assignments not handed in on time may have 10 points per day deducted; assignments may have five points deducted if handed in after assignments have been collected.
6. There are google chromebooks in the classroom for students to use to complete their classwork, homework, and tests.
    a. Students will sign a user agreement prior to using the chromebooks.
    b. Students will log into the chromebooks with their AVTS email.
    c. Students should only use the chromebook that has been assigned to them.
    d. Computers should only be used for school related work; sites like (but not limited to) You Tube, Facebook, Twitter, Instagram, Snapchat, and personal e-mail accounts, etc.

should not be accessed. The student will be given an automatic disciplinary form if caught attempting to access these sites or accessing personal e-mails.

e. Students should also not be using the "chat" feature of email to have discussions during lectures. The only acceptable use of the chromebook during lectures is for note taking purposes.

7. The Fulton County AVTS will be using Schoology as its learning management system. Many of the class assignments, homework, tests, and quizzes, will be taken online in this system.
8. Students will be issued an email through the FCAVTS. All correspondents, assignments, and classwork will be completed using this email. It is the student's responsibility to remember the username, password, and login information needed for this site for the entire school year.
    i. Only AVTS assignments and activities should be completed with this email; this email should not be used for any purposes other than assigned for Allied Health
9. Students will be awarded participation and behavior grades. Ten points are possible each week; two points are awarded each day. Participation, work ethic, actively working on assignments, working with other students, etc are examples of things taken into account for daily grades. These points count as 10% of the overall grade. Examples of reasons points would be taken off include, but aren't limited to: talking while the teacher or another student is talking, being disrespectful, coming to class unprepared, failing to change into required school attire (scrubs), sleeping in class, being unproductive, not following directions, being rude or disrespectful, etc.
10. Of the other 90% of the grade, students will be graded as following:
    a. Tests 50%
    b. Hands-on (Skills) Grades 10%
    c. Quizzes 15%
    d. Homework and in class activities 15%
11. Daily review and studying is strongly encouraged. Students should read assigned readings and study for all tests and quizzes. Pop quizzes may be given at any time.
12. Cheating is an unacceptable behavior. Students will be given zeros for any test, homework, or assignment for cheating. Plagiarism is a form of cheating and will also result in the student being given a zero.
13. Students are expected to be quiet while the teacher is speaking. Students are also expected to be quiet while other students are talking. Students who speak while others are talking may have daily behavior points deducted.
14. Class discussions during break periods should be kept to appropriate topics.
15. Foul or inappropriate language will NOT be tolerated.
16. Extra credit work may be available from time to time. If it is available, it will be made available to the entire class. Extra credit will not be given on an individual basis.
17. Students from SF or FR leaving school for any reason (doctor appointment, dentist appointment, etc) should be picked up at the **AVTS office**. Excuses for early dismissal during classroom time must be submitted in writing to the AVTS office. Students from Central Fulton may be picked up at the front office as per usual procedure.
18. Progress reports may be sent to the parents of any students who are failing or have dropped a letter grade within a marking period. Progress reports may be sent out at any time during marking periods.
19. Parents may contact Mrs. Mellott by phone or e-mail to discuss the progress of their son/daughter at any time.

20. Equipment should be treated with respect, for example, no jumping on beds, wheelchairs should only be used when supervised and/or directed to be used by the instructor. Students MUST seek instruction prior to using a piece of equipment for the first time.
21. Supplies purchased for Allied Health use should not be used for personal use (i.e. toothbrushes from brushing teeth or alcohol prep pads to clean your shoes, etc.)
22. Students should clean their area every day prior to leaving the classroom. The classroom should be left as how it was found; this includes the lab area. Students may keep textbooks under desks but need to be sure they are secured in the basket.
23. On occasion, the Allied Health class takes a field trip during the year. Students must have a minimum class participation grade of 80% and have a passing grade for the Allied Health class to attend the field trip. Students must also be eligible according to their home school to attend.
    a. It is recommended that students attend a SurgeryLive Field Trip, which may involve some cost for the student.
        i. Students will be given an opportunity to offset all these costs by participating in a fundraiser at the beginning and middle of the school year. Fundraisers are NOT mandatory, but given as an opportunity to raise funds for Allied Health needs.
24. Some students may have allergies or asthma. Due to this, students may not spray perfume or body sprays or open fingernail polish containers in the classroom or class bathroom.
25. Students should treat all guest speakers, teacher's aides, and substitute teachers with respect.
26. Students leaving school by non-school provided transportation (i.e. going home with a friend) must provide a note from a parent/guardian ahead of time.
27. Many healthcare professionals become active in community service. When community service is available, students will be made aware of the opportunity and encouraged to participate.
28. Fundraisers are offered twice a year to help offset costs for student activities. Please note that when selling items, there is usually a profit per item (i.e. for every hoagie sold, you earn $2). The total amount sold does not go toward the student account. Students are informed of the profit when papers are handed out. If parents have questions regarding the fundraisers, please feel free to contact Mrs. Mellott. When handing money in for fundraisers, they will only be accepted after items are totaled and all money and forms have been placed in an envelope with the student's name and "home" school. Forms and money should be handed in together and must be handed in by deadline. If, for some reason, the student cannot meet the deadline, the student is responsible for contacting Mrs. Mellott as soon as possible.
29. SkillsUSA is an organization that students are a part of due to being enrolled in the Allied Health program. Students will also be asked to fundraise for this organization as well. The monies raised through these fundraisers offset costs related to the organization such as covering travel expenses and lodging when students go to competitions as well as fund end of year celebrations. Students in Allied Health are encouraged to participate in the competitions; some examples of competitions are Medical Math, Basic Health Care, Nursing Assistant, and Medical Terminology. District competitions are typically held in January and State competition in April.
30. Lab skills are an important part of the Allied Health class and are a requirement to pass the course. Many of the competencies that the PA Department of Education requires to be taught are hands-on based and students have to be evaluated on these skills.

The following have been established for rules in the lab setting:

1. Hospital beds should only be used for practicing skills or taking hands-on skills tests.
2. Only one person in the hospital bed at a time
3. No shoes should be worn while in bed. Also no dirty or wet socks that leave the bed dirty. Remember, other students use them too.
    a. If you notice that you have left the bed dirty (for example, got grass all through the bed from your jeans, etc.), change the linens for the next student.
4. No jumping on hospital beds
5. Only one person in the bathroom at a time
6. Students may only use wheelchairs for skill practicing or skill testing purposes. Students may not attempt to do "wheelies" or any other "tricks" while in the wheelchairs
7. When assigned to practice skills, students should not be working on other work or have the chromebooks in the bed. The expectation is that ALL students practice skills every day in order to improve their skills.
8. No food or drinks in the hospital bed except for practicing the skills for which they are required; mouth care, feeding a patient, etc.
9. If something is broken or gets broken, it should be reported to the teacher immediately.
10. Lab supplies are for skill practicing and testing only, not for personal use.
11. No cellphones are permitted.