



## Instructor- Student Responsibilities

The student is responsible for attending all classes on time, this includes arrival, breaks & lunch. Class will begin promptly at 8 am. If a student is late for class, breaks, or lunch, he/she will be marked TARDY, this means no grace period. **Tardy 3 times equals removal from the program.** Students must call the instructor if he/she is going to be late.

Students must also arrive fully prepared to turn in homework & participate in the assigned interactive activities for that day.

The instructor is responsible for being prepared for each class, starting the class on time, and providing a full period of interactive instruction throughout the course. The instructor will maintain an accurate record of attendance on all students and will consult with Program Coordinator, Executive Director and the students on any problems with attendance, conflicts, attitudes or grades.

### ATTENDANCE:

A student missing any portion of the clinical week will be released from the program.

**There is no make -up time!!!!**

Inclement Weather Policy: GL follows Wake Co. Public Schools operating hours with inclement weather regarding starting hours, ie: (if WCPSS is delayed 2 hrs, we start at 10:00 am)

### GRADING SYSTEM: THEORY

Quizzes & homework = 75%( Note, any homework not turned in on time will result in a zero  
Final Exam = 25%

### GRADING SYSTEM: LAB

To progress to the clinical site, students must demonstrate all required skills safely and accurately. A pass grade will be given for skills lab and the student must maintain a theory grade of 75 or greater .

**The students overall attitude, dress & conduct will also determine progression in the program!**

### GRADING SYSTEM: CLINICAL

In order for the student to PASS the clinical portion of the course, he/she must accurately demonstrate all of the required skills to the clinical instructor. The student must be prepared and organized in the clinical setting to be successfully signed off on a minimum of 15 starred skills.