



Baptist Health College Little Rock



Baptist Health College Little Rock School of Surgical Technology

FALL 2026 - SPRING 2027

11900 Colonel Glenn Road
Little Rock, AR 72210
Phone: 501-202-6200
www.bhclr.edu

STATEMENTS

CERTIFICATION STATEMENT

Baptist Health, its schools and administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements and so forth) in this handbook when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all handbooks previously published.

FOREWORD

This handbook is provided to the student to serve as an overall guide to the Baptist Health College Little Rock - School of Surgical Technology. **Policies contained herein are current at the time of printing; however,** policies, procedures and information contained within require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice, according to policy; **all new and revised policies are students are sent an electronic notification of new or revised policies. Additionally, changes will be made on the website version. Students are expected to remain informed by checking their email and the school's website regularly at www.BHCLR.edu.**

STATEMENT REGARDING STUDENT HANDBOOK

Students enrolled in the Baptist Health College Little Rock are responsible for the information contained in the current BHCLR Catalog and the Surgical Technology Handbook. Students enrolled in a program of study are expected to comply with all policies of: (a) Baptist Health College Little Rock, (b) all institutions with which the schools are affiliated, and (c) the respective program of enrollment. Additional details of policies that pertain to a student's specific program of enrollment are applicable and are located here in the programs respective School Specific section.

NONDISCRIMINATION STATEMENT

BAPTIST HEALTH does not exclude or discriminate on the basis of race, color, creed, religion, gender, national origin, age, disability, genetic information, or veteran status in accordance with applicable federal, state and local laws. Student recruitment and admission is non-discriminatory and in accordance with existing government regulations and those of the sponsor.

First Printed in 1999
Baptist Health College Little Rock
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Little Rock, AR 72210 501-202-6200

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WELCOME TO STUDENTS

The Baptist Health College Little Rock (BHCLR) School of Surgical Technology welcomes you as a student. Your purpose in coming here is to learn about the interesting career which you have chosen and about the important place this profession plays in helping humanity.

The next year will be an exciting time in which you will learn the fundamentals of Surgical Technology, put these principles to work in the clinical area, and develop a sense of pride and achievement in your career.

As the months pass, you are expected to acquire skills through theoretical and practical clinical experience and to apply that knowledge to the interest of humanity. Great satisfaction can be obtained and will be in direct proportion to the way you use these learning opportunities.

May you find fulfillment in this profession and acquire not only scientific skills, but also those which will lead to your cultural and intellectual advancement.

Sincerely,

Angee Bowie

Angee Bowie AAS, CST

Associate Dean/Program Director Surgical Tech

Baptist Health College Little Rock - School of Surgical Technology

GENERAL PROGRAM INFORMATION

HISTORY

The Baptist Health College Little Rock School of Surgical Technology (BHCLR-SST) was established from a study of the increasing shortage of surgical technologists in the community. The BHCLR-SST made an application to the Arkansas Board of Private Career Education for a license in November of 1998. Upon evidencing documentation, approval for the license was granted by the Arkansas Board of Private Career Education in December, 1998. The BHCLR-SST was granted accreditation from The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and from the Accrediting Bureau of Health Education Schools (ABHES). The first class entered February 1999 and the Commencement Ceremony was November 3, 1999 at Geyer Springs Baptist Church in Little Rock, Arkansas. The BHCLR-SST made an application to the Arkansas Department of Higher Education (ADHE) for a license and upon evidencing documentation, approval for the license was granted by the ADHE in December of 2016. The BHCLR-SST accepted the first Associate of Applied Science degree in the Fall of 2017.

PROGRAM OVERVIEW

The President of Baptist Health College Little Rock (BHCLR) has overall administrative authority and responsibility for all schools and employee development within the department. The Associate Dean of the school has overall operational responsibility with specified administrative authority.

BHCLR-SST comprises faculty, students, administrative support staff and a Program of Studies that reflects a curriculum model for a student to achieve the educational goal of a surgical technologist.

Faculty is responsible for planning, implementing and evaluating the total Program of Studies in accordance with the Arkansas Division of Higher Education and the Accrediting Bureau of Health Education Schools.

The faculty has the authority and responsibility to accomplish the goal of the school by participating in the planning, development, implementation and evaluation of school outcomes. All faculty are members of the department team. Student representatives are invited, when appropriate, to serve on standing committees, sub-committees and task forces.

The school is committed to providing the highest standards of education, training, and continuous development opportunities to the students and attracts highly qualified applicants because of its reputation for excellence.

The school exemplifies the philosophy of Baptist Health by emphasizing the values of Service, Respect, Honesty, Stewardship, and Performance, and by a commitment to providing quality patient care.

Christian beliefs, attitudes, and spiritual perspectives as they apply in providing care for the ill are emphasized, as well as personal and professional conduct.

A competent individual surgical technologist in the healthcare field of today must prove to be proficient in the profession and also possess an appreciation of his or her role within the healthcare field and demonstrate an understanding of the organizational culture within the setting of practice.

The faculty is committed to providing entry level job competent graduates to the healthcare community by promoting high standards of education and for the professional development of students.

MISSION STATEMENT

BHCLR-SST exists to provide quality perioperative care; provide quality perioperative health education and respond to the changing surgical health needs of the citizens of Arkansas with Christian compassion and personal concern.

VALUES

The BHCLR-SST supports the values and the Code of Ethical Conduct of Baptist Health. These Christian values of Service, Honesty, Respect, Stewardship and Performance provide the framework for all operations within the school.

PHILOSOPHY

BHCLR-SST as an educational unit of Baptist Health supports Baptist Health Philosophy, Belief, Mission, Values, and Vision Statement and those of affiliating institutions.

The school strives to prepare graduates who demonstrate professional behaviors in the role of Surgical Technologist. Emphasis will be placed on communication skills and interpersonal relationships in the operating room. The school expects the graduate to respect the worth and dignity of individuals receiving perioperative care and to respond to their needs with Christian compassion.

The Surgical Technologist is an integral member of the surgical team who maintains quality perioperative patient care while under the supervision of the surgeon or registered nurse. This is accomplished through the roles of the Surgical Technologist. In the scrub role, the individual understands the procedure being performed, anticipates the needs of the surgeon and utilizes the equipment necessary during the surgical procedure. In the circulating role, the individual monitors conditions in the environment and assesses the needs of the patient and surgical team. In the second assistant role, the individual assists the surgeon or first assistant during the operation.

Education includes classroom, skills laboratory, and clinical learning experiences which will ensure the acquisition of knowledge and skills necessary to provide quality perioperative care. The BHCLR-SST faculty is committed to providing an environment which enables the learner to acquire the knowledge and skills needed by the surgical technologist. The faculty strives to recognize and accept the differences in needs and learning abilities of the individual student.

BELIEF

The BHCLR-SST shares the values of Baptist Health. Baptist Health is more than a business; it is a healing ministry. Our healing ministry is based on the revelation of God through creation, the Bible and Jesus Christ. At Baptist Health, care of the whole person, body, mind and spirit, is an expression of Christian faith. We are instruments of God's restorative power and are responsible for giving compassionate care.

PROGRAM GOAL

The school goal is to prepare competent entry level Surgical Technologists in the cognitive, psychomotor and affective learning domains.

POLICIES

The School of Surgical Technology supports all BHCLR policies, and all students must abide by these policies. Failure to comply will result in disciplinary action. Policies are located in the General Section of the BHCLR Catalog on the BHCLR website. All students are responsible for reviewing and abiding by the policies in the BHCLR Catalog located at: [BHCLR CATALOG](#)

BHCLR STUDENT HONOR CODE

Purpose

The BHCLR Honor Code establishes shared expectations for academic integrity, ethical conduct, and professional accountability. Rooted in Baptist Health values, it ensures that honesty, responsibility, and trust remain central to healthcare education and safe clinical practice. This Code applies to all students, from acceptance to graduation, across all learning environments, including clinical sites, online learning and off-campus activities that impact BHCLR's mission or reputation.

Honor Pledge

By enrolling at BHCLR, students affirm the following pledge:

I commit to honesty, integrity, and ethical conduct in all academic, clinical, and professional activities. I will complete my work truthfully, respect others, use technology responsibly, and uphold the standards of the BHCLR community. I will not engage in or tolerate academic dishonesty or unprofessional conduct.

Core Principles of the Honor Code

Honesty and Academic Integrity

Students must demonstrate integrity in all academic and clinical work.

Professional Responsibility and Respect

Students must act as developing healthcare professionals across all academic, clinical, and online settings. Because professional roles depend on integrity, exuding competence and trustworthiness is a constant requirement.

Stewardship of Resources and Information

Students are entrusted with institutional, clinical, and technological resources and must utilize responsibly and according to BHCLR policy.

Responsibility to the Community

Students are responsible for maintaining the integrity of the BHCLR community by upholding the Baptist Health values and BHCLR policies.

Performance and Ethical Use of Technology

Students are expected to pursue excellence without compromising ethical standards.

Relationship to Other Policies

This Honor Code operates in conjunction with, and is supported by, BHCLR policies addressing academic integrity, professionalism, technology, testing standards, appeal procedures, and clinical conduct. Applicable institutional policies govern all procedural matters.

Commitment

The BHCLR Honor Code reflects the ethical expectations of healthcare education and professional practice. Students are expected to internalize these standards and carry them forward into clinical practice and lifelong professional conduct.

Prohibited Conduct Under the Honor Code

Any violations may be examined on an individual basis as deemed appropriate by BHCLR Administration and applicable committees. Violations of this Honor Code include, but are not limited to:

Academic Offenses	Non-Academic Offenses
• Collaborating on course work, simulations, or clinical documentation without explicit permission. • Unauthorized use of artificial intelligence, electronic devices, and digital resources for the fabrication or falsification of data, records, clinical documentation, or academic work. • Cheating, plagiarizing, impersonating, or misrepresenting work; including not accurately citing and crediting the work, ideas, and intellectual property of others. • Attempts to gain unauthorized assistance on academic or clinical evaluations, or create an unfair academic or professional advantage. • Impersonating others, allowing others to complete one's coursework. • Recording, reproducing, or distributing instructional, clinical, or assessment materials in an unauthorized manner.	• Bullying, harassment, intimidation, discrimination, retaliation, or disruptive conduct of any kind. <i>This is a zero-tolerance policy.</i> • Assisting, encouraging, or concealing violations of the Honor Code. • Not treating clients, peers, faculty, staff, preceptors, or community members with dignity and respect. • Representing an unprofessional standard of communication, appearance, punctuality, preparedness, and accountability in all settings (including online and social media, and on and off campus). • Misuse of confidential academic records, institutional data, client information, instructional technology, clinical systems, and equipment. • Displaying conduct in an educational setting that shows a lack of interest or participation, a disregard for other's time, or interferes with academic or clinical experience or performance.

Reporting, Review, and Due Process

- Alleged Honor Code violations are reviewed through established BHCLR academic integrity and conduct policies and processes.
- Reports may be submitted by faculty, staff, preceptors, students, or administrators.
- Reviews and hearings are conducted using the preponderance of the evidence standard.
- Students are entitled to notice of allegations, an opportunity to respond, and access to appeal processes as defined by policy.
- Students may be accompanied by an assigned advisor in formal proceedings, consistent with institutional policy.

Sanctions

Violations of the Honor Code may result in academic and/or disciplinary action. Sanctions are intended to be educational, corrective, and protective of client safety and institutional integrity. Possible outcomes include grade modification, educational requirements, probation, suspension, or dismissal, as outlined in applicable policies. Suspected violations should be reported through established institutional channels.

ACCREDITATION, APPROVALS, CERTIFICATIONS, AND MEMBERSHIPS

The BHCLR-SST is professionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), and is certified through the Arkansas Division of Higher Education. The BHCLR-SST maintains membership with the Association of Surgical Technologists.

Additional information about the program as well as educational requirements published in the Student Handbook may be obtained by contacting the agencies listed below:

Accrediting Bureau of Health Education Schools (ABHES)	Arkansas Division of Higher Education (ADHE)
Address: 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852 Phone: (301) 291-7550 Email: info@abhes.org	Address: #2 Capitol Mall Little Rock, Arkansas 72201 Phone: (501) 371-2000 Website: http://www.adhe.edu

ADMINISTRATION

Baptist Health Administration

Troy Wells - President & CEO, Baptist Health

Greg Crain, MHSA, FAC HE - President of Central Region, Baptist Health

Mike Perkins, MS MHSA - President, BHMC-LR

BHCLR Administration

Dr. Karen James, PhD., OTR/L, CAPS - Interim President of BHCLR, Dean of Allied Health

Angee Bowie, AAS, CST - Associate Dean/Program Director, UAMS, BHCLR - Surgical Technology

Academic Faculty

Angee Bowie, AAS, CST - Associate Dean & Program Director, UAMS, BHCLR - Surgical Technology

Brandy Harper, M.Ed, CST - Associate Professor & Clinical Coordinator, BHCLR - Surgical Technology

Stephanie Bunch, BAS, AAS, CST - Associate Professor, BHCLR - Surgical Technology

Jessica Streetman, BHA, AAS, CST - Associate Professor, BHCLR - Surgical Technology

SCHOOL CALENDAR

The BHCLR Academic calendar can be found in the BHCLR Catalog. All students are responsible for reviewing and abiding by the dates published in the BHCLR Catalog located at: [BHCLR CATALOG](#)

ACADEMIC

The school expects a student's highest performance in the area of academics. The process of becoming a Surgical Technologist begins with the basic principles of perioperative care incorporated with those of sciences and general education. At graduation point, the provision of perioperative care, with emphasis on health maintenance and the implementation of perioperative care to critically and chronically ill patients requires transference of knowledge into a high level of perioperative care delivery, critical thinking and overall decision-making.

ACADEMIC ADVISING

Faculty serves as academic advisors to students. A student is notified of an advisor assignment at the beginning of each semester.

A student is expected to contact the assigned advisor for an initial conference. Additional conferences are initiated through advisor-advisee arrangements.

Advising is available to a student in the following areas:

01. Adjustment to student role,
02. Educational planning,
03. Socialization into Surgical Technology,
04. Study habits,
05. Test taking and,
06. Limited tutoring. If extensive tutoring is needed, the Schools Counselor should be contacted for reference.
07. Each time a student fails to pass an exam or skills lab check-off they are to see their advisor.

ACADEMIC PROBATION

The status of academic probation indicates that the student's continued enrollment in the school is at risk. Conditions are specified that must be fulfilled before the status is changed.

01. A student is placed on probation for academic reasons by the Associate Dean of the School or designee.
02. Probationary terms are determined on an individual basis by the Associate Dean of the School or designee.
03. Failure to meet designated probationary terms may result in academic suspension or academic dismissal.
04. If by the third exam in a course the student does not have a theory grade average of C or better, the student will be placed on Academic Probation and referred to the counselor.
05. If by the third skills lab check-off in a course the student does not have a skills lab grade average of C or better, the student will be placed on Academic Probation and referred to the counselor.
06. Each time a student who is on Academic Probation fails to pass an exam or skills lab they are to see their advisor.

DISABILITY SERVICES

Reasonable accommodations for applicants and students with documented disabilities are made, pursuant to federal and state laws. Any applicant or student with a disability who needs accommodations must provide the necessary official records and documentation to Disability Services in a timely manner or as soon as the need for an accommodation is evident. The appropriate school official shall make the determination regarding reasonable accommodations. *Please refer to [Disability Services](#) on our website.*

REMEDIATION

A student may be offered a remediation attempt at the sole discretion of the Associate Dean. At the conclusion of the semester (after final exam), students who have earned less than 77% for the course may be offered the opportunity to take a comprehensive written remediation exam. The grade earned on this exam will be used to determine the student's final grade for the course. The highest grade that a student can possibly earn for the course following remediation will be a "C" (77%). For example, a student with less than 77% for the course who opts to take the remediation exam and earns a 90% on the exam will receive a grade of "C" (77%) for the course. If the student earns a "D" on the exam, a "D" will be recorded for the final grade.

Only ONE course may be remediated throughout the entire program of study. There is NO remediation attempt for the Skills Lab or Clinical Course.

Students who choose not to take the exam will be withdrawn from the program due to the fact that they will have earned less than a "C" for the course. Students who choose to initiate the grievance process forfeit the opportunity to remediate and must abide by the decision of the Grievance Panel. Students choosing to remediate forfeit the right to go before the Grievance Panel. Refer to the Catalog for the Student Grievance Process.

A student who does not pass a skills laboratory check-off, with a 77% or higher, on the first attempt, will have an opportunity for a second attempt. If a 77% is not achieved on the second attempt, a remediation opportunity may be offered in order to achieve a minimum required score.

01. If remediation is offered by the faculty and the student accepts, the student will be given an additional practice/instruction skills laboratory session appropriate to the specific skill being remediated, prior to the third and final check-off.
02. The student will be observed by two instructors simultaneously and independently. After the observation, the instructors will confer in order to form a consensus on the grade to be awarded for the skill. The outcome of this conference will be final.
03. If the student is successful in passing the remediation, the original score for the skills laboratory check-off in question will remain and be recorded as the official grade for the skill. The student will then progress and/or promote to the next skill if applicable.
04. Students may only be offered one remediation per skills laboratory check-off and a maximum of two remediation attempts per the skills lab course, at the discretion of the Associate Dean.
05. If the student is successful in the remediation attempt, he or she will progress through the course and complete the program of study, provided all other program requirements are met.
06. Failure to pass the remediation attempt will result in Administrative Withdrawal.
07. Students who choose remediation will pay a fee, to defer costs associated with remediation, of \$25.00.

REPEATING AND DROPPING A COURSE

Courses within the program are sequential and therefore, must be taken in order. Since courses are offered only once a semester, a student cannot drop or repeat a course and continue in the program. A student may reapply to the program the following semester, but has no preferential status. He or she is considered for selection at the same time as new applicants for the next entering class. Acceptance into the program is on a competitive basis and no guarantee is made that a student will be accepted the following semester.

DROPPING A COURSE

A student can avoid many academic and administrative difficulties by following the process for dropping a course at the school and the respective university. If a student does not officially drop a course, a final course grade of “F” may eventually be reflected on the respective transcript(s).

01. Course(s) dropped prior to the specified drop date are reflected on transcript as “W” (withdraw).
02. Student Action Request Form must be completed and returned to Admission office staff on the last day of class attendance for all courses
03. See FINANCE: Tuition Refund, for refund policy.
04. College or University: See the institution's policies.
The BHCLR-School of Surgical Technology must be informed by the student of any required courses dropped at other institutions.

ACADEMIC & CLINICAL AFFILIATIONS

CLINICAL

The BHCLR – School of Surgical Technology affiliates with several facilities in the central Arkansas area to offer a broad range of clinical learning experiences.

The following facilities are used:

- Baptist Health Medical Center- Little Rock
- Baptist Health Medical Center-North Little Rock
- Baptist Health Medical Center-Conway
- Arkansas Children’s Hospital
- Surgical Pavilion

ACADEMIC STANDARDS

SCHOOL OBJECTIVES

01. Demonstrate understanding of biomedical sciences and technology as it applies to the patient focused events that occur in the operating room.
02. Practice professional, value directed actions based on theoretical knowledge, ethical principles and legal standards as a member of the surgical team.
03. Utilize principles of aseptic technique for physical preparation and maintenance of the surgical environment.
04. Demonstrate knowledge of the needs of the perioperative patient.

STUDENT PROFESSIONAL DEVELOPMENT

The school is a member of the Association of Surgical Technologists. This organization is open to

all students. Involvement in AST creates a networking system for students by providing access to scholarships, book discounts, health insurance, opportunity to develop friendships and camaraderie within the state and national chapter.

ESSENTIAL FUNCTIONS

The technical standards (non-academic) established by the school are physical abilities that ensure the "essential functions" that must be demonstrated by the student. Essential functions reflect requirements for the student able to engage in educational and training activities in such a way, which shall not endanger other students or the public, including patients. Students may also have exposure to potentially infectious agents.

OBSERVATION:

I am able to see and read printed materials including but not limited to the ability to differentiate colors, read orders, policies, procedures, test results, charts, graphs, instrument printouts, and number sequences.
I am able to visually observe patients and the patient's environment.
I have good vision, and can demonstrate sufficient visual ability to load a fine suture, the size of a human hair, onto a fine needle holder.

SPEECH / HEARING:

I am able to speak clearly and be understood.
I am able to hear and interpret voices as well as loud, soft, or muffled sounds.

PHYSICAL ABILITIES / FINE MOTOR TOUCH:

I am able to walk, lift in excess of 50 lbs, push, pull, reach, sit and stand for long periods of time when necessary. I am able to refrain from nourishment or restroom breaks for periods up to 6 hours.
I am able to move heavy objects by bending, stooping, reaching or moving side to side.
I am able to use my fingers for fine motor dexterity and manipulating small objects, etc.
I am physically able to work on or with equipment following proper training.
I have physical use of all of the following: fingers, hands, arms, feet, legs, back and neck.
I am able to reach surgical table tops and shelves, operating beds and patients lying in hospital beds or gurney. I can perform major lifting tasks, move patients (awake and anesthetized), pans of surgical instruments, surgical equipment, etc.

INTELLECTUAL / CONCEPTUAL / COGNITIVE:

I am able to do basic mathematical calculations (add, subtract, multiply, divide).
I am able to recognize emergency situations and take appropriate actions as taught.
I am able to comprehend and process verbal and written information.
I am able to organize and prioritize job tasks.

COMMUNICATION / BEHAVIOR:

I am able to read and write.
I am able to verbally communicate in the English language.
I am able to legibly communicate in writing using the English language.
I am able to demonstrate and maintain psychological and emotional stability.
I am willing and able to behave in a professional and respectful manner.
I am willing and able to comply with the Baptist Health Values: Service, Honesty, Respect, Stewardship and Performance.
I am willing and able to follow all expectations, policies and procedures outlined by the college.
I am able to follow organizational policies which maintain safety for patient(s), self, and others.
I am able to comply with safety regulations such as potential exposure to infectious organisms, body fluids, and toxic chemicals. I am also free of communicable diseases and chemical abuse.

MEDICATION ADMINISTRATION

01. The faculty has authority to determine the number of medication errors charged to a student in a given incident. The number of errors assigned by the Medication Safety Committee will be filed in the student's Academic record.
02. The faculty may recommend non-progression, probation, suspension or dismissal of a student citing "unsafe" care as the rationale.
03. If extra clinical instructor time is needed in the form of clinical supervision, tutoring or skills laboratory teaching, the student may be charged a fee to defray the expenses of the clinical instructor salary. The fee is due prior to the experience.
04. The following occurrences are defined as medication errors (list is non-inclusive):
 - Incorrect medication, blood,
 - Incorrect dosage,
 - Incorrect day or time,
 - Incorrect patient,
 - Incorrect route of administration,
 - Incorrect transcription of physician's medication order,
 - Omission of medication as ordered,
 - Medication given to patient, who has a recorded allergy to the drug,
 - Medication not ordered by physician given to patient,
 - Faculty intervention preventing a student from breaching principles of safe medication administration to a patient, and
 - A student prevented from breaching principles or processes of safe medication administration by staff intervention.

ACADEMIC POLICIES**ELECTRONIC DEVICES**

01. Personal electronic devices may never be used to capture, store or transmit protected health information. Students who violate this policy are subject to corrective action up to and including immediate dismissal.

02. The utilization of personal electronic devices to exhibit or transmit to fellow students, faculty, or staff of BHCLR materials deemed obscene, offensive, or sexually suggestive, including text messages, photographs, or videos, is strictly forbidden. Any student found to be in violation of this policy will be subject to corrective action up to and including immediate dismissal.
03. Any BHCLR or BH employee has the authority and discretion to refuse to be audio or video recorded or in situations where audio or video recording is in progress to require that it be discontinued. This authority extends to any location on the BHCLR campus, all Baptist Health (BH) or affiliated clinical facilities, and any location utilized for BHCLR learning or meeting purposes.
04. Students are not permitted to use personal electronic devices to capture photos or video/audio recordings of other individuals, including BHCLR employees and students, without their consent.

Discipline Associated with Misuse

Misuse of AI tools or personal electronic devices may result in corrective action up to and including immediate dismissal.

DRESS CODE

Baptist Health School of Surgical Technology students are expected to look professional at all times. Noncompliance with required dress code will result in inability to attend learning experience and may result in disciplinary action.

CAMPUS

Refer to Dress Code/Campus in Student Handbook General Section.

BHCLR-School of Surgical Technology students are required to wear approved scrub attire while on campus and during all scheduled classroom activities, this scrub attire must be clean, in good repair, fit properly (*not* tight-fitting), and reflect a professional appearance.

Socks are worn at all times. Socks are to be without ornamentation, i.e., bells, beads.

Shoes are clean, athletic shoes with enclosed heel and toe. Clean shoelaces appropriate color according to shoe.

SKILLS LABORATORY

Surgical attire will be worn in the skills laboratory. If the student must leave the skills laboratory; hat, shoe covers, and protective eye wear must be removed.

CLINICAL LABORATORY

Attire while in the clinical laboratory is in compliance with the following code and with the Baptist Health College Dress code, published herein. Faculty firmly enforces the codes and applies disciplinary authority for non-compliance.

DRESS CODE FOR ALL STUDENTS:

- Official school uniform
 - Scrub attire of school designated styles and color *only*. Scrub tops and pants may *not* be tight-fitting. No other garments may be visible under scrubs.

- Student identification badge must be worn at all times. It is to be visible at all times, on the shoulder area with the picture facing out. No decorative stickers or pins are to be worn on the ID badge.
- Shoes: Clean nursing or athletic leather/leather-like shoes with closed toes and backs, low heels, and non-skid soles. Can only be white or black in color. Clean shoelaces as appropriate for shoe style.
- Nails are to be clean and must not extend past the end of the finger pads; nail polish, artificial nails and nail ornaments of all kinds are unacceptable in the clinical or skills lab setting.
- False lashes of *any kind* are not allowed in the clinical or skills lab setting.
- No jewelry, of any kind, is permitted.
- Other: Ball-point pen with black ink and notepad.
- In facilities where the facility provides scrub attire; student will change from official school uniform, to scrubs provided by the clinical site, before entry into the restricted areas of the surgical suites. No undergarments may be visible while in surgical attire. The student will change back into the official school uniform before leaving the clinical site.

GRADING

GRADING SYSTEM

It is the primary responsibility of a student to learn the maximum. It is the primary responsibility of the faculty to evaluate the extent of that learning. It is the primary responsibility of the school to provide a teaching and learning environment and promote a culture that ensures student maximum learning.

Credentialed faculty, with records of long-standing experiences in the teaching and evaluation of student learning, judge the quality of student learning and progressive development toward a minimum competency level required for patient safety and public protection. It is the professional faculty who determines the final evaluation of the students' progress and assigns the final corresponding grades.

Faculty have discretion, both subjective and objective, in the evaluation and judgment of a student's performance in all areas of learning. Students and graduates, in turn, provide information and data to the school and faculty related to their level of satisfaction regarding the program of studies, teaching and learning environment and the culture within.

The grading system adopted by the faculty and the school is for the purposes of grade determination and ultimately the progression, promotion and graduation of students. The grading system offered by affiliating colleges and universities are reflected in their respective course syllabi and publications.

The school utilizes a grading system to signify student progression and the quality of learning as the student moves through the Program of Studies. A final letter grade is determined and assigned through an established and approved process for each surgical technology course. A final letter grade has a corresponding value that denotes the quality level of student learning reflected in performance. A percent range is used to determine the letter grade. Value points are used in the computation of the Grade Point Average (GPA). The GPA is used for many purposes: to mention a few, but not limited to: Honor recognition at commencement, scholarship awards,

and student academic record on the Official School Transcript.

Final surgical technology course grades are calculated by using the percent scores on written examinations (tests), ratings of performance reflected on the clinical laboratory evaluation tools, and ratings of performance reflected on the skills laboratory rating record.

ACADEMIC DISHONESTY

The School of Surgical Technology supports all BHCLR policies, and all students must abide by these policies. Failure to comply will result in disciplinary action. Policies are located in the General Section of the BHCLR Catalog on the BHCLR website. All students are responsible for reviewing and abiding by the policies in the BHCLR Catalog located at: [**BHCLR CATALOG**](#)

ARTIFICIAL INTELLIGENCE

AI refers to an artificial intelligence technology that synthesizes new versions of text, audio, or visual imagery from large bodies of data in response to user prompts. AI models can be used in stand-alone applications, such as ChatGPT or Bard.

Personal electronic devices (PEDs) are portable, battery-powered devices used for communication, data processing, and entertainment.

BHCLR administration and faculty have authority to establish guidelines for the use of AI and personal electronic devices within all BHCLR facilities. This authority extends to any location on the BHCLR campus, all Baptist Health (BH) or affiliated clinical facilities, and any location utilized for BHCLR learning or meeting purposes.

01. Use of AI in the Classroom Setting:

- Use of AI, including but not limited to smart glasses, in the classroom setting is prohibited. Students wishing to audio record a lecture must receive prior approval from the faculty and must utilize a standard recording device that does not have AI features.
- If faculty wish to use AI during selective learning experiences, such use will be defined by the faculty and will apply only to that defined experience. Faculty have the authority to define acceptable use of AI as well as the authority to require students to discontinue use of AI at any time.
- Use of AI during quizzes and exams is strictly prohibited.

02. Use of AI in the Skills Lab Setting:

- Because the skills lab setting is preparing students for the clinical setting, the use of AI is prohibited while in the skills lab and during skills lab learning experiences.

03. Use of AI in the Clinical Setting:

- Use of any AI in the clinical setting, including simulation settings, is prohibited.
- The clinical setting is defined as anywhere on the premises of the clinical site, including but not limited to patient care areas, visiting areas, cafeteria, break rooms, nurse's stations, etc.
- Students are prohibited from using AI to generate or complete any clinical documentation including history and physicals and any other patient records. Student clinical documentation must be directly authored by the student.

04. Use of AI for Coursework:

- AI may be used for assignments at the discretion of the faculty and must follow guidelines as set forth by the faculty including:

- Acknowledged use of AI to complete the assignment and
 - Citation of AI sources used for the assignment.
 - Students are solely responsible for reliability, accuracy and quality of any information obtained from AI.
05. Students are required to adhere to the guidelines outlined in this policy as well as any other form of instruction provided by faculty or BHCLR academic leaders. Failure to do so can result in disciplinary action.

THEORY GRADE

01. Faculty evaluate student learning and assign a final theory grade at the end of the course based on student achievement of course objectives in the classroom.
02. Final Theory Grade is assigned according to the Grading scale below:

GRADE	RANGE	VALUE
A	90 - 100%	4
B	80 - 89%	3
C	77 - 79%	2
D	70 - 76%	1
F	0 - 69%	0
I - Incomplete	0	0
W - Withdrawal	0	0
WX - Administrative Withdrawal	0	0

03. To determine the Theory Grade of a course, the following process is used:
- Total Points Possible for theory examinations for each course are determined by the faculty.
 - The faculty prepares a key with correct item responses, which is then compared to the student's responses. The number of incorrect responses is counted, and subtracted from the total number of points possible (questions) on the exam, resulting in a raw score. This raw score is then divided by the total points possible to determine the percentile grade for the exam. (See example below):
 - At course end, all percentile scores are summed and divided by the total number of exams to achieve a final exam percentile.
04. Course faculty may use theory examinations, course assignments and/or a final exam to determine the Final Theory Grade. The following process is used:
- Theory exams constitute 80-90 percent of the theory grade. The comprehensive final exam given in each course constitutes 10-20 percent of the theory grade.
05. To determine the Percent Score of an examination, final examination, or assignment.
- The Percent Score is calculated using the following process:
 - A Raw Score (RS) is first determined by use of an instructor prepared key and the students answers on the examination. The number of incorrect answers are counted, and subtracted from the total number of items (questions) on the exam, resulting in a raw score:
- Example:** 50 items on the exam or assignment
10 incorrect responses
40 Raw Score
- The Raw Score is divided by the number of possible points on the examination or course assignment and carried to the 3rd decimal place.

Example: Raw Score of 79 (79/102) = 0.774

Possible Score 102

- The decimal score which was carried 3 places to the right of the decimal is then multiplied by 100 to obtain the Percent Score (PS)

Example: $0.774 \times 100 = 77.4\%$ Percent Score

- The percent score is then rounded to the nearest whole number.

Example: $77.4\% = 77\%$

- The Percent Score is recorded as the theory grade for the Comprehensive Final Examination or Course Assignment.

Example: 77%

06. To calculate the Course Examination Percent Score Average (CEPSA) the following process is used:

- All percent scores on course examinations are summed.

Example: 77% Exam 1

79% Exam 2

90% Exam 3

246% Sum of Examination Scores

- The sum total of the Course Examination percent scores is divided by the number of required course examinations and carried to the 10th place and then rounded to the nearest whole number. If the score is 0.5 or greater round up, and if it is less than 0.5 round down.

Example: $246 / 3 = 82$ (CEPSA)

07. To calculate the weighted score to determine the Final Theory Grade the following process is used:

- Multiply the Course Examination Percent Score Average by the predetermined weighted percent. The score obtained is carried to the 10th place and rounded to the whole. If the results are 0.5 or greater round up, and if it is less than 0.5, round down.

Example: 82 Course Examination Percent Score Average

X 0.90 Predetermined Weighted Percent

73.8 (decimal form) = 74 Course Examination Weighted Score

- The Course Examination Weighted Score is added to the Comprehensive Final Examination Weighted Score when these are the two weighted scores used to determine the Final Theory Grade.

Example: 74 Course Examination Weighted Score

8 Comprehensive Final Examination Weighted Score

82% Final Theory Grade = C

08. The Final Theory Grade is recorded on the Final Course Grade Record to be used in determining the Final Course Grade. (Refer to the Final Course Grade Calculation)

09. A Final Theory Grade of 77% or above is required for promotion.

10. A student dismissed for cause is assigned either the status of an AWP or an AWF for the surgical technology course enrolled in at the time when the action was taken. The action is recorded in the Student Record as dismissed; however, on the students official School Transcript the action is recorded with the appropriate symbol as designated in the above schedule.

SKILLS LABORATORY GRADE: See specific course syllabi.

CLINICAL LABORATORY GRADE: See specific course syllabi.

By the end of ST 2205 Clinical Practicum III, the student must have logged 120 cases, with a minimum of 80 in the first scrub role, and maximum of 40 in the second scrub role. Of the 80 first scrub role cases required, 20 must be from General Surgery and 60 from varying surgical specialties. Of the 40 second scrub role cases required, 10 must be from General Surgery and 30 from varying surgical specialties.

INCOMPLETE GRADE:

01. The assignment of an incomplete grade is at the sole discretion of the faculty. An incomplete "I" grade indicates the student has not yet fulfilled course requirements and that either additional course work is needed or make-up work is to be completed. A final judgment and final grade determination of the students' performance or progress is made after the student fulfills the specified course work.
02. The incomplete grade must be cleared by satisfactory completion of all course work designated in writing and within the established time frame set by the faculty.
03. If the incomplete grade is not cleared as described, the "I" shall be converted by the faculty to a final grade of "F".
04. All policies related to expenses incurred by the school associated with a student's clearance of an incomplete grade apply. The Bookkeeper must be contacted by the student for information and payment of the fee. Payment must be made prior to beginning the specified course work. Personal checks are not accepted. The receipt is displayed to the faculty member when the course work is submitted or to the proctor prior to the taking of an examination

EXAMINATIONS

01. Students are expected to take all exams on the dates and times scheduled and the students are expected to be punctual for all exams. Students will be admitted to exams already in progress at the discretion of the proctor.
02. Identification badges must be worn and clearly visible on the upper chest for admission into all exams.
03. Students will keep their eyes on their own monitor and keyboard and/or exam. Any glancing around the room or at another student workstation, monitor, keyboard etc. will be interpreted as cheating.
04. Upon completion, students will quietly exit the room and not return until all students have finished the exam. Any questions concerning the exam will be answered during the test review. Students that have completed the exam are expected to be quiet in the areas outside of the examination room.
05. Exam results will be posted on-line, within one week after the exam is taken.
06. All exams will remain the property of the school.
07. Students will be instructed how to access the examination software and the procedures necessary to complete the exams specific to the testing day. Any student found in any other files, directories, programs, etc. will be interpreted as cheating.
08. The only personal items allowed during the exam will be a pencil or pen. All materials given to the student by the proctors will be returned before the student leaves the room. Students are responsible for securing personal items in a safe location; the school will not be responsible for any lost or missing items.
09. Students may review questions and change answers as long as there is time remaining. Once a student exits the exam section they cannot return or edit the exam section.
10. If a student must exit the exam room during an exam they must raise their hand and

receive permission. *There will not be any additional time allowed for the exam.*

TEST REVIEW

01. Test review is offered as a learning experience. Review is provided at the end of each examination.
02. Analysis of each test item for validity and level of difficulty is conducted after each exam. This analysis is distributed to each instructor having items on the exam. Instructors make final decisions about any item's validity or level of difficulty called into question according to established criteria.
03. If a student questions the grade received on any exam the scoring will be reviewed upon request.

MAKE-UP COURSE WORK

The opportunity to make-up missed course work, including examinations may be available to an absent student. Faculty has the sole discretion in permitting the student to make-up missed course work, including examinations.

Two factors have paramount importance in the consideration of a make-up request: the student's follow-through with policy regarding the absence, and the student's previous attendance recorded.

A fee is charged for make-up work to cover the school's expenses associated with the make-up work or examination preparation, proctoring and grading.

The following process is followed:

01. A fee is charged for make-up theory or skills lab exams, which will be added to the student's Account Balance. *The student is responsible for paying the fee balance on their Student Account.* The student must be prepared to take the exam at the next scheduled learning experience at the convenience of the faculty.
02. A fee will electronically be added to the student's account for make-up skills lab practices and check offs.
03. A fee will electronically be added to the student's account for make-up clinical days.

PROGRESSION AND PROMOTION

HONORS

Student recognition for academic excellence will be announced during the commencement ceremony:

- Honors (3.50-3.74 GPA)
- High Honors (3.75-4.0 GPA)

PROGRESSION AND COMPLETION

Progression and promotion policies give direction for the retention of high-quality students as they progress through the Program of Studies.

01. A student must satisfactorily fulfill requirements for each surgical technology course as outlined in the course syllabus and packet in order to progress in the Program of Studies.
02. The minimal final course grade for progression is a "C" in all required courses.
03. A surgical technology student may be promoted to Semester II after satisfactory fulfillment

of all requirements and a minimum final grade of “C” in all required courses in the Program of Studies.

04. A student may be promoted through the Program of Studies and graduate utilizing the following criteria:

- Surgical Technology Course Grade: Minimum 77% or letter grade of C in all courses.
- **(TERM I)**
 - Entry Tuberculin Skin test,
 - Following vaccinations: Hepatitis B vaccine. (Series of three (3) inoculations started prior to first clinical laboratory experience and maintained until completion of series), MMR, Tetanus booster within last 10 years, Varicella (Series of 2) or a titer for verification of immunity
 - Current Cardiopulmonary Resuscitation (CPR), Heartsaver course, American Heart Association Standards, prior to first day of class,
 - Final grade of “C” in required in all courses,
 - Agreement of ability to meet Essential Functions of Surgical Technologists.
 - Complete three hours of community service.
- **(TERM II)**
 - Current American Heart Association Heartsaver CPR Course, prior to first clinical Laboratory experience, and
 - Agreement of ability to meet Essential Functions of Surgical Technologist
 - Complete three hours of community service
- **(COMMENCEMENT)**
 - Successfully complete Program of Studies, with minimum grade of C in all required courses and a Cumulative GPA of 2.0,
 - Settle financial obligations with school and Baptist Health,
 - Complete Clearance Process,
 - Completion of the Certification examination and,
 - Exit interview, as specified by school.

GRADUATION REQUIREMENTS

All five requirements must be fulfilled before graduate status, diploma/degree and school pin are bestowed:

01. Successful completion of the Program of Studies, and successful completion is evidenced by completion of all requirements for each course;
02. Complete three hours of community service per semester, for a total of six hours;
03. Fulfill progression and promotion criteria;
04. Participate in the Senior Photo Session;
05. Complete the Graduate Clearance Form and process.

CERTIFICATION

The Liaison Council on Certification for the Surgical Technologist (LCC-ST) sets forth the eligibility requirements for the CST exam. The surgical technologist must be a graduate of an accredited surgical technology school in order to qualify to take the national certification examination.

The graduates may apply as a candidate to write the national certifying examination for surgical technologists. Candidates who achieve the required score will be certified to officially and

professionally use the title and credential Certified Surgical Technologist (CST).

RE-ENTRY FOR RESUMPTION OF STUDY

A student who has discontinued study for any reason is returned to the applicant pool and must be approved for re-entry by the Selection Committee before resuming study. Approval for re-entry is not guaranteed for any student discontinuing study. When reviewing re-entry applicants, the Selection Committee considers, but is not limited to, the following criteria:

01. Overall academic performance and professional development prior to absence from school,
02. Evidence of behaviors that demonstrate school Values prior to and during absence from school, and
03. Clearance process completed within one (1) week of discontinued study.

Process

A student seeking approval to resume study:

01. Submit new application before the deadline for the desired term
02. Reentry must occur within one year from the break in study or the applicant must repeat the entire program of study. Individuals are only allowed to reenter the school one time.
03. Submits the following completed documents to Admission Office, prior to the preferred file completion deadline, for reentry applications:
 - Application,
 - Any applicable fees, submitted to business office,
 - Official transcript(s), if applicable and
 - Essential Functions Form.
04. Participates in a personal interview, if requested by the Selection Committee.
05. Returning students must demonstrate competency in the skills laboratory, as outlined by the course faculty, before re-entry into the program. The skills required are limited to those that must be mastered in prerequisite courses.

STUDENT

ACCOUNTABILITY

Guidelines related to student conduct are fundamental to patient or student safety and necessary for a high level of care and overall learning within the perioperative services.

CLINICAL LABORATORY

01. The clinical instructor is responsible for the clinical education and conduct of his or her assigned student(s). Directions from the assigned faculty must be followed in order to maintain safe continuity of patient care: not to do so, shall result in immediate and severe disciplinary action by the school. The faculty has full authority to remove a student from the clinical laboratory and send that student home, at any time, if the situation warrants.
02. Food or beverages are not permitted in the clinical department except in the employee lounge.
03. Permission must be obtained from assigned Clinical Instructors before leaving the clinical laboratory.
04. Permission must be obtained from the assigned staff before going to break/lunch: one (1) fifteen (15) minute break in the morning and one (1) thirty (30) minute lunch break is allowed. Times may vary, depending upon the facility.

05. Gum chewing is not permitted in clinical laboratories.
06. Books and personal articles are not allowed in the restricted areas.
07. Students are expected to report immediately any accident or error to the assigned clinical instructor, regardless of how minor it may seem.
08. When the assigned room is not busy, students are expected to check with the assigned staff/clinical instructor or coordinator in charge for other clinical assignments or additional learning experiences.
09. Students are responsible for having assigned OR staff complete the weekly "Staff Evaluation of Student" and return to Instructor or designated area. Each student will receive an evaluation of performance from a Clinical Instructor.
10. Students are tardy if they are not in the assigned area at the beginning of their shift, for example, 0630 for the 0630-1500 shift.
11. Students will be required to make-up any missed clinical days:
 - Students who enrolled in the ST program *prior to **August 17, 2026***, will be required to make-up missed clinical days ***in excess of three per semester***.
 - Students who enroll *beginning **August 17, 2026*** will be required to make up ***any*** missed clinical days.
 - ***Clinical Make-up Days are made up at the discretion of the Associate Dean.***
12. In the event of an absence, all students must contact the assigned clinical instructor prior to scheduled shift. The student must state the specific reason for absence. Failure to notify clinical instructors prior to absence, will result in disciplinary action.
13. Being 30 minutes tardy for clinical will result in the student being sent home. If the students are sent home, they will receive an absence for the full day.

STUDENT POLICIES

ALL LEARNING EXPERIENCES

01. Name badge **MUST** be worn. **NO EXCEPTIONS.**
02. Cell phones must be turned off or on "silent". Cell phones are not permitted in the operating room.
03. Books and personal articles are the responsibility of the student.
04. Personal visitors are not allowed.

STUDENT HEALTH AND SAFETY POLICY

01. An ill student must notify the Clinical Instructor prior to the scheduled clinical time. These hours are recorded as absent time.
02. In the event of an accidental needle stick or exposure, students must report all blood and mucosa exposures and follow all policies regarding the follow-up.
03. All personal medical expenses are the responsibility of the student; therefore, the student is encouraged to have insurance coverage.

STUDENT EMPLOYMENT/WORK RELATED POLICIES

01. Students are allowed to work; however employment must not interfere with classroom or clinical assignments. All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the

capacity of a surgical technologist.

02. Time spent as an employee cannot be credited to the clinical educational program of the school. Classroom or clinical assignments are not altered to accommodate work schedule(s).
03. The student will not be scheduled for clinical assignments in order to provide coverage for the clinical area or shift.
04. Students choosing to work at Baptist Health completes the regular hiring process of the Personnel Department of Baptist Health.
05. Although School Student Policies and Baptist Health Employee Policies are in fact separate from the other, a student's behavior during application or a Baptist Health employment period that results in a disciplinary action may, in turn, result in the same by the school or vice versa.
06. The Associate Dean or Clinical Instructor does not participate in the hiring process of students for work purposes.
07. A student must be in "Good Standing" with the school in order to be hired for work in Baptist Health.
 - "Good Standing" is defined as:
 - having the required academic record
 - satisfactory attendance record
 - record void of disciplinary action by the school
08. A student maintains academic eligibility while employed at Baptist Health.
09. The school is not responsible for unprofessional conduct by a student, while he or she is working for an employer.

ATTENDANCE

ATTENDANCE AND ABSENCES

Directions for a student regarding attendance and absence are provided in the following policies:

01. Regular and prompt attendance at all scheduled learning experiences is expected in order for a student to meet the objectives for the surgical technology course.
02. Attendance at scheduled learning experiences during inclement weather, including winter storms, is expected unless otherwise notified by faculty or school officials.
03. Faculty understand that a student may be absent from class because of situations not in student's control.

However, it is also understood that an absent student is not gaining benefit of school offerings.

Therefore, an Absent Record is maintained on each student. A record of repeated absenteeism will lead to disciplinary action.

04. A student absent from classroom or scheduled clinical learning experiences three or more school days due to a health problem that requires medical intervention, must provide the course faculty a written clearance from the physician prior to resuming study.
05. Any absence created by a physician's order requires a written clearance from that physician before the student resumes scheduled learning experiences.
06. Absent days will be made up at the discretion of the Associate Dean.
07. A student may be charged a fee to defray the expense of faculty salary if extra faculty time is needed to meet course objectives as a result of an absence. The fee is due prior to the experience.

08. Numbers of days missed, as well as patterns of absence from class will be monitored. If excessive absences or patterns of absence occur, the student will meet with an assigned instructor to discuss the course of action as determined by course faculty. If a student appeals at the end of the semester, this information will be considered in the Grievance Process.
09. Absences are recorded per semester and not by course, therefore absence in any course contributes to the absences for the semester.
 - a. Students who enrolled in the ST Program *prior to* August 17, 2026:
 - i. The disciplinary steps will begin at 3 days absent. Verbal warning at 3 days missed, Written warning at 4 days missed, Probation at 5 days missed. Absence may not exceed 5 days in a semester, absence in excess of 5 days may result in Administrative Withdrawal.
 - b. Students who enrolled in the ST Program *beginning* August 17, 2026:
 - i. Are allowed one class absence per eight week course and two class absences per sixteen week course. Students will be required to make-up any missed clinical days.
 1. *8 Week Courses:*
 - a. The student will be placed on probation at 1 absence. Absences exceeding one day may result in Administrative Withdrawal.
 2. *16 Week Courses:*
 - a. The student will receive a written warning at 1 day missed and placed on probation at 2 days missed. Absences in excess of two days may result in Administrative Withdrawal.
10. Being tardy three times, for any scheduled learning experience, will count as 1 absence (1 day).
11. Absences, from a learning experience, will be recorded according to the scheduled time for that learning experience; missing a class day in which the student has any scheduled learning experience, is recorded as 1 day absent.
12. In an effort to reward a student who has achieved perfect attendance by the end of a semester, the student will be rewarded five bonus points towards their lowest Theory grade. Perfect attendance is defined as no absences or tardies for all learning experiences
13. Exceptions to the Attendance Policy may be granted at the discretion of the Program Director for periods of extended absence due to bereavement for immediate family (mother, father, child, husband, wife, brother, sister, father-in-law, mother-in-law, grandparent, or grandchild), or other catastrophic event.

Process

The following process is expected to be completed by a surgical technology student in the event of an absence or tardy:

01. For all absences, notify by telephone the assigned class or clinical instructor prior to the scheduled class, clinical or activity starting time.
02. If absence is due to physician's order, in addition to the above, contact the instructor regarding the expected date of return.
03. Obtain written clearance from intervening physician, and
04. Submit physician clearance to the assigned instructor.

TARDY

Tardy is defined as not present at the scheduled time for any learning experience. Three (3) recorded tardies shall be counted as 1 absence (1 day).

BREAKS AND MEAL TIMES

Directions for break and meal times are provided in the following:

01. Classroom:

- Break - Ten (10) minutes between classroom instruction hours.
- Meal - Thirty (30) to Forty-five (45) minutes.

02. Clinical: Will vary with facility.

- Break - Fifteen (15) minutes.
- Meal - Thirty (30) minutes

HOLIDAYS

The school recognizes seven (7) holidays per year: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

VACATION AND BREAKS

01. Spring Break is a five (5) day period usually scheduled in mid-spring each school year.

Refer to the BHCLR-SST activities calendar for the current year.

02. Fall break is a five (5) day period usually scheduled in mid fall of each school year.

03. Refer to BHCLR-SST schedule of the current year for specific dates.