

Cascade Connections Training Classroom Guidelines and Requirements

Welcome to the Cascade Connections Training Center! In order for all students to experience the highest quality learning environment, we ask that you follow our classroom guidelines and requirements:

Any student attending in-person trainings are expected to follow all safety protocols within the building. Do not attend in-person classes if you have tested positive for COVID-19, have been exposed to anyone with a positive test, or are feeling ill in any way. While inside the building and classrooms, please practice social distancing (when appropriate), wear face masks, and wash and sanitize hands frequently.

Please follow these guidelines while attending training classes in-person and online classes (as guidelines fit):

- Both in-person and online classes: Be respectful of the instructor and other students in the class. Arrive/log into class on time. It is recommended that you arrive/log in at least 10 minutes prior to class time. **(Please ensure that you understand "how" to register and/or log into each online training, well before the class date)**. Class will start on time each day. If you are running late due to unforeseen circumstances, you must call prior to class time to notify the instructor. You are also expected to contact your supervisor if you are an employee of Cascade Connections. Due to the importance of punctuality and of the information taught, students may not enter the class if they are more than 15 minutes late. You will be turned away and will need to make arrangements to make up the class at another time. If you are taking the five- or seven-day CORE training and you miss a day (or portion of a day), you must reschedule yourself to take the next available CORE training classes. (Online classes keep track of student activity and viewing time. It is recorded and instructors are notified).
- In-person classes: Silence cell phones. You may not text or make/receive calls while in class. Electronic devices are not allowed during class time but may be used on breaks. If you need to make a call while on break, please do not make calls in the common areas of the building.
- Online classes: Please be present and refrain from distractions. It is expected that while online, your environment is quiet and as private as possible. All students are required to have a microphone and video to participate in discussions and answer questions. It is imperative that your environment allows for you to be able to be fully present and attentive.

- Dress appropriately for class. Online classes: It is expected that you dress as if you are attending an in-person class. In-person classes: Flip flops, slippers, or shoes without backs are never allowed under any circumstances. You must be able to participate in class. If you are taking caregiver classes, wear clothing and shoes appropriate for caregiving. The following guidelines apply:
 - Hair should be clean, neat, and pulled back from your face
 - Jewelry should not interfere with your ability to perform care tasks/skills (i.e. dangly earrings, necklaces, etc.)
 - Shoes should be comfortable and slip-resistant and should stay on your feet. No heels, clogs, sandals without back straps, etc. Shoestrings should be tied.
 - Clothing should be clean, comfortable, and respectful. No cleavage showing (front or backside), torn or shredded jeans, shirts depicting drugs, alcohol, profanity, etc.
 - Fragrances should be limited, as many people have allergies or are sensitive.
 - Basic hygiene. Remember the importance of daily oral and body hygiene. You will be working in close proximity with other students.
- This is a non-smoking facility. If you are a smoker, please drive or walk off the premises to smoke (this pertains to electronic cigarettes as well). There is a smoking area on the south side of the building across the retention pond (there is a picnic table and ashtray). Do not leave cigarette butts on the ground, and do not bring them into the building to dispose of. Online classes: Please refrain from smoking while attending class. Cascade Connections Training expects all students to be attentive and not under the influence of any alcohol or substances.
- Class participation is expected. Most classes require a certain level of participation from all students. In order for you to pass the Caregiver Core classes to obtain an HCA license, you must be able to participate in practice skills during class time and for the test. If you are unable to participate in the skills session for any reason, you will not be provided a certificate of completion. You will need to make up that portion of the class at another time or through another community instructor in order to receive a certificate.