

Cascade Connections

Classroom Guidelines and Requirements

Welcome to 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:

1. Both in-person and on-line classes: Be respectful of the instructor and other students in the class. Arrive/log into class on time. It is recommended you arrive/log in a few minutes prior to class time. **(Please ensure you understand "how" to register and/or log into each on-line 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. Due to the importance of being punctual and the specific information taught, students will not be allowed to 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 5 or 7 day CORE training and you miss a day (or portion of a day) you must reschedule to take the next available CORE training classes. (On-line classes keep track of student's activity and viewing time. It is recorded and instructors are notified.)

2. In-person classroom: Silence cell phones. You may not text or make/receive calls while in class. Electronic devices are not allowed during class times 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. On-line classes: Please be present and refrain from distractions. It is expected that while on-line, 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 your environment allows for you to be able to be fully present and attentive.

3. Dress appropriately for 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, slip resistant and stay on 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, t-shirts/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.

On-line classes: It is expected that you dress as if you are attending an in-person class.

4. 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. On-line classes: Please refrain from smoking while attending class. It is also expected that all students are attentive and not under the influence of any alcohol or substances.

5. Class participation is expected. Most classes require a certain level of participation from all students. In order for students 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 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.