

# BLAKE | AUSTIN **COLLEGE**

## **CLINICAL MEDICAL ASSISTANT WITH PHLEBOTOMY PROGRAM STUDENT HANDBOOK**

**EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS**

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## MISSION

*Exceptional Education for Today's Careers*

## VISION

*Blake Austin College's mission is to provide each student a quality educational experience in a safe, supportive environment that promotes self-discipline, motivation, and excellence. Our hands-on approach supports the student from the introduction of training through the employment process. We are dedicated to providing educational programs that are relevant to current employment demands. Staff is challenged to administer to each individual and is receptive to their needs, ability, and capacity to learn. To do what is right for the right reason... to help a fellow human being succeed with confidence, respect, and dignity.*

## CORE VALUES

*Integrity*

*Contribution to and Compassion for Human Welfare*

*A Focused Team*

*Risk Taking*

*Empowerment with Accountability*

## STUDENT LIFE

### STUDENT RECOGNITION AWARDS

Students are also recognized for Perfect Attendance, President's List (GPA of 3.8 and higher), and/or Dean's List (GPA of 3.5 – 3.79) at the end of each course/semester. A student may receive the core value of the month award at the discretion of their instructor. The student(s) must meet the attendance policy requirements to be eligible for an award.

Upon successful completion of the program, students with an overall 100% attendance, not including make-up time, will be recognized at graduation. Students achieving a cumulative grade point average (CGPA) of 3.70 or higher and overall attendance of 95% or higher (not including make-up time) will be provided with an honor cord for graduation.

## ACADEMIC AND ADMINISTRATIVE POLICIES

### ATTENDANCE

Blake Austin College (BAC) must be able to confirm to potential employers that a student will be a reliable employee. Punctual attendance is required at all classes, clinical rotations, and externships. Attendance is an absolutely crucial part of the program and a requirement for graduation. Regular attendance is an obligation assumed by every student at the time of enrollment. Regular class attendance and being on time helps students develop good habits and attitudes necessary to compete in the job market. Attendance is monitored and recorded daily. It is the responsibility of the student to notify the College in advance if they will be absent or late. Employment opportunities are often optimized for a student who demonstrates reliability and punctuality.

All absences must be reported, and the student must call BAC at least fifteen (15) minutes prior to the class start when the student will be absent or tardy. Failure to notify the College may result in disciplinary action. When calling in, students should provide their full name and program. Students are encouraged to schedule medical, dental, personal, or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. Excessive instances and violations of the attendance policy can be grounds for dismissal. Attendance is recorded on a quarterly hourly basis.

**Students who have been absent 14-consecutive calendar days, not including scheduled school holidays or breaks, will be dropped from the program.**

### ATTENDANCE POLICY

Students are expected to achieve 100% attendance per course. Absences equal to or in excess of 10% of the scheduled hours of any course, may lead to attendance probation or dismissal from the college. Any student that is absent for more than three consecutive days will be reassessed and recommended for appropriate action based on grade and performance. Students on attendance probation who have failed to meet the probationary terms and/or attendance requirement may be dismissed from the program.

Students who are tardy and/or have absences in their first week of the program may be cancelled from the program. All students must achieve 100% attendance in prerequisite classes to continue in the program. Absences equal to or in excess of 10% of the scheduled hours of any course, may lead to attendance probation or dismissal from the college.

Any additional hours missed that are more than the allotted hours above will result in dismissal from the program.

## TARDINESS & LEAVING EARLY

Tardiness is deemed unprofessional behavior. Students must be present in class at the time of the scheduled class, at the beginning of class and after breaks. A student arriving after the scheduled class starting time, leaving before the scheduled ending time, returning late from break, or who is unprepared to begin class is considered tardy. They will receive a tardy or leave early on their attendance record. For every fourth tardy or left early, students will be placed on a success plan for attendance violation. In addition, continuous tardiness/attendance concerns may lead to failure of the course and/or dismissal from the program. Tardy students will be admitted into the classroom upon the discretion of the instructor.

## MAKE-UP WORK AND EXAMS

Students are required to makeup all course work missed due to absenteeism. The instructor may assign additional work to be completed for each absence to meet the missed learning objectives. Students are responsible for getting missed assignments and arranging time with the instructor or designee for make-up work. A 10% deduction of the score will be applied to all makeup work.

## QUIZ AND EXAM POLICY

Students must be present on the day of an assessment (exam or quiz) or the student will receive a zero. Assessments (exams or quiz) in any class cannot be made up if a student is absent on the day of the scheduled assessment (exam or quiz). If the absence is due to COVID, the student must present a positive printout of a COVID lab test result to the Program Director/Lead. Snapshots and pictures are not acceptable.

Students will receive one attempt on all graded exams and quizzes. If a student does not pass a quiz and/or exam, the student will be placed on remediation. Please see the Student Success Plan section of the handbook.

## STUDENT EVALUATIONS

Students are evaluated at certain points during their program of study. The purpose of these evaluation points is to ensure student success. Students who are receiving Veterans' benefits may not be on probation longer than two (2) evaluation point periods. If the probation is extended past the second evaluation period, the student will lose any future Veterans' funding for that enrollment.

Evaluations reflect up-to-date attendance and grades for the current course. CMAP program information regarding length and courses are provided in the BAC Catalog.

## EVALUATION POINTS

- Day 8 of each course, except MA101

## CRITERIA

The criteria are listed below for the students to meet at each evaluation point.

- 90% attendance
- 75% current course grade

## EVALUATION OUTCOMES

If the student does not meet any of the criteria listed for his/her program at the time of evaluation, the following steps will be implemented:

- Complete advisement, Student Success Plan
  - 1<sup>st</sup> offense: Verbal Warning

- 2<sup>nd</sup> offense At-Risk status
- 3<sup>rd</sup> offense: Probation status
- 4<sup>th</sup> offense: Dismissal from the program

If the student meets the criteria at the evaluation point, the student is taken off At-Risk/Probation status. Students may be dismissed prior to 4<sup>th</sup> offense if continued verbal and at-risk status per multiple terms.

## STUDENT SUCCESS PLAN

Student Success Plans are created to:

- Identify problem areas that a student may be encountering, and
- Take the necessary actions to correct the situation and promote student success.

Student Success Plans are also completed when a student violates any of the policies. The statuses for the Student Success Plan are:

1. Verbal
2. At Risk
3. Probation
4. Dismissal

### VERBAL

In some circumstances, an instructor may deem that a student would benefit from specific verbal instruction aimed at correcting a problem/concern. In many instances, this may relate to conduct violations. Whenever an instructor gives a student verbal counseling, a note will be entered into the student's record so that other instructors and administrators are aware. In the vast majority of cases, verbal counseling is provided to ensure student success through identification of a problem and offering possible solutions rather than as a reprimand.

### AT-RISK

Any time a student appears to be violating any of the policies; the student will be placed on "At-Risk" status. "At-Risk" status can extend from one course/session to another.

"At-Risk" status may occur, but is not limited to, the following reasons:

- Failure to meet attendance policy.
- Failure to attend mandatory lab: skills remediation; exam remediation; or make-up time.
- Failure to perform in a professional manner, code of conduct violation.
- Exam Score less than 75%.

Students will remain on "At-Risk" and attend remediation (if applicable) each week until the terms of the remediation have been met. Once the terms have been successfully met the student will be removed from "At-Risk". The instructor or designee will review the student's success, and both will sign in the appropriate areas. If the student fails to meet the terms of his/her "At-Risk", the student may be placed on "Probation".

### PROBATION

Students who violate the attendance, academic, student conduct, performance Policies, or failed to meet the terms of their "At-Risk" status may be placed on Probation. Probation notifies staff and faculty that the student requires close monitoring in order to be successful. Probationary status can extend from one course/session to another.

- If the student fails to meet the terms of his/her "Probation", the student may be dismissed from the program, or their "Probation" may be extended.

## DISMISSAL

Dismissal occurs when the college determines that the student has not met or cannot satisfactorily meet the academic, attendance, conduct, or other performance policies of the program. A student may be dismissed for, but not limited to, the following reasons:

- Failure to meet attendance policy
- Failure to meet the terms of probation
- Failure to complete the program in 1.5 times the published length
- Failure to meet Satisfactory Academic Progress requirements
- Failure to meet financial obligations
- Gross violation of the Student Code of Conduct; or Drug policy violation.

**NOTE: A student may be dismissed from the program at any point in the success plan stages if there is gross misconduct or failure to comply with the terms of the success plan or BAC Policies.**

## REMEDIATION

Remediation is a time for additional instruction for any student that is in need of assistance in either theory or lab skills. It is not designed to be used as a one-on-one learning, but as an aide to provide the student with the tools to become successful. Students will be required to attend mandatory remediation if the student:

- Fails a skill in a skills-based course
- Requires remediation of a skill or clinical performance
- Exam scores less than 75%
- Is requested from an instructor if he/she feels that additional instruction is needed to ensure that a skill check-off is completed

Students may initiate the request with their instructor for remediation if the student feels the need for assistance in lab skills or understanding the theory.

## REPEATED COURSES

A student who earns less than 75% in a course in their program of study must repeat the course. Earned grades are not rounded up. All repeated courses count as credit/hours attempted in the maximum time frame evaluation for SAP. If a student fails the same course twice, the student will be dismissed from the program. Any student who has failed a total of three courses in his/her program of study and/or does not meet the SAP requirements will be dismissed from the program.

Course repeat is based upon seat availability. Students may need to drop from the program if seats are not available and return when available.

## RULES AND REGULATIONS

While on school grounds, all students shall conduct themselves in an appropriate adult manner and shall be prepared for class sober and attentive. Consideration and respect should be given to all people, including other students and staff. Inappropriate behavior resulting in a violation of this policy is grounds for suspension and/or dismissal.

## ETHICAL CODE OF CONDUCT

The student:

- Will abide by all local, state and federal laws
- Will present him/herself in a professional manner
- Will abide by the Student Code of Conduct; and
- Will abide by all school policies and procedures

Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty or plagiarism, or failing to meet the professional standards of the College shall be liable for sanctions up to and including dismissal from the College. An investigation of suspected violation will be conducted and will be presented to the student. The student will have the opportunity to respond to the allegations in writing and/or in person. The position of the school may be to:

- Exonerate the student
- Issue a warning to the student
- Place the student on probation; or
- Dismiss the student from the College

Students will be informed in writing of the disciplinary action, as well as the conditions that must be met in order to remove the disciplinary status or complete the terms that must be met in order to continue enrollment.

## BAC HOUSE RULES

- No foul language and/or cursing in classrooms, halls or around the building area. Please do not loiter in the hallways.
- Please dispose of all trash in containers. This includes, but is not limited to; soft drink cans, candy wrappers, and lunch take out containers. A recycle can is located in the kitchen area. If trash is full, please inform staff. Clean up after yourselves whether in the restroom, break areas or around the building.
- There is no eating in the classrooms or drinking permitted. Drinks must have a sports top or cap (non-spill proof) that must be put away and used only in the designated areas during breaks.
- No children are allowed in the classrooms.
- Harassment of any form will not be tolerated on BAC campus. Harassment will result in immediate dismissal.
- No illegal or outside software or disks will be used, installed, or loaded onto any BAC computer unless BAC owns or has the licensing rights to the software.
- Any student who is assigned software for use in the classroom shall not copy, install, or use the software on any other computer.
- No equipment, books or software are to leave the building without prior consent and checkout procedures completed.

## PROFESSIONAL CONDUCT

Students who violate the dress or behavior code will not be permitted to attend or remain in class, laboratory, or clinical and an absence will be recorded. Students must always wear the College issued student ID badge while on campus and at clinical sites. Students who violate the dress or behavior code will be subject to the disciplinary process outlined in this Handbook.

It is of the utmost importance that students attend each class and clinical opportunity to maximize their learning experience. Students seeking to gain licensure are expected to attend all scheduled classes and clinical. Each faculty will record and report attendance for every scheduled class and clinical.

Failure to meet the course/clinical objectives will result in a course failure.

1. Smoking/vaping and/or eating are permitted in designated areas only. Always check the area for signs. For example, no eating is permitted in conference rooms, college classrooms, restrooms or hallways, hospital corridors, nurses' stations, etc. Smoking/vaping only outside of the building, in the designated areas.
2. Cell phones are permitted in designated areas only, breakrooms. Cell phones cannot be used while in the healthcare facility, in the classroom.
3. Visits by friends, relatives, and/or classmates, when in the clinical area or campus are prohibited.
4. Discussion of client, client's families and client care activities are to be confined to designated room, classrooms, and offices. All information regarding clients and/or their hospitalization/care is confidential. These are not topics for general conversation. Written assignments on clients are to be identified with clients' initials.
5. Students are permitted in the facilities for scheduled or approved activities in appropriate uniform with a BAC name badge. Students are expected to follow all clinical site rules and regulations, health, and safety standards.
6. Students may be dismissed from the clinical area and/or classroom when their conduct is deemed inappropriate or not following BAC's rules and regulations.
7. Students are expected to use language appropriate in the clinical and classroom areas.
8. Students are expected to treat faculty, staff, clinical personnel, clients, and classmates in a professional manner.
9. Air buds or headphones are not allowed in the classroom or clinical setting.
10. Students are to avoid using mouthwash and other substances that give "alcohol-like" odor to the breath. Failure to do so will be viewed as inappropriate conduct.
11. Inappropriate conduct includes, but is not limited to, rudeness, loud talking and laughter, refusal to accept assignment, plagiarizing or cheating, unlawful possession/use/distribution of illicit drugs or alcohol use of profanity, assaulting and threatening an individual either verbally, physically with body language on BAC property, college-related functions, or clinical sites, or fraternizing with staff.
12. Congregating at, hallways and/or facility cafeteria is not permitted.
13. Keep a satisfactory attendance record.

## BULLYING

BAC believes that all students have a right to a safe and healthy college environment. Educational institutions along with the community have an obligation to promote mutual respect, tolerance, and acceptance. BAC will not tolerate behavior that infringes on the safety of any staff, faculty, or student.

### ANTI-BULLYING STATEMENT

Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect the learning and working environment. BAC is committed to maintaining high standards for behaviors where every member of the College community conducts oneself in a manner which demonstrates proper regard for the rights and welfare of others. This Anti-Bullying statement, therefore, seeks to educate the College community about bullying, and to promote civility and respect among all its members, including the administration, faculty, staff, and students.

### DEFINITION

Bullying is defined as the aggressive and hostile acts of an individual or group of individuals who are intended to humiliate, mentally or physically injure, intimidate, and/or control another individual or group of individuals.

Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest itself in the following forms:

Physical Bullying includes direct physical contact such as hitting, shoving, pushing, kicking, poking, and/or tripping

another; assaulting or threatening, a physical assault; damaging a person's work area, personal property or personal product.

Verbal/Written Bullying includes ridiculing, insulting, or maligning a person, either verbally or in writing; verbal assaults, teasing, name calling, using abusive language, threatening, gossiping, derogatory, pressuring an individual into committing an act they choose not to do, belittling or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.

Nonverbal Bullying includes directing threatening gestures toward a person, an eye roll, a glare, making faces, sneering, laughing at a student's comment in the learning environment, a dismissive snort, smirking, or invading personal space after being asked to move or step away, undesirable hurtful social isolation or repeated manipulating behavior.

"Cyber bullying" is defined as bullying and individual using electronic form, including, but not limited to, the Internet, interactive and digital technologies, chat boxes, group texts or mobile phones.

BAC will not tolerate behavior that infringes on the safety of any employee of BAC or student. BAC expects students and/or staff to immediately report incidents of bullying to the Program Director or designee. BAC employees who witness such acts will take immediate steps to intervene when safe to do so. Each complaint must be submitted on an incident report and/or email. Each complaint of bullying will be promptly investigated. This policy applies to students on campus grounds, while traveling to and from campus or at a campus-sponsored activity, during lunch breaks, whether on or off campus, and during any campus-sponsored events.

Instructors shall discuss this policy with their students in a respectful way and assure them that they need not endure any form of bullying. Students witnessing or experiencing bullying are strongly encouraged to report the incident immediately to the Program Director or Academic Director; such reporting will not reflect on the complainant or witness in any way. Students can rely on BAC employees to promptly investigate each complaint of bullying in a thorough and confidential manner. If the complainant feels that appropriate resolution of the investigation or complaint has not been reached, the student should contact the Campus Director. The college prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion with or without written warning.

## DISCIPLINE PROCEDURE

The Program Director, or designees, can issue a Success Plan based on any of the violations listed below. An issue of four success forms may lead to dismissal from the program unless a serious violation has occurred which can result to immediate dismissal.

## VIOLATIONS

1. Loitering in campus and clinical facilities during class hours.
2. Failure to comply with directions of campus officials acting in the performance of their duties, such as but not limited to, eating, and drinking in classroom and use of cell phones.
3. Students not in compliance with the Dress Code will be sent home and recorded absent.
4. Attending to personal affairs during classroom and clinical rotations.
5. Creating or contributing to unsanitary and unclean conditions.
6. Inciting an act towards the college with petitions or otherwise.
7. Creating/contributing to a group chat which demeans BAC faculty, staff, or students.
8. Not following the chain of command.
9. Minor damage to campus or clinical site premises, however, if minor damage or bodily injury occurs, it becomes a major offense.

10. Copying college software or placing any personal software onto campus computers or bringing personal computer hardware without staff permission.
11. Collaborating with another student and/or copying during an assessment (exam or quiz).
12. Copying and sharing any graded assignment/assessment.
13. Utilizing unauthorized materials during a test.
14. Failing to respect students and clinical confidentiality.
15. Playing/gambling on campus or clinical site premises.
16. Unprofessional conduct on campus or clinical site premises.
17. Violating any safety standards that could result in harm to self, others, or major damage to equipment at the campus or clinical site.
18. Intruding into another student's personal belongings.
19. Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information of the campus, alteration or use of college identified documents with the intent to defraud.
20. Conducting oneself in a nonprofessional manner during a virtual learning environment.
21. Having another person complete an assignment and/or take a test or taking and completing an assignment for someone else.
22. Blatant disrespect directed toward staff, instructors, or other students.
23. Not reporting an accident at the campus or clinical sites.
24. Monetary solicitations and accepting renumeration/tips as well as distributing non- campus related materials at the College or clinical sites.
25. Use or possession of another student's ID badge without permission.
26. Misuse of own ID badge and/or allowing others to use it.
27. Removing or posting any matter on bulletin boards or any part of the campus or clinical site property unless specifically authorized to do so by the Program Director.
28. Borrowing campus property, such as laptops, without written authorization.
29. Smoking is not allowed on campus unless in designated areas.
30. Falsification or deliberate omission of significant information on the student application.
31. Assaulting, threatening, intimidating, or coercing others.
32. The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives, and/or dangerous chemicals on college premises.
33. Conviction of a felony case.
34. Willful or negligent acts or conducts that could result in neglect or abuse of any client or clinical facilities operations and properties.
35. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other college activities.
36. Unauthorized copying of confidential clinical site records and unauthorized release of client information.
37. Purchasing testing resources to use to cheat on an assessment (test or quiz).
38. Hazing, which endangers the physical or mental health of any person.
39. Bullying.

#### CELLPHONE/PERSONAL ELECTRONIC/DIGITAL EQUIPMENT IN THE CLASSROOM USAGE

Personal electronic equipment such as recorders and phones are not to be used in the classrooms or clinical facilities. A success form will be issued if a student is in violation of the cellphone/personal electronic/digital equipment usage in the classroom. Use of other electronic/digital devices (smart watches) or cellphone during an assessment (quiz or exam) will be subject to disciplinary action, possibly resulting in dismissal from the program.

In California, a student who records conversations without consent may have violated California Penal Code § 632, as it is illegal to record a confidential communication without the consent of all parties involved.

Potential Legal Violations:

1. Two-Party Consent Requirement:
  - o California is a two-party consent state, so the student's recording would likely be illegal unless the instructor gave permission or there was no reasonable expectation of privacy (e.g., the conversation occurred in a public place or in front of a large audience).
2. Confidential Communication:
  - o The conversation may be considered confidential if it took place in a private setting (e.g., office hours, a private meeting, or a small classroom discussion) and the instructor had a reasonable expectation that it would not be recorded or overheard.
3. Possible Consequences:
  - o Criminal Charges: The student could face misdemeanor charges, with penalties including fines and potential jail time.
  - o Disciplinary Action: Educational institutions often have codes of conduct that prohibit recording without consent. The student could face school disciplinary measures, such as suspension or expulsion.

## EDUCATIONAL RESOURCES

Blake Austin College (BAC) is committed to student success and therefore offers various educational resources that are available to all students, faculty, and administrators.

Use of BAC computer workstations is limited to educational purposes. Those include resource discovery that fulfills class assignments, enhances career development, and promotes general knowledge gathering. The use of these workstations to play computer games is prohibited. Users must abide by current copyright laws. The BAC workstations are not to be used for personal email, instant messaging, gaming, web browsing, or for the downloading of music, pictures or video files unless associated with the creation of a course related presentation. Under no circumstances are students permitted to modify system hardware configurations or install software

The check-out period for all Blake Austin College education resources material from the Learning Resources Center is fourteen (14) days. Students may have up to four (4) items checked out. If an item remains in an overdue status for two (2) months, the student will be charged for the cost of the item.

Students with lost or damaged material charged to their account will be restricted from checking additional material out. At time of check out, Front Desk will evaluate all educational resources material for prior damage and note the damage, if any; and will then evaluate the material upon return to confirm the material is in the same condition as time of check out.

Internet Usage is limited to school related research or job search. The purpose of the internet is to support research and education among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of job search, education, and research consistent with the educational objectives of BAC. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Users will be responsible for assisting with monitoring the account. Users will be asked to periodically report their experiences using the Internet and any misuse encountered.

## TECHNOLOGY POLICY

If portable devices are required in the classroom, use must be limited for instructional and learning only. Personal use during instructional time may result in student being sent home.

### STUDENT EMAIL ACCOUNTS

- @BACStudent.com emails (google accounts) will be provided for all students during the first two weeks of class.
- BAC Student emails will be the only email account used to communicate between instructor, staff, and students.
- The BAC Student email account will be utilized to connect with other eLearning resources.
- BAC Student emails will be used for Alumni to assist with job placement.
- BAC Student emails should be considered a professional email and used appropriately.

### TEXT MESSAGING

BAC utilizes Text Messaging to share information with students, such as:

- Emergency school closures
- Schedule changes
- Urgent communication

### E-LEARNING RESOURCES

BAC may utilize many diverse eLearning resources. Instructors will assist students with access, if applicable.

## GENERAL POLICIES

### SMOKING

Smoking is **absolutely prohibited** in front of the College. This includes vapor and e-cigarettes. The smoking area is on the back of the building. In accordance with California state law, no smoking is allowed within 20 feet of entry/exit doors. If posted signs indicate more than 20 feet from the doors, abide by the signs. Students must practice good hygiene before returning to class after smoking.

### EXTERIOR DOORS

The door is to be locked for safety reasons at night after students have arrived.

### PARKING

Parking for students is located on the side of the building, front and back of the building. Students are encouraged to park in the back parking lot of the building. The college is not responsible for theft and/or damage to any vehicles and/or student property.

## HEALTH AND SAFETY

Blake Austin College conducts operations so injuries to individuals, damage to property and/or adverse impact on the environment will be avoided. The Health and Safety Plan has been established to prevent workplace accidents and related illnesses, and to provide a clean, safe and healthy working environment for all employees, students and visitors. BAC provides administrative controls, personal protective equipment, and training to abate and reduce exposure to hazards and prevent injury and illness.

Every injury case, no matter how minor, will immediately be reported by the employee/student to his or her supervisor/instructor (see Supervisor/Instructor's Incident Report) and then referred for appropriate treatment. All first-aid care must be performed in a thorough and professional manner. Employees/students who need treatment beyond what is normally considered first-aid care must be sent to a company approved physician or an emergency medical facility for treatment, as directed by BAC.

Existing or potential safety hazards may be reported by filling out a Hazard Report form. This may be done anonymously. Forms are made available at the receptionist and student breakroom. Completed hazard reporting forms may be submitted to the Safety Officer, or in a sealed envelope, marked "Operations Specialist" and provided to the receptionist.

Training and drills have been incorporated for employees and students.

Drill	Frequency
Lockdown/Active Threat on Campus Drill	Annually
Fire Drill	Biannually
Earthquake Drill	Annually

## EMERGENCY EVACUATION AND PREPAREDNESS PROCEDURES

Emergency Evacuation Routes Map and Campus Emergency Procedures are posted throughout the campus. Each student should familiarize themselves with these exits and procedures.

## DRESS CODE POLICY

The Dress Codes **must** be followed anytime a student is on campus, including when making up time. While enrolled in BAC, you **must** abide by this policy. If you are found in violation of the BAC Dress Code, you will be dismissed for that class period.

<b>BAC Student Badge</b>	Students must wear the BAC issued student ID badge, above the waist and name with picture facing out, while on campus and clinical sites. Students will be advised to leave the campus and clinical area when not wearing their student ID badge and an absence will be recorded for that class or clinical experience. Student ID badge must be turned in when a student withdraws, drops or is dismissed from the program. A replacement fee of \$5.00 will be charged for lost badges.
<b>Hair</b>	Short or tied back off the shoulders. A ponytail is acceptable. Color: Within the scope of a working professional. No unnatural hair color is permitted. Hair Accessories: Neat and within the scope of a working professional.
<b>Hats</b>	No hats, hair covers, or cultural headwear wraps allowed <b>(religious exceptions only)</b>
<b>Nails</b>	Nails must be clean and natural. (No acrylic nails). No longer than 1/4 inch from the tip of the finger. No polish.
<b>Cosmetics</b>	Neat and within the scope of a working professional.
<b>Uniform</b>	BAC uniform top and bottom only. The uniform must be clean and wrinkle-free. <b>Clinical rotations/Preceptorship:</b> BAC uniform top and bottom, alternative uniform permitted at the discretion of the site. Plain white/black long sleeve T-shirts may be worn underneath. No leggings or yoga pants are permitted.
<b>Outerwear</b>	Only solid, no logos, black and/white sweater/ zip up hoodies or lab coat may be worn on campus; NO hoodies allowed on clinical rotations/preceptorship or on campus. Pullovers are permitted on campus.
<b>Shoes</b>	Appropriate tennis shoes, nursing shoes, any color. <b>Suede, clogs, boots, slippers, sandals, open-toed, and open-heeled shoes are NOT acceptable.</b>
<b>Accessories</b>	Earrings: Stud earrings are allowed. No oversized or dangle earrings. Necklaces should not be displayed. Rings: Wedding ring or 1 SMALL ring only on each hand. Medical only: watch with second hand
<b>Tattoos</b>	Offensive tattoos must be covered while on campus and off-campus BAC events. All tattoos must be covered during clinical rotations/preceptorship.
<b>Facial Piercing</b>	Facial Piercing: 1 SMALL discreet stud like facial piercing only. No tongue piercing or lip rings. NO facial piercing allowed on externship/clinical rotations/preceptorship
<b>Headphones</b>	No stereo earphones or wireless accessories can be worn in class or during clinical rotations/preceptorship.
<b>Jeans</b>	Jeans may be worn on designated days only. No holes, rips, capris or sagging jeans allowed. <b>All jeans must be blue or black only.</b>

Students are to be in complete uniform whenever they are at a healthcare facility. Books or personal belongings, i.e., phones, purses, are not to be brought to the healthcare facility.

Violating the dress code policy will result in a Success Plan being issued. If actions are not corrected the Disciplinary process will be followed which could lead to dismissal from the program. If a serious violation has occurred, this could lead to immediate dismissal from the program.

## AUTHORIZATION TO RELEASE INFORMATION TO COMMUNITY PARTNERS

A portion of your training program is the completion of externship or clinical or practical participation. The volunteer externship/clinical sites may require personal/confidential information about the student prior to the student being scheduled for this portion of their training. This information is generally required by the sites to allow for compliance under their policies and/or laws that regulate the healthcare organization. To this end, the information includes but is not limited to verification of clearance of background and/or drug screen results, immunization records, driver's license, CPR card, grades, attendance, and performance evaluations. As acknowledgment of this handbook, you are authorizing Blake Austin College to provide any necessary information to the sites so that the externship/clinical participation can be scheduled and authorized.

## NOTICE OF MODIFICATIONS AND/OR CHANGES

The College reserves the right to modify or make changes in faculty, program offerings, software course(s), books and/or materials, equipment, facility location, class schedules and hours, locations of equipment, classrooms, policies and procedures, student location, and other areas as it deems necessary to improve the quality of education the school provides. Consideration will be given to existing demands; however, changes may and will occur as necessary. All courses are formulated to incorporate the subject matter of the curriculum to be delivered in the format developed by the College (i.e., Instructor-Led or Open-entry, self-paced). Each course is developed to allow for the capacity of the classroom and/or Instructor-to-Student ratio. Calendars are provided as a guideline for instructors and students alike as the curriculum layout and when it should be delivered based on normal class conditions. Calendars are not to govern, but to guide.

# BLAKE | AUSTIN **COLLEGE**

## STUDENT HANDBOOK ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received the CMAP Student Handbook. I am aware that I am responsible for reading the handbook and complying with the contents therein. I understand that a copy is available on Blake Austin College's website under Consumer Information,  
<https://www.blakeaustincollege.edu/student-services/consumer-information/>

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Student Name

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Student Signature

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Date