



VOCATIONAL NURSING
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

Throughout the student's life at BAC, faculty and staff may recognize students who exhibit the College's core value(s). This type of recognition will occur at round-up.

Students are also recognized for Perfect Attendance, President's List (GPA of 3.80 and higher), and/or Dean's List (GPA of 3.50 – 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.

STUDENT ID BADGE

A student ID badge will be issued at the start of the program. 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. A Student Success Plan will be issued if the student is not in appropriate attire with the student ID badge. Student ID badge must be turned in when a student withdraws or is dismissed from the program. A replacement fee of \$5.00 will be charged for lost badges.

CHAIN OF COMMAND

In a business organization, the chain of command refers to levels of authority in the company from the top position, such as the CEO or business owner, down to works on the front line. BAC has a chain of command within the nursing program to provide students a guide to whom they may ask questions or report problems.

After a breakdown in the chain of command, students may feel as if no one is in charge. This can create an atmosphere of uncertainty and chaos, which affects the morale of all students within the nursing program.

Therefore, the following chain of command exists within the nursing program:

1. Instructor
2. Clinical Supervisor (if applicable)
3. Assistant Director of Nursing (if applicable)
4. Director of Nursing
5. Director of Academics

Once a situation is brought to the attention of the instructor verbally or in a formal written complaint or verbal complaint, the student should allow two business days to receive a reply from the instructor. If the instructor is unable to resolve the situation, the instructor will consult with the nursing leadership team. If the matter is resolved, the student should expect to receive notification of their situation from their instructor within one working day. The nursing faculty and nursing leadership team will work collaboratively to resolve any student issue. Please see the Grievance Policy in the BAC Catalog.

PROMOTION/GRADING/GRADUATION

1. **Theory/Critical Thinking**
 - a. Achieve a passing percentage as indicated for each semester.
 - b. Successfully pass each assessment (exam or quiz) with the passage percentage as indicated for each semester.
 - c. Successfully pass all assignments with the passage percentage as indicated for each semester.
 - d. Extra credit, curving, or rounding of grades is not allowed in the Nursing program.
 - e. Homework is due on the day designated by the instructor. Late homework will be accepted, however, there will be a 1-point reduction for each day the homework is late. If homework is not received within three (3) days of the due date, the student will receive zero points.
2. **Clinical/Skills Lab Evaluation**
 - a. Students shall be evaluated on achievement of clinical/skills lab objectives with a Satisfactory (meet objectives) or Unsatisfactory (unable to meet objectives).
 - b. Students shall be evaluated for professionalism, communication, clinical nursing skills, and documentation in the clinical area.
 - c. Expectations of clinical/skills achievement of these objectives will be according to the clinical/lab objectives for each semester.
 - d. Clinical/skills instructors will use written assignments, demonstrations, clinical observation of patient care provided, checklists, and post tests administered during clinical/skills pre or post conferences as tools to evaluate clinical/skills performances.
 - e. Evaluations will be ongoing throughout the clinical/skills rotation, allowing for student's self-correction and remediation for students receiving an unsatisfactory rating in any area.
 - f. An Unsatisfactory clinical/skills evaluation results in an F for the course regardless of the grade received in theory.
 - g. Failing clinical/skills will result in the student repeating the theory/critical thinking component and clinical/skills together regardless of passing theory/critical thinking grade was received.
 - h. Failure to make up clinical/skills hours at the end of the semester will result in an F for the course regardless of the grade receiving in theory/critical thinking. The student will repeat all courses within the semester regardless of passing one course within the semester.
 - i. Absences or tardies more than two (2) clinical/skills days will result in dismissal from the program. (For example, if a student has two absences and then comes to class tardy, then the student would be dismissed from the program.)

REMEDATION/TUTORING AND PROBATION

1. Remediation will be provided for students who fail an assessment (exam or quiz) or do not have a passing percentage for the course.
2. Remediation will be offered to students who perform in an unsafe and/or incompetent manner in the skills lab or at a clinical setting.
3. Students who refuse remediation, miss tutoring/remediation appointments, will be dismissed from the program. They can apply to re-enter the program one time, when an equivalent course becomes available for re-entry. Re-entry is contingent on seat available in the repeat course and must be approval from Nursing Director.
4. Students that are mandated to attend remediation may not be excused or miss any scheduled remediation/tutoring appointment.
5. If mandated tutoring is missed, the student is subject to disciplinary measures including dismissal from the program.

6. Remediation goals: A cumulative passing percentage according to the course the student is currently enrolled in and a Satisfactory Clinical/Skills Lab evaluation.
7. Remediation will include a review of the examination content to identify learning deficits and a corrective plan of action for the student that will include independent reading, computerized online practice assessments, homework review, research, and tutoring if required.
8. Remediation assignments are due 72-hours from the assigned remediation date. Failure to submit the remediation assignment will result in a failure on remediation which may result in termination from the nursing program.

STUDENT EVALUATIONS

Students are evaluated consistently throughout their program of study. The purpose of these evaluations are 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. Vocational Nursing program length is 48-weeks, 33.73 hours/week, total of 1620 hours.

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
 - 1st offense: At-Risk status
 - 2nd offense: Probation status
 - 3rd offense: Dismissal from the program

If the student meets the criteria at the evaluation point, the student is taken off At-Risk/Probation status.

STUDENT SUCCESS PLAN

Student Success Plans are created to:

1. Identify problem areas that a student may be encountering, and
2. 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 many 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.
- Any assessment score less than 75%.

Student will remain on "At-Risk" and attend remediation/tutoring 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 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.

ATTENDANCE

THEORY/CRITICAL THINKING AND CLINICAL/SKILLS LAB ATTENDANCE

1. Attendance will be recorded daily.
If a student arrives to class 15 minutes late or leaves 15 minutes early, it will be considered a tardy. If a student arrives to class more than 15 minutes late or leaves more than 15 minutes early, it will be considered an absence. Two (2) marks of tardiness will equal one absence. This also applies to being late from lunch or breaks throughout the day.
For example: If class starts at 8:00 a.m. and a student arrives between 8:01 a.m. and 8:15 a.m., the student will be marked tardy. If class starts at 8:00 a.m. and the student arrives at 8:16 a.m., the student will be marked absent.
2. A student cannot exceed missing the total hours of two full clinical/skills days each semester.
3. A student cannot exceed missing the total hours of two full theory/critical thinking days each semester.

Failure to comply with the above attendance policy will result in a student being dismissed from the program. There are no exceptions to this attendance policy

MAKE UP POLICY

1. Missed theory/critical thinking hours must be made up. All makeup work must be turned into the instructor on the next scheduled theory day to be allowed into class. Make up assignments may consist of a computerized assignment and/or a hand-written paper, one page for every hour absent, consisting of material from the content missed (at the discretion of the instructor and Director of Nursing).
2. Students that are tardy for theory/critical thinking must make up a minimum of one hour of theory/critical thinking content as the program is a clock-based program.
3. Clinical/Skills Lab: All clinical/skills lab makeup days are to be completed as full clinical/skills lab days may be scheduled at the end of the semester as the Clinical Supervisor, Director of Nursing or designee decides. Clinical/skills lab tardies will require a full day of makeup hours. Make up days are scheduled according to college staff availability, can be on weekends, specific days of week are not guaranteed, and specific clinical sites are not guaranteed.
4. Students missing a portion of the clinical/skills lab day (being recorded absent due to arriving more than 15 minutes late or leaving early) will be required to make up an entire clinical day.

COVID-19 VN ATTENDANCE POLICY

This attendance policy only applies to the pandemic caused by COVID-19. This policy will remain in effect until BAC receives notification from Governor Newsom that California has declining cases of COVID-19.

BAC will adhere to the CDC guidelines regarding students testing positive, exhibiting signs/symptoms, having contact with a person that tests positive, having contact with a person that exhibits signs/symptoms, of COVID-19, they will self-quarantine per CDC guidelines. During this 5-day quarantine, the student will be required to maintain their academic responsibilities by watching live and/or recorded theory sessions, completing the required homework, computer assignments and take any assigned assessments at a time designated by the instructor. The student must

remain in contact with their instructor on a regular basis. All assignments are due by the 5th day of quarantine unless specified by the Director of Nursing or designee.

Prior to the student returning to campus, the student must provide a negative lab test result and/or medical documentation from their physician stating he/she is no longer infectious with COVID-19 and can return to campus without restrictions. Snapshots, photos are not acceptable. Lab results that are in a PDF format can be mailed to the Director of Nursing or designee. The student's name, date of test, date the test was read must be legible and present on the lab result.

If the student requires more than 10 days of quarantine/recovery, they must withdraw from the nursing program and reapply for entry later.

EXAM OR QUIZ MAKE UP 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 Director of Nursing. Snapshots, pictures are not acceptable

TUTORIAL ASSISTANCE

1. Tutorial services are available to students experiencing academic difficulties and skills.
2. Referrals for these services are provided by faculty or nursing designee.
3. Students who are having trouble in meeting the objectives of the course will be recommended for tutorial assistance.
4. If a student is recommended for tutorial assistance, the student must adhere to the tutoring sessions, complete tutorial work, and communicate regularly with the tutor.
5. Attendance at these sessions is mandatory, will be documented and an assessment will be made of the student's progress will be received from the assigned tutor.
6. Failure to attend tutorial sessions in meeting obligations of Remediation or Probation status may result in dismissal from the program.
7. Students can be proactive in their academic success by enrolling in tutoring without an instructor referral at any time.

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, skills labs, and clinical. Each faculty will record and report attendance for every scheduled class, skills lab, or clinical. If a student fails to attend any scheduled class for more than two consecutive calendar weeks, then the student will be dismissed.

Students missing skills lab hours are responsible for demonstrating skill competency and must reschedule a make-up date with the instructor. 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 smoking/vaping or eating is permitted in conference rooms, college classrooms, restrooms or hallways, hospital corridors, nurses' stations, etc.
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 conference room, classrooms, and nursing offices. All information regarding clients and/or their hospitalization 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 theory 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 nursing stations, 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 preceptorship.

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.

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 device (smart watches) or cellphone during an assessment (quiz or exam) will be subject to disciplinary action, possibly resulting in dismissal from the program.

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

If students are in Clinicals/Externship/Preceptorship the appropriate instructor and or facility if needed.

E-LEARNING RESOURCES

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

DISCIPLINE PROCEDURE

The Director of Nursing 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, alternation 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 remuneration/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.

DRESS CODE

While attending classes on campus Students are expected to be in appropriate Blake Austin College attire such as a BAC t-shirt, BAC hoodie, etc. To complete the dress code students can wear blue jeans, or other appropriate pants. Students at Clinicals/Externship/Preceptorship are expected to dress in a BAC uniform. All clothing must be clean, wrinkle, not tight fitting, and odor free. The academic administration shall be the final judge as to neatness and cleanliness of wearing apparel and whether such apparel is appropriate, distracting, or in violation of health and safety rules. Students must always wear a campus-issued student ID badge card, above the waist and name with picture facing out, while on campus or at clinical sites. Students will be advised to leave the campus and clinical area when not in appropriate attire and absences will be recorded for that class or clinical experience. Examples of inappropriate dress includes, but are not limited to, soiled shoes, colored "T" shirts, printed long-sleeved shirts, soiled shoelaces, multiple earrings, excessive jewelry, tongue or facial piercing, absence of College's identification name tag, etc.

1. BAC scrubs (no substitutions): appropriate length and fit. Student can wear long sleeve shirts in white or back (there should be no print on the sleeves). Uniform pants must be hemmed so they do not touch the ground and worn with the waistband at the waist. Uniform pants work such as hip-huggers or in a drop waist fashion, jogging type scrub pants are not allowed, and tight uniform pants are not allowed.
2. No sweaters, sweatshirts, hoodies, or non-nursing jackets in the clinical setting.
3. Students can purchase a black or white lab jacket can be worn with the college issued uniform.
4. Lab jackets may not be worn in the clinical facility while rendering patient care.
5. Student ID badge must be worn and visible on the uniform.
6. Failure to have your own stethoscope during clinical hours will be cause for dismissal from the clinical day and you will incur an absence with a future make-up date at the end of the semester.
7. Watch – with a second hand. No iPhone, android, fit bit, digital watch is allowed.
8. If clothing does not cover the tattoo, it must be covered with a plain neutral color sleeve, wrap, bandage or appropriate concealing makeup or per clinical site regulation.
9. Cellular phones and pagers **are not allowed inside** the clinical site.
10. Chewing gum or tobacco products are not permitted.
11. No headbands, caps, beanies, scarves, flowers in the hair, or hair bobbies allowed.
12. No tight-fitting clinical scrub shirt or pant.
13. Fingernails should be short and clean. No longer than ¼" beyond. Extremes in length are not permitted. **No artificial nails or wraps allowed.**
14. No nail polish of any color including neutral or clear.
15. No artificial eyelashes or eyelash extensions.
16. Jewelry:
 - a. An engagement ring and/or wedding ring is allowed
 - b. A watch with a second hand
 - c. No hoop or dangling earrings
 - d. Ear lobes that have be gauged/stretched must be covered
 - e. No tongue or other facial piercing jewelry allowed

FEMALE STUDENTS:

1. Shoes and Socks –Mostly white or black leather shoes with closed heel and toe; clean white shoelaces, socks must be black or white. Footwear must be appropriate for the healthcare facility environment.
2. Hair – well groomed, contained, off the collar and face, no hair accessories. Ponytails and braids must be pinned up and off the collar. Long bangs must be pinned back so they do not fall into the face. Hairstyles and hair colors and other fashions or styles that are unconventional to the professional clinical environment are not

allowed; appropriate headwear based on a student's religious affiliation or health status is allowed with the permission of the clinical facility so as not to impeded standard precautions of care and preventing infection.

MALE STUDENTS:

1. Beards – closely cut or policy specified by clinical facility
2. Hair – well groomed, clean, and neatly trimmed. Ponytails and braids must be pinned up and off the collar, so they do not fall into the face. Long bangs must be pinned back so they do not fall into the face. Hairstyles and hair colors and other fashions or styles that are unconventional to the professional clinical environment are not allowed; appropriate headwear based on a student's religious affiliation or health status is allowed with the permission of the clinical facility so as not to impeded standard precautions of care and preventing infection.

Students are to be in complete uniform for class and clinical unless the clinical site requires special dress attire other than the BAC uniform. Students are to follow the College dress code when attending classes on the campus. The instructor will apprise the student of the appropriate attire to be worn on field trips and other special activities. A student who is not properly groomed will be asked to leave the classroom and/or clinical unit. For clinical areas not requiring the standard uniform, the following criteria will apply:

1. Excessive use of makeup is unacceptable.
2. No seductive, tight clothing including jeans, sweatshirts, or high heels.
3. Excessive jewelry, necklaces and perfume are not allowed.
4. No nail polish on nails. This includes clear and neutral colors.
5. Artificial eyelashes or eyelash extensions are prohibited.
6. Tattoos must be covered while at the clinical site.
7. Chewing gum in the clinical setting is not allowed.

Students returning to the hospital to complete special assignments must seek approval from the instructor. 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.

VIRTUAL ONLINE LEARNING (IF APPLICABLE)

Students are responsible for having adequate and reliable internet services to support the online and virtual learning activities. Devices must be compatible with the online learning platform. I-Pads, cell phones, and tablets are not compatible devices. Failure to use compatible devices and have sufficient internet services, may result in disruption of the virtual learning platform which includes assessments, lecture, and homework assignments. This can further result in a loss of accurate assessment scores, loss of grades, participation points and attendance.

Computer devices for virtual online learning must be equipped with a working web cam and microphone. It is suggested that students log on 15 minutes before the class begins to ensure that their devices are working.

Students must wear the college issued uniform top, abide by this handbook, use professional language in the chat box, be clearly visible to the instructor, sit in a well-lit room while sitting in a chair, have a quiet environment conducive for learning, and display profession conduct towards your peers and faculty.

Any absences or tardies related to a digital, electronic or internet issue will not be considered excused, and the student will incur an absence.

During virtual learning, students are held to the same expectations as being on campus in the classroom learning environment.

POLICIES - GENERAL

SMOKING

Smoking is **absolutely prohibited** in front of the College. This includes vapors and e-cigarettes. A designated smoking area is at the back entrance of the building. In accordance with California state law, no smoking is allowed within 20 feet of entry/exit doors. Students must practice good hygiene before returning to class after smoking.

Students found to be smoking within 20 feet of the entry/exit doors will be asked to move to the designated areas. If continued warnings occur, the student will be placed "at risk" and further violations may dictate being dropped from the program.

EXIT DOORS

The door is to be locked at for safety reasons at night after students have arrived. Students after hours will have access via their security badge. Students should always exercise caution when leaving the facility after hours.

PARKING

Parking for students is located at the back of the building. Students that are found to park in non-designated areas will be asked to move their vehicle or risk being towed. The college is not responsible for theft and/or damage to any vehicles and/or student property.

FIRE DRILLS AND EMERGENCY PREPAREDNESS PROCEDURES

Fire drills are scheduled to be conducted during scheduled class time. Emergency Exits and Campus Emergency Procedures are posted in every classroom and office. Each student should familiarize themselves with these exits and procedures.

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.



STUDENT HANDBOOK ACKNOWLEDGMENT

By signing below, I acknowledge that I have received the Vocational Nursing 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/>

Print Student Name

Cohort

Student Signature

Date