Blake Austin College

Main Campus
611-K Orange Drive
Vacaville, CA 95687
707-455-0557

Blake Austin College Beauty Academy
Branch Campus
1679 W. Monte Vista Ave. Suite 200
Vacaville, CA 95688
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EXCEPTIONAL EDUCATION FOR TODAY’S CAREERS
www.blakeaustincollege.edu
Contents

STUDENT LIFE .................................................................................................................................................... 3
   Student Recognition Awards ....................................................................................................................... 3
   Student Discounts ....................................................................................................................................... 3

ACADEMIC AND ADMINISTRATIVE POLICIES ......................................................................................... 3
   Attendance .................................................................................................................................................. 3
   Tardiness & Early Departure ....................................................................................................................... 3
   Make-up Work and Exams ........................................................................................................................... 3
   Attendance Policy ......................................................................................................................................... 4
   Leaving Early: Branch Campus ..................................................................................................................... 4
   Make-up Time: Clock-Hour Programs ......................................................................................................... 4
   Guest Vision-Branch Campus ......................................................................................................................... 4
   Student Evaluations ...................................................................................................................................... 5

Criteria ............................................................................................................................................................... 5

Evaluation Outcomes ......................................................................................................................................... 7

Student Success Plan .......................................................................................................................................... 7
   Verbal ......................................................................................................................................................... 7
   At-Risk ...................................................................................................................................................... 7
   Probation .................................................................................................................................................... 8
   Dismissal .................................................................................................................................................... 8

Remediation ......................................................................................................................................................... 8

Repeated Courses (module-based programs): ................................................................................................. 8

Leave of Absence ............................................................................................................................................... 9

RULES AND REGULATIONS .......................................................................................................................... 9

   Ethical Code of Conduct: ............................................................................................................................. 9

   General Standards of Conduct: .................................................................................................................. 10

   BAC House Rules: ...................................................................................................................................... 10

   Cell Phone Policy ....................................................................................................................................... 11

Technology Policy ............................................................................................................................................. 11
   Use of Electronics in the Classroom ............................................................................................................. 11
   Student Email Accounts ............................................................................................................................... 11
   Text Messaging .......................................................................................................................................... 11
   eLearning Resources ................................................................................................................................ 11

Smoking Policy .................................................................................................................................................... 11

Exterior Doors Policy ....................................................................................................................................... 11

Parking ............................................................................................................................................................... 12

Fire Drills and Emergency Preparedness Procedures ...................................................................................... 12
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 provide 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 • A Focused Team • Contribution to and Compassion for Human Welfare • Risk Taking • Empowerment with Accountability
STUDENT LIFE

Student Recognition Awards
Students are recognized for Perfect Attendance, President’s List (GPA of 3.8 and higher), and/or the Dean’s List (GPA of 3.5 – 3.79) at the end of each course for Main Campus programs and monthly at the Branch Campus.

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 during round-up or lightening round.

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 Discounts
Blake Austin College Beauty Academy offers hair, nail and skin services through the student salon. Student discounts are 50% off services, not applicable on any specials, 25% off products and accessories, and 30% off on LIRA products. Students must present their BAC name badge to receive discounts. When you successfully complete your program and become a BAC alumni, you will continue to receive these discounts………save your BAC name badge.

*discounts are subject to change. Please call the Beauty Academy for current discount information.

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, training sessions, and externships. Attendance is an absolutely crucial part of the training 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 notify BAC at least fifteen (15) minutes prior to the class start when there will be an absence. 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.

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

Tardiness & Early Departure
Tardiness is deemed unprofessional behavior. Tardiness and early departures are disruptive to the learning environment. Students arriving or leaving outside the scheduled class hours receive a tardy on their attendance record. See Make Up Time.

Make-up Work and Exams
Students are required to make-up all course work missed to due absenteeism. The instructor may assign additional work to be completed for each absence. Students are responsible for getting missed assignments and arranging time with the instructor for make-up work and exams. A 10% deduction will be applied to all make-up work and exams.

VN Students Only: Students will receive a zero for any quizzes or in-class assignments if not in attendance on the day given.
**Attendance Policy**

Students are expected to achieve 100% attendance per course. Absences equal to or in excess of 10% of any course, or 10% of the cumulative hours scheduled for the program, may lead to attendance probation or dismissal from the college.

Students on attendance probation who have failed to meet the probationary terms and/or 100% attendance requirement may be dismissed from the program.

All scheduled hours for each clock hour course must be completed before the end of the course. If a student fails 2 courses due to not achieving 100% of hours for the course, the student will be dismissed from the program. All students must achieve 100% attendance in prerequisite classes to continue in the program.

**Leaving Early: Branch Campus**

Students must submit Student Time-Off Notification Form who are aware that they must leave early for the day. Students should notify the Instructor at the earliest possible time to help avoid classroom interruption and client scheduling issues.

**Make-up Time: Clock-Hour Programs**

All hours must be complete in order for a student to graduate from the program. Therefore, all time missed require make up time to ensure completion of all approved hours. Make up time must be completed within one week of the tardy/leave early and within one week upon return from absence(s).

Make up assignments must be directed at completing specific objectives and/or technical skills. Students must adhere to these assignments for time missed. Acceptable methods of make-up:

- **Theory**: Case studies, independent study, written examination, attendance at workshops, auto-tutorial laboratory, and research reports.
- **Skills**: Performance evaluation in skills lab.
- **Clinical**: Performance evaluation in skills lab or additional time in the clinical area with clients.

**IT IS THE STUDENTS RESPONSIBILITY TO MAKE UP TIME AS OUTLINED ABOVE. INSTRUCTORS AND STAFF WILL NOT REMIND YOU!**

If a student fails to make up the time within the specific timeframe, the student will minimally be placed At Risk, however dismissal may occur.

Fix-It Ticket will be completed by the instructor and will outline the absent date, date make-up time to be completed by and method of make-up.

**Guest Vision-Branch Campus**

Students are responsible for clocking in and out for the day. The time clock is utilized to schedule clients for services and monitor daily attendance.

After clocking in, students are required to maintain active participation in the assigned coursework for the day. This means that students are to be engaged in assigned practice activities, self-study activities (authorized by the instructor), or participating in a class. In all cases, activities while on the time clock must be related to the training and the course of study. Personal grooming, leaving the building, reading material not related to training or doing other than school related activities will not be tolerated. The student will be asked to stop such activity or to clock out for the remainder of the day and can be given a suspension day. Continued activities of this nature could result in termination from the program.

If a student is clocked in and cannot be found on the campus during a period of time, he/she will not get credit for any hours on that day from the time he/she cannot be found and the student will be sent home. Students cannot be more than 30 feet away from the campus during breaks. Students will be sent home if breaks are taken more than 30 feet away from the campus and will not get credit from the time break began.

**VN Students: see VN Handbook for program specific guidelines for attendance**
**Student Evaluations**

Students are evaluated at certain points during their program of study. The purpose of these evaluation points is to ensure student success. Evaluations reflect up-to-date attendance and grades for the current course.

**AMA, ATMB, CMA-P, DA, HHP and VN Program:**
Evaluation point will be at the midterm of each course. The evaluation points are:
- AMA: day 11
- DA and CMA-P: day 8
- ATMB and HHP: day 13
- VN: week 8

**Cosmetology Program:**
There are several evaluation points for cosmetology program due to the length of the course being 1600 hours. The evaluation points are:
- 240 scheduled hours, end of week 8
- 450 scheduled hours, end of week 15
- 900 scheduled hours, end of week 30
- 1250 scheduled hours, end of week 42
- 1500 scheduled hours, end of week 50

The hours are scheduled hours, not completed hours.

**Esthetician and Spa Nail Technician Program:**
There are several evaluation points for esthetician and spa nail technician program due to the length of the course being 600 hours. The evaluation points are:
- 150 scheduled hours
- 300 scheduled hours
- 450 scheduled hours

**Criteria**
The criteria are listed below for the students to meet at each evaluation point. The criteria are broken down per program.

**AMA, CMA-P and DA:**
- 90% attendance
- 75% current course grade

**ATMB, Spa Nail Tech and HHP:**
- 90% attendance
- 75% current course grade

**VN:**
- 95% attendance clinical/skills lab
- 95% attendance theory
- 75% current course grade

**Cosmetology:**
- 240 Hours
  - 95% attendance
  - 75% CGPA
  - Completion of all exams and assignments
  - Pass 240 Written and Practical Exam
- 450 Hours
  - 90% attendance
  - 75% CGPA
  - Operations minimum requirements completed:
Artificial Nail Liq/Powder 14 Manicuring 4
Artificial Nail Tips 14 Manual Facials 3
Chemical Facials 4 Nail Wraps and Repairs 4
Chemical Straightening 7 Pedicuring 3
Electric Facials 4 Permanent Waving 14
Eyebrow Beautification 4 Press & Curl 4
Haircoloring 14 Scalp/Hair Treatment 4
Haircutting 19 Thermal Hair Styling 14
Makeup 3 Wet Hairstyling 46

- 900 Hours
  - 90% attendance
  - 75% CGPA
  - Pass 900 Written and Practical Exam
  - Operations minimum requirements completed:

<table>
<thead>
<tr>
<th>Operation</th>
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<td>8</td>
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<td>8</td>
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<td>36</td>
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<tr>
<td>Eyebrow Beautification</td>
<td>8</td>
<td>Press &amp; Curl</td>
<td>8</td>
</tr>
<tr>
<td>Haircoloring</td>
<td>28</td>
<td>Scalp/Hair Treatment</td>
<td>8</td>
</tr>
<tr>
<td>Haircutting</td>
<td>38</td>
<td>Thermal Hair Styling</td>
<td>36</td>
</tr>
<tr>
<td>Makeup</td>
<td>6</td>
<td>Wet Hairstyling</td>
<td>102</td>
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- 1250 Hours
  - 90% attendance
  - 75% CGPA
  - Pass 1250 Written and Practical Exam
  - Operations minimum requirement completed:

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- 1500 Hours
  - 95% attendance
  - 75% current course grade
  - Pass 1500 Written and Practical Exam (Baby Boards)
  - 100% completion of all operations

**Esthetician:**

- 150 Hours
  - 95% attendance
  - 75% CGPA
  - Completion of all exams and assignments
  - Pass Clinic Skills Evaluation Written and Practical

- 300 Hours
  - 90% attendance
  - 75% CGPA
- Completion of all exams and assignments
- Operations and minimum completed:

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<td>Eyebrow Arching/Tweezing</td>
<td>10</td>
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<tr>
<td>Chemical Facials</td>
<td>15</td>
<td>Makeup/Eyelash Application</td>
<td>25</td>
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<td></td>
<td></td>
<td>Disinfection and Sanitation</td>
<td>50</td>
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</tbody>
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- 450 Hours
  - 95% attendance
  - 75% CGPA
  - Completion of all exams and assignments
  - Operations and minimum completed:

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<td>35</td>
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<td></td>
<td></td>
<td>Disinfection and Sanitation</td>
<td>85</td>
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**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 extenuating circumstances, student can continue on probation status until the next evaluation period.

If the student meets the criteria at the next evaluation period, the student may be taken off of At-Risk/Probation status.

**Student Success Plan**

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.

Success Plans may trigger remediation when there is an indication that a student may violate any of the performance policies described above. The different types of remediation 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. 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 close to violating any of the program policies; the student will be placed on “At-Risk” status. “At-Risk” status can extend from one semester 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;
Failure to provide safe client care;
Exam Score less than 70%.

Student 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 successes 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” or their “At-Risk” may be extended.

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 semester 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 the following reasons:

- Failure to meet the terms of Probation;
- Failure to provide safe client care;
- 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 help in either lecture 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. You will be required to attend mandatory remediation if any of the incidents listed below occur. These assignments will be set up between you and the instructor and are the responsibility of the student to initiate the request. All attendance to these sessions requires sign up at 24 hours before the session attending to ensure proper preparation for the specific area of additional instruction that is necessary.

If violation occurs you will be placed on academic probation. Failure of a module will require you to repeat it at an additional cost.

Mandatory Open Lab/Exam Remediation in the event that a 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

Repeated Courses (module-based programs):
A student who earns a “D” or “F” in a course his/her program of study must repeat the course. When a course is repeated, the original grade will be replaced by “R” and is designated as a repeat course. All repeated courses count as credit/hours attempted in the maximum time frame evaluation for SAP. A student may repeat a course one time at no fee to attempt a passing grade (this does not apply to VN Program). 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. For additional information regarding repeated courses, review BAC’s Catalog under Repeated Courses.
Leave of Absence

A leave of absence (LOA) is considered a temporary interruption in a student's program of study. LOA is restricted to medical, military, or family emergency. Students can complete the following process and upon the approval from BAC, the LOA will maintain the student’s in-school enrollment status.

A leave of absence may be granted under the following conditions:
- The student meets with the a member of the Academic Team requesting LOA
- The student will complete the Request for LOA Form
- The student will provide documentation to support the LOA reason
- There is reasonable expectation that the student will return to school
- The LOA must be a minimum of 14-consecutive calendar days
- The LOA may not exceed 180 calendar days in a twelve month period

The student will not be charged for the duration of the leave. Students will be responsible for any previous financial arrangement made between the student and the Institution during the LOA. Failure to return from leave of absence on the scheduled date will result in termination from the Institution.

If unforeseen circumstances prevent the student from providing written request, BAC may grant the LOA if the appropriate documentation is received within 5 days from the student's last day of attendance. Unforeseen circumstances may include, but are not limited to medical and family emergencies, military deployment, and natural disasters.

A student that is on LOA may request an extension by submitting an extension request to the Director of Education with supporting documents before the last day of the current LOA. The total LOA cannot exceed 180 days.

A leave of absence may affect any Financial Aid.

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 persons, 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.
**General Standards of Conduct:**
Any of the following can be considered grounds for probation, suspension or dismissal under the guidelines as set forth herein:

- Repeated offensives of probation
- Students that have been charged with a Conviction, Felony, and/or Misdemeanor during the program, or have failed to disclose this at time of enrollment will be dropped from the program
- Any student that is absent for more than three consecutive sessions will be reassessed and recommended for appropriate action based on grade and past performance
- Excessive absence or continuous abuse of attendance requirements
- Any student that has been caught using alcoholic beverages, illegal or non-prescribed drugs on the premises of the institution or during scheduled school hours
- Any student that exhibits conduct that is disruptive to classmates
- Any student that fails to achieve a score of 70% on two consecutive exams will be re-assessed and appropriate recommendations will be made
- Theft of BAC property or that belonging to a fellow student
- Physical abuse or harassment of any type from any person on BAC premises
- Intentional disruption or obstruction of teaching
- Possession of firearms or other dangerous weapons on BAC property
- Any type of dishonesty and cheating
- All grounds for dismissal are subject to situation with the exception of drug use or possession of firearms or other dangerous weapons on BAC property

*Dismissal for Misconduct is Considered Permanent!*

**BAC House Rules:**

- No foul language and/or cursing in classrooms, halls or around the building area. Please do not loiter in the hallways or stairwells.
- 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 or break areas.
- There is no eating in the classrooms or drinking permitted. Drinks are permitted and must have a sports top or cap (non-spill proof). Our presence will surely be recognized so please help us maintain a professional reputation.
- Breaks are provided, refer to program schedule.
- No children are allowed in the classrooms without permission.
- Harassment of any form will not be tolerated on BAC school 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.
- With the exception of the books specifically given you, no equipment, books or software are to leave the building without prior consent and checkout procedures completed.
**Cell Phone Policy**

Sending or Receiving calls or text messages is not allowed in classrooms, hallways, or Learning Resource Center. Personal use is limited to student break areas.

If a student’s phone rings or vibrates during class, the student will receive a verbal warning and will be sent home for the day and the student will not receive credit for any class time lost. A second occurrence will result in the student may not being allowed to have their phone in the building. If there is an emergency and a family member or loved one needs to contact you during instructional hours, our receptionist can get a message to you in class if needed. Please feel free to give them the Main Campus number 707-455-0557 or Beauty Academy number 707-448-3100. Please remember to add family or caregivers to your FERPA release form, otherwise an message may be missed.

The College will not be responsible for theft or damage to any vehicles and/or student property. Instructors may authorize use of cell phone in-class for educational purposes only.

**Technology Policy**

Use of Electronics in the Classroom

If portable devices are required in the classroom, use must be limited for instructional and learning only. Personal use during instructional time will follow Cell Phone Policy guidelines.

**Student Email Accounts**

- @BACStudent.com emails (google accounts) will be provided for all students during the first week 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
- Etc.

**eLearning Resources**

BAC utilizes many diverse eLearning resources. Instructors will assist students with access if applicable.

**Smoking Policy**

Smoking is absolutely prohibited in front of the College. A designated smoking area is on the East Side of the Building (Main Campus) and to the rear of the building (Beauty Academy). In accordance with California state law, no smoking is allowed within 20 feet of entry/exit doors.

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.

**Exterior Doors Policy**

Main Campus - After the final lunch/dinner break at 8:30 p.m., students are not to go in/out of the front door, except when exiting for the evening. The door is to be locked at 9:30 p.m. with no re-entry after 9:30 p.m. for safety reasons. The East side door is not to be propped open at any time and is an exit-only door.

Beauty Academy – After 9:30 students are not to go in/out of the front door, except when exiting for the evening. The door is to be locked at 9:30 p.m. with no re-entry after 9:30 p.m. for safety reasons. The door between the student lounge and media center is an emergency exit-only door.
Parking
Main Campus - Parking for students is located on the side of the building, front and center of the parking lot. Beauty Academy – Student parking is designated to the rear parking lot. Students are not permitted to park in stalls facing the mattress store. Students that are found to park in non-designated areas will be asked to move their vehicle or risk being towed.

Fire Drills and Emergency Preparedness Procedures
Fire drills are scheduled to be conducted quarterly. Emergency Exits and Emergency Preparedness Procedures are posted in every classroom and office. Each student should familiarize themselves with these exits and procedures.

Dress Code Policy

<table>
<thead>
<tr>
<th>Blake Austin College – Main Campus</th>
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<tbody>
<tr>
<td>- Administrative Medical Assistant</td>
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<tr>
<td>- Dental Assisting</td>
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<tr>
<td>- Vocational Nursing</td>
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<tr>
<td>- Clinical Medical Assistant with Phlebotomy</td>
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</tbody>
</table>

**BAC Student Badge:**
Badges must be worn at all times when on campus. If the badge is not present you will be required to purchase a replacement badge at the cost of $5 or you will be dismissed for the day and no make-up will be granted for credit-hour program for the missed time.

**Hair:**
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.

**Hats:**
NO HATS or HAIR COVERS (religious exceptions only)

**Nails:**
Nails must be clean and natural. (No acrylic nails). No longer than 1/4 inch from the tip of the finger. No polish. VN: Clear polish is acceptable if in good repair.

**Cosmetics:**
Neat and within the scope of a working professional. Colors should be muted for daywear.

**Uniform:**
BAC Uniform top or BAC Logo t-shirt, any color and uniform bottom only. Uniform must be clean and ironed. Clinical rotations/Externship/Preceptorship: BAC Uniform top and bottom only. Plain white/black long sleeve t-shirt may be worn underneath for additional warmth.

**Outerwear:**
Disposable gown may be required in the lab. Lab coat may be required for non-invasive procedures. If something else is needed for warmth, a solid black sweater or hoodie may be worn. NO hoodies allowed on externship/clinical rotations/preceptorship.

**Shoes:**
Non-permeable leather/vinyl closed-toed shoes, any color. Clinical rotations/Externship/Preceptorship: solid white or solid black leather athletic shoes or nursing shoes, no crocs. Must be free from ornamentation.

**Accessories:**
**Earrings:** Stud earrings are allowed. No oversized or dangle earrings. Necklaces should not be displayed.
**Rings:** none preferred - wedding ring or 1 SMALL ring only on each hand. **No Sunglasses** are to be worn indoors. **Medical only:** watch with second hand

**Tattoos:**
No offensive visible tattoos while on campus. All tattoos must be covered during externship/clinical rotations/preceptorship.

**Facial Piercing:**
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

**Headphones:**
No stereo earphones or wireless accessories can be worn in class or during externship/clinical rotations/preceptorship.
<table>
<thead>
<tr>
<th>Blake Austin College - Beauty Academy</th>
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<tbody>
<tr>
<td>- ATMB</td>
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<td>- HHP</td>
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<tr>
<td>- Esthetician</td>
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<tr>
<td>- Spa Nail Technician</td>
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</table>

**BAC Student Badge:**  
Badges must be worn at all times when on campus. If the badge is not present you will be required to purchase a replacement badge at the cost of $5 or you will be dismissed for the day.

**Hair:**  
**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.

**Hats:**  
NO HATS or HAIR COVERS (religious exceptions only)

**Nails:**  
Nails must be clean and natural. (No acrylic nails).  
No longer than from the tip of the finger.  
No polish.

**Cosmetics:**  
Neat and within the scope of a working professional.  
Colors should be appropriate for daywear.

**Uniform:**  
BAC Uniform top and bottom only. Uniform must be clean and free of wrinkles.  
Plain black long sleeve t-shirt may be worn underneath for additional warmth.  
BAC t-shirt can be worn with uniform scrub bottoms

**Outerwear:**  
Aprons or Smocks may be required for Clinic Settings or as directed by instructor.

**Shoes:**  
Non-permeable leather/vinyl closed-toed shoes, any color.  
Closed Toe and Heel, nonporous athletic style shoe (NO Crocks or canvas)

**Accessories:**  
**Earrings:** Professional style, if gages are worn they must be discreet and flesh or black colored.  
**Facial Piercing:** 1 SMALL discreet stud like facial piercing only. No tongue piercing or lip rings.  
**No Sunglasses** are to worn in indoors.

**Tattoos:**  
No offensive visible tattoos.

**Headphones:**  
No stereo earphones or wireless accessories can be worn in class.
BAC Student Badge: Badges must be worn at all times when on campus. If the badge is not present you will be required to purchase a replacement badge at the cost of $5 or you will be dismissed for the day.

Hair: Hair must be styled in a professional manner. 
Color: Within the scope of a working professional. Must be approved by instructor. 
Hair Accessories: Neat and within the scope of a working professional.

Hats: NO HATS or HAIR COVERS (religious exceptions only)

Nails: Nails must be clean and of professional working length, no longer than ¼ inch from the tip of the finger.

Cosmetics: Neat and within the scope of a working professional. Colors should be appropriate for daywear.

Uniform: BAC Uniform top and bottom only. Uniform must be clean and free of wrinkles. Plain black long sleeve t-shirt may be worn underneath for additional warmth. BAC t-shirt can be worn with uniform scrub bottoms

Outerwear: Aprons or Smocks may be required for Clinic Settings or as directed by instructor.

Shoes: Non-permeable leather/vinyl closed-toed shoes, any color Closed toe, nonporous, athletic style shoe (No crocks or canvas)

Accessories: 
Earrings: Professional style, if gages are worn they must be discreet and flesh or black colored. 
Facial Piercing: 1 SMALL discreet stud like facial piercing only. No tongue piercing or lip rings. 
No Sunglasses are to worn in indoors.

Tattoos: No offensive visible tattoos.

Headphones: No stereo earphones or wireless accessories can be worn in class.

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. No make-up time will be granted for missed time during the scheduled class time.

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 Acknowledgement Form

I have received the BAC Student Handbook, and I understand that it is my responsibility to read and comply with the policies contained in it.

_________________________________________________
Student Name

_________________________________________________
Student Signature

_________________________________________________
Date