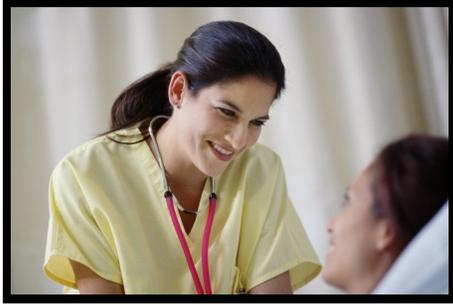




BLAKE AUSTIN COLLEGE  
STUDENT HANDBOOK 2021



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

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*Integrity*

*A Focused Team*

*Contribution to and Compassion for Human Welfare*

*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 at each campus.

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/session/month. These awards may be presented at round-up at each campus or in the classroom.

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, 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 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.

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

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### 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 module-based program, 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 scheduled hours for each clock hour module-based program must be completed before the end of each 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.

Clock-hour programs: Students will not receive credit for unscheduled class time attendance unless authorized by the instructor and/or documented as make-up time.

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## VN PROGRAM – ABSENCES & REQUIRED HOURS

1. Students may only miss and make up a total of 13 hours of combined Clinical & Skills hours each semester.  
NOTE: Make up sites are not guaranteed and are very limited which could result in a delay in progressing to the next semester and/or graduating if unable to place for make-up.
2. Students may only miss and make up a total of 16.5 hours of Theory/Critical Thinking each semester.

If more hours are missed in a semester, the student may be dismissed from the program. Extenuating circumstances may be evaluated at the discretion of the Director.

NOTE: If you would like your absence(s) to be evaluated for special circumstances or appeal the decision to dismiss based on the violation of policy, please provide all documentation related to EACH absence and a letter explaining why this will not happen in the future. This must be received within 24 hours of the absence that put you over the max allowed. It is your responsibility to initiate your process.

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## 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. Tardiness to class, including from breaks, and leaving before end of class are disruptive to the learning environment for all students. Students arriving or leaving outside the scheduled class hours receive a tardy on their attendance record. Tardy students will be admitted into the classroom upon the discretion of the instructor. Two or more tardiness or leaving early will lead to student be placed on a Student Success Plan and continuous tardiness/attendance concerns may lead to failure of course and/or dismissal from the program.

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## VN PROGRAM – TARDINESS & LEAVING EARLY

Specific participation requirements include handling one's affairs in both an adult and professional manner. This includes being to class on-time and remain for the length of the scheduled class period. This is for both the BAC Campus and additionally at Clinical sites.

### Off Campus – Clinical

- Students may be allowed one (1) Tardy in the clinical setting. Discretion factors include amount of time missed, reason, notification, professionalism, conduct, etc.
- If tardy a second time the student may be sent home. Tardiness in the clinical setting is comparable to arriving late to work. This would cause overtime for the shift prior, may affect patient care, medication pass, etc. Therefore, BAC supports and encourages professional behavior in the clinical setting. The student should think of their clinical rotation as a hands-on interview; most of our clinical sites are employers of our VN graduates.

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## MAKE-UP WORK AND EXAMS

Students are required to make-up all course work missed due 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 and exams. A 10% deduction will be applied to all make-up work, quizzes, and exams.

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## MAKE-UP TIME: CLOCK-HOUR PROGRAMS

All scheduled hours must be successfully completed in order for a student to graduate from the program. Therefore, make up time is available for anytime missed. All hours must be completed to ensure program requirements are met. Make-up time must be completed within one week of the tardy/leave early and within two weeks upon return from absence(s). Make-up time can be scheduled for a minimum of 30-minutes increments. Students cannot make-up time without a completed Student Make-Up Time Form from the instructor or designee.

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, objective assignments, written examination/quizzes, attendance at workshops, and research reports.

Skills: Practice and/or performance evaluation in skills lab.

Clinical: Performance evaluation in skills lab or additional time in the clinical area with clients.

If a student is tardy and/or leaves early for the day, the student cannot make-up time on the same day. Any student who completes make-up time prior to class on the same day and is tardy to class or leaves early, will not have make-up time considered for the day.

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

**IT IS THE STUDENT'S RESPONSIBILITY TO ATTEND THE SCHEDULED MAKE-UP TIME AS STATED ON THE MAKE-UP TIME FORM AND WILL NOT BE REMINDED BY THE FACULTY OR STAFF.**

#### QUIZ AND EXAM POLICY

Students will receive the first attempt grade 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 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. The length of each program is:

- Clinical Medical Assistant with Phlebotomy (CMA-P): 46 weeks, 20 hours/week, 920 hours
- Dental Assisting (DA): 45 weeks, 20 hours/week, 900 hours
- Vocational Nursing (VN): 50 weeks, 33.75 hours/week, 1620 hours

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#### EVALUATION POINTS

- CMA-P: day 8 (4-week courses)
- DA: day 8 (4-week courses)
- VN: week 8 (16-week courses)

#### CRITERIA

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

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#### CMA-P AND DA:

- 90% attendance
  - 75% current course grade
-

VN:

- 95% attendance clinical/skills lab
- 95% attendance theory
- 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: At-Risk status
  - 2<sup>nd</sup> offense: Probation status
  - 3<sup>rd</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.

## 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 different types of status for the Student Success Plan are:

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

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### 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.

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### 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;
- Failure to provide safe client care;
- Exam Score less than 75%.

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 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".

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## 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.

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## 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 provide safe client care
- 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 (MODULE-BASED PROGRAMS):

A student who earns a less than 75% in a course his/her program of study must repeat the course. When a course is repeated, the original grade will be replaced by "FR" 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.

## 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.

### 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 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 without permission.
- 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.

### 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 may 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 take a message to you in class if needed. Please feel free to give them the main number 707-455-0557. Please add family or caregivers to your FERPA release form, otherwise messages may be missed.

Instructors may authorize use of cell phone in-class for educational purposes only.

## TECHNOLOGY POLICY

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### 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 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.

## SMOKING POLICY

Smoking is **absolutely prohibited** in front of the College. This includes vapors and e-cigarettes. A designated smoking area is on the East Side 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.

## EXTERIOR DOORS POLICY

After 9:00 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.

## PARKING

Parking for students is located on the side of the building, front and center of the 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.

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 quarterly. 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.

## 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>	Badges must always be worn when on campus and clinical rotations/externship/preceptorship. 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.
<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. Uniform must be clean and wrinkle-free. Clinical rotations/Externship/Preceptorship: BAC uniform top and bottom, alternative uniform permitted at the discretion of the site. Plain white/black long sleeve t-shirt may be worn underneath. No leggings or yoga pants are permitted.
<b>Outerwear:</b>	Solid, no logos, black and/white sweater/hoodie may be worn. No pull-overs are permitted. NO hoodies allowed on externship/clinical rotations/preceptorship.
<b>Shoes:</b>	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. No boots, Ugg style boots or slippers.
<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 also off-campus BAC events. All tattoos must be covered during externship/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 externship/clinical rotations/preceptorship.
<b>Jeans:</b>	Jeans may be worn on designated days. No holes, rips, capris or sagging jeans allowed.



STUDENT HANDBOOK ACKNOWLEDGEMENT

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