



MAIN CAMPUS

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SEPARATE EDUCATIONAL CENTER

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STUDENT HANDBOOK

Welcome to Medical Career & Technical College!

Realize that by applying and being accepted into your particular program you have made a commitment and should be proud for taking that first step! The program you have chosen requires dedication, hard work, motivation, and compassion for others. Having good attendance and being on time for class is imperative to your success.

To become a professional in the healthcare field, it starts with practice now!

Our policies in this handbook will help you to practice those professional standards and regulations. All of these attributes will pay off for you to enjoy the opportunity of a professional career in the healthcare field. Our goal is we graduate competent students who have adopted these professional behaviors.

The following are requirements for program progression or program completion:

1. CPR certification requirement (Health Care Provider, American Heart Association). Must have by the 3rd course of your program and maintain throughout.
2. Due to the nature of the medical profession, it is imperative that you remain free of a criminal background as your future employer may decide employment based on that history.
3. The Hepatitis B vaccination series is recommended for all programs. A Hepatitis B Vaccination/Declination form is included in this handbook.
4. In addition to college catalog policies, the Student Handbook policies are expected to be followed and practiced.

STUDENT PERFORMANCE COMMITMENTS



WORKING/VOLUNTEERING IN FIELD WHILE A STUDENT

If you currently work or volunteer at a clinic, hospital, or any facility or plan to work or volunteer at a clinic, hospital, or other healthcare facility while you are a student enrolled at Medical Career & Technical College, you are in no way allowed to represent yourself as a clinical student or externship student representing the college. When it is time for the clinical rotation, externship, or ride time, the school provides a coordinator that will work with those facilities on the required paperwork that includes affiliation agreements and providing proof of liability insurance to those facilities. If it is found that you have represented yourself without following proper procedures, you may be dismissed from the school.

EXTERNSHIP

An externship orientation by an externship coordinator will occur prior to the externship term. This occurs no later than 30 days prior or the term prior to the start of the externship assignment. The coordinator will discuss all aspects about your required hours as to when, where, how, so please be patient and just focus on one class at a time. The externship is the last course that you will take.

An externship is an extension of your program and is a supervised, unpaid, and graded experience. Students are not permitted to take the place of staff while completing these hours. Students should plan to spend 30-40 hours per week at their externship site in order to complete the required hours in a timely manner. Students may not extern at their

place of employment. Students are assigned locations as approved by an externship coordinator. Students may be required to drive up to a 75-mile radius as some sites may be out of the school area. The extern must begin no later than the next term after your last course is completed.

Medical Assistant/Administration Externship Coordinator; Jennifer Lyon, AS, CMA (AAMA); jlyon@medicalcareerandtechnicalcollege.edu

Dental Assistant Externship Coordinator; Christie Strohacker, AS cstrohacker@medicalcareerandtechnicalcollege.edu

Veterinary Assistant Externship Coordinator; Amy Blackburn, BS, NCVA; ablackburn@medicalcareerandtechnicalcollege.edu

Massage Therapy Externship; Sara Johnson, MS, LMT; sjohnson@medicalcareerandtechnicalcollege.edu



STUDENT EVALUATIONS

Students will receive mid-term evaluations in each course evaluating attendance and the mid-term grade average. Students may be given instructions from their instructor in how to improve any deficient items. If you are struggling or have concerns, this is a great time to speak with your instructor. A student that is in non-compliance with any rules or regulations given by Medical Career & Technical College may be counseled by the instructor and/or administration at any time during the term. If a student is found in violation or continues a certain non-approved behavior, the College reserves the right to provide counsel to that student and/or dismissal.

If an instructor deems it necessary to pull a student from a skill due to safety concerns and after the instructor has consulted with administration, the instructor and/or administration reserves the right to provide counsel to that student. Counsel received may include change of program. Students must be observed during their skills/competency practice by faculty members only. Students are not allowed to help themselves to any lab items without instruction from the faculty member. Students are not allowed in storage areas or the biohazard closet without approval and the presence of an instructor.



STUDENT APPEARANCE

1. Red scrub top and pant, well-fitting without skin showing when bending or squatting, clean, wrinkle free and cannot pants cannot drag floor. Name badge worn to every class and lab session. Scrubs may be purchased wherever uniforms are sold.
2. Solid black or solid white t-shirt may be worn under the scrub top for warmth. Students may also purchase a Medical Career & Technical College t-shirt to wear in place of the scrub top except at externship.
3. White or black lab coats may also be purchased.
4. Shoes must be solid black or solid white and made of a non-canvas material (i.e. leather, leatherette, vinyl). Open heel or crocs with holes are not acceptable.
5. Hair must be clean, neatly styled and off the collar during clinical classes. Weaves, dreadlocks, hair extension, and unnatural hair colors such as pink, purple, blue, green, etc. are NOT acceptable and do not meet dress code.
6. Beards and mustaches must be short and neat in appearance. Mutton chops or excessively long sideburns are not permitted.
7. Fingernails should be clean, short, natural or light in polish color. Acrylic nails are not permitted in the medical field.
8. Avoid colognes and perfumes to prevent allergic reactions in others. Deodorant is encouraged.
9. Personal daily hygiene expected. Smokers be especially aware of odor.

10. Proper dental hygiene to include dentition. Smokers be especially aware of odor.
11. Visible tattoos must be covered.
12. Acceptable jewelry includes a plain wedding band, a watch with a second hand, and one pair of small earrings if desired. Other jewelry including facial and tongue piercings do not meet dress code.

STANDARD PRECAUTIONS, BLOODBORNE PATHOGENS, INFECTIOUS DISEASES

Standard precautions involve the use of protective barriers such as gloves, gowns, masks, etc. which can reduce the risk of exposure of the individual's skin or mucus membranes to potentially infectious materials. Personal protective equipment (PPE) for faculty and students must be removed before leaving the lab area and disposed of properly. All students and faculty are to take precautions to prevent injuries caused by needles and other sharp devices. Students are taught bloodborne pathogens and infection control subject matter and skill development prior to utilizing and practicing those methods. Proper hand hygiene, respiratory etiquette, prevention of transmission on desks and equipment, and TB skin testing are recommended to decrease and/or prevent the incidence of infection. The school's written policies can also be found in the Exposure Control Plan located in the administrative area and accessible in each medical lab. In the event of injury, seek your instructor immediately who will complete an incident report with possible recommendation to follow up with your healthcare provider, this at your own expense.



CLASSROOM AND LABORATORY SAFETY GUIDELINES

1. No eating or drinking in the classroom or lab areas. Bottled water only is allowed during classroom lecture; however, cannot be taken into the labs.
2. Safety regulations for equipment used is stated at the beginning of each session prior to use of the equipment or supplies. It is expected you abide by those safety guidelines.
3. Students are expected to only practice those skills learned and not deviate from those skills learned.
4. Inform faculty of any safety issue of concern such as water on the floor, electrical concerns, etc.
5. At the end of each class, push chair in and pick up trash. If it is a lab day, assist the instructor in the replenishing of supplies and putting away of items used.
6. Students are responsible for the safety of their own belongings.
7. During lab and skill activities, keep back packs, textbooks, etc. out of the isles.
8. As needed, wipe down table areas and exam areas with disinfecting wipes.
9. It is expected for you to follow fire and other safety codes; a Safety Manual is located in the administrative area, in the student lounge and included within this document.

ETHICAL AND PROFESSIONAL CODE OF CONDUCT

- Display professionalism at all times and project a positive attitude
- Be drug and alcohol free
- Perform within ethical and legal boundaries
- Practice within the scope of education and training received
- Work as a team member
- Conduct oneself in a courteous and diplomatic manner
- Protect the patient at all times
- Protect and preserve patient confidentiality
- Achieve the highest degree of honesty and integrity

- Maintain adaptability in action and attitude
- Promote your profession
- Treat instructors, students, and management in a professional manner by demonstrating respect and courtesy for others
- Interpersonal Expectations: there are appropriate and productive ways to handle disagreements and concerns; not via text or e-mail, but in person. It is important to talk with your instructor or classmates in a positive and professional way. In a rare instance you are not able to resolve a disagreement with your instructor, follow the appeals process as stated in the college catalog.



STUDENT PROFESSIONALISM

1. With the nature of the programs and the skills learned at each class session, it is critical you attend class regularly. It is the student's responsibility to contact the instructor personally in advance if class is going to be missed. Instructors will not accept late work without valid reasons and left to the discretion of each instructor. Instructors reserve the right to impose penalties such as requiring attendance assigned in ASSIST to deducting a percentage from the assignment missed or late.
2. Students should contact their instructor if at any time the student feels they are not achieving the expected level of skill requirement. An instructor may only give "incomplete" grades for emergencies only and when only a minor portion of the assignments and/or skills have not been completed. A one week "incomplete" is the extent and must be approved with the instructor and the President.
3. When a student is absent, a call must be made to the school prior to 9:00 a.m. to inform the instructor as to the nature of the absence. Externship rotations will have further specific instructions.
4. Tardiness results in holding up the class or repeating information that was previously presented. Be on time. All routine doctors and dentist appointments must be scheduled after school hours.
5. Do your own work. Students are expected to complete their own work due prior to the date the assignment is due, not during class time. Give yourself plenty of time to type or print required assignments from the Learning Resource Center (LRC). Waiting until the day it is due is too late.
6. Each instructor may have various teaching styles and grading requirements. It is expected for you to abide by each instructor's policies in regards to grading, assignments, classroom policies, etc.
7. Communication skills and safety skills are required to provide safe and effective patient care. If an instructor deems it necessary for continued practice in these skills, you may be asked to continue the next term in that same class in order to develop those skills.
8. Motor skills and coordination are required aspects for completion of many required learned skills. If an instructor finds that more practice is needed to obtain those skills, you may be asked to continue the next term in that same class in order to develop those skills.
9. Honesty is a core value of the health care profession. In the event it is determined that a student has lied for academic advantage, a violation of academic integrity has occurred.
10. Cheating is a violation of academic integrity.
11. Abide by the "Ethical and Professional Code of Conduct"
12. Violating any safety law as it pertains to OSHA or Blood-borne pathogen standard that may jeopardize the students, faculty, or visitors is a violation.
13. Excessive violations of attendance or tardy policies or those in the college catalog or student handbook may result in student reprimand or dismissal.

14. Students who do not come in proper uniform will be asked to leave and an absence will occur.
15. Students should park in the designated parking area without instructors or administration asking them to move their vehicle. Students will be considered in violation of policy if not parking in appropriate area.
16. Students should smoke in the designated area without littering of their cigarette butts.
17. If a student comes to school under the influence of alcohol or the suspicion of drug use, administration reserves the right to ask the student to leave the facility and submit to a drug test at the students' own expense. If it is deemed a positive result of a drug test or if alcohol is even suspected, the student will be dismissed from the school. The school reserves the right to perform at random drug testing. This is at discretion of administration.
18. The college has the right to refuse a student progression through programs to any student involved in any activity not considered professional or conducive to proper patient care. This includes the student's own mental stability. If anytime any college official deems any action unsuitable to successfully complete any program, you will be consulted and possibly withdrawn from the program. If at any time any college official notices any form of behavioral symptoms that poses a risk to other students, staff, faculty, or patients, the college may request the student to receive proper notification from student physician acknowledging student is able to continue as a student in their particular program of study.
19. Conduct after school hours is a reflection on the college, the externship or clinical site, and the profession.
20. The school prohibits defamation, libel, or slander or the threat of against another student, school, or school personnel. This is considered a willful act for the purpose of subjecting the person or school to humiliation, intimidation, shame, or disgrace. Students or former students who violate this policy will be subject to penalty.
21. Theft or destruction of any property while at campus or clinical assignment is subject to school dismissal and legal implications.

ANTI-BULLYING POLICY

Medical Career & Technical College believes that all students have a right to a safe and healthy school environment and therefore practices zero tolerance for bullying. The school, its students, staff, and faculty have an obligation to promote mutual respect, tolerance, and acceptance and adhere to a code of conduct that includes resolving disputes without resorting to violence or bullying and students help fellow students resolve problems peaceably.

Behavior that infringes on the security of any student will **not** be tolerated. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Medical Career & Technical College expects students and/or staff to immediately report incidents of bullying to the instructor. Any staff or faculty members who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, during breaks and the lunch period, whether on or off campus, and during a school-sponsored activity.

Students will be made aware of this policy and assured they need not endure any form of bullying during orientation and is addressed in the student handbook. Students who bully are in violation of this policy and are subject to disciplinary action from counseling, probation, and possible expulsion.

Policy for Conflict Resolution: Medical Career & Technical College believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others. Prevention is key in conflict resolution, so develop a new way to communicating, understanding, and acceptance of different values and cultures within a learning environment will help to ensure a safe and healthy atmosphere.

DISCLAIMER:

The Student Handbook is subject to change at any time and will be made available on the school's website. It is up to the individual student to remain current with policy.

SAFETY MANUAL AND EMERGENCY PREPAREDNESS PLAN

Introduction

Medical Career & Technical College is committed to providing and maintaining the health and safety to its students, staff, and faculty. The College requires its employees to report unsafe conditions and not to perform work related tasks that are deemed unsafe. Employees must report all accidents and unsafe conditions immediately to their supervisor. Requests to improve safety are also given high priority.

This manual provides guidelines for establishing a safe and healthy environment for all persons while on the College campus. Personal safety is an individual responsibility. Safety in the classroom is a collective responsibility shared by the instructor and the student. Each student is expected to exercise concern and judgment for his/her own personal safety.

Administrative Commitment

College administration will work with all employees to establish and maintain an effective health and safety program. Since the nature of the programs are all medical in nature, an Exposure Control Plan has been established and is located within each of the program laboratory areas. Each procedure laboratory also contains an SDS Manual. Safety requirements will be discussed in this manual and includes those minimum policies necessary to maintain safety and security on campus. Administration provides health and safety orientation to each new employee and provides information to its new students during new student orientation. Safety drills are conducted periodically to test the effectiveness of safety on campus.

Risk Assessment

The risk assessment is considerably low for the nature of the duties and environment at Medical Career & Technical College. Risk assessment is a systematic process for utilizing professional judgements to evaluate probably adverse conditions and/or events and their potential effects on the institution. The following are deemed possible risks associated with the programs of study: hazardous materials, radiation safety, and bloodborne pathogens. Follow the Safety Manual and Emergency Preparedness Plan, the Bloodborne Pathogens Standard, and the Hazardous Communication/SDS guidelines on steps to reduce these possible risks.

Safety Measures in the Classroom

- Do not climb or stand on desks, chairs, or countertops
- Do not block aisles, fire exits, or doorways
- Remove trash as required to prevent fire hazard

Safety Measures in the Laboratory

- Use of proper personal protective equipment (PPE)
- Do not overfill sharps containers and close and store as indicated
- Inspect electrical cords prior to use
- Keep clothing from dragging on the ground and keep shoes tied
- Lock wheelchairs as indicated
- Use safety when working with exam tables
- Do not wear open toe shoes
- Store supplies as required

- Turn off equipment when not in use and use equipment per directions
- Use receptacles as directed (i.e. trash cans, sharps containers, red biohazard bags)
- Do not store food and drink or use food and drink
- Immediately clean up spills

Safety Measures on Campus

- Do not engage in horseplay or practical jokes
- Do not consume anything that may alter ones mental or physical capacity
- Park only in the assigned location
- Apply proper lifting measurements and get help
- Pick up any items on the floor that should not be there
- Do not place objects with sharp points or jagged edges in the trash cans
- Keep the microwave clean to prevent over heating
- Coffee makers should be turned off when not in use
- Refrigerators should be kept clean with outdated food discarded

Hazardous Communications

The College uses a limited number of chemicals. Each employee and student should know where to locate the Safety Data Sheets (SDS). Read and use the manual to be aware of any required protocols prior to using the chemical.

- Do not use chemicals without being able to read the label
- Do not use expired chemicals
- Apply appropriate PPE requirements and abide by proper engineering requirements
- Eye wash station located in the clinical medical assistant laboratory
- Report any exposure to the immediate supervisor

Radiation

The college provides radiation practice for certain programs that are approved to perform radiation duties. Employees are responsible for proper controls to prevent any employee from being exposed to radiation in excess of acceptable limits. The radiation area shall maintain appropriate signs or barriers. Administration maintains records of exposure. Further radiation policy is discussed with the proper programs of use.

Bloodborne Pathogens Standard

The College maintains this standard in its Exposure Control Plan located in each of the program's laboratories. This standard applies to all employees and students that may be potentially exposed to blood or blood products.

Preventing Infectious Diseases

The College pursues measurements that prevent infectious diseases such as the influenza virus to the common cold. We ask that each employee and student utilize proper measurements to prevent the spread of such illnesses. This can be done in the form of wiping down your daily work area with disinfectant wipes to covering your mouth and nose when you cough or sneeze.

Hand hygiene – keeping hands clean is the number one prevention to the spreading of infectious diseases. Proper teaching of hand hygiene is taught in each program area. The cleaning of hands should occur after eating, after procedures, when removing gloves, or when visibly contaminated.

Respiratory etiquette – the nose and mouth should be covered with a tissue when sneezing or coughing or sneeze or cough into your arm. Proper handwashing should follow.

TB skin testing – employees and students should be tested every 12 months for tuberculosis. This can be done by a skin test, chest x-ray, or blood test.

Immunizations – it is recommended that employees and students maintain their current immunization schedule. See your physician for those recommendations.

Weather Emergencies

The National Weather Service is responsible for issuing weather warnings to the public. Severe weather warnings are issued using the following terms:

Severe Thunderstorm Watch. A Severe Thunderstorm Watch indicates conditions are favorable for severe weather, including tornadoes, thunderstorms, frequent lightning and possible high winds. Students are expected to take necessary precautions when out in inclement weather.

Severe Thunderstorm Warning. A Severe Thunderstorm Warning indicates severe weather conditions, including the possibility of tornadoes, thunderstorms, frequent lightning, hail and high winds. Students are advised to take precautions when traveling outside in inclement weather of this nature. **Tornado Watch.** A Tornado Watch indicates weather conditions conducive to tornado formations. Students are expected to take care when out in inclement weather.

Tornado Warning. A Tornado Warning indicates a tornado has actually been sighted or detected by radar in the area. When a Tornado Warning has been issued Civil Defense sirens will be sounded. TAKE COVER! Ground winds can reach 30 - 330 mph and travel 5 - 20 miles. Its path can range from 200 yards to 1 mile wide. Stay indoors in interior hallways on the lowest floor. Stay away from windows and corners. Students are to go to the nearest safety zone on their campus. For the Richmond location, exit with the instructor down to McAlister's Deli. For the Danville location, stay in the severe weather shelter.

Fire Prevention

All employees or students must report fires immediately to 911. Know the location of the fire extinguishers on campus and use as required or directed by emergency medical services or fire safety. The College is equipped with fire alarms and sprinklers. Smoking is not allowed in the building or directly in front of the building. Dispose of all cigarette materials in its proper receptacle.

Operating a fire extinguisher – P (pull the pin), A (aim at the bottom of the fire), S (squeeze the handle), S (sweep from side to side)

Evacuation Procedures

Get out of the building and tell others!

Instructors will ensure their students are out of the classroom and/or laboratory and will meet in the parking lot past the light poles for attendance.

Re-entry into the building is not permitted until cleared by the fire department.

Emergency Exits. Emergency exits in each classroom and the hallways are identified by the red EXIT signs. Emergency exit routes are identified in each classroom at the door. Students should familiarize themselves with the location of emergency exits in all areas of the campus.

Firearms

The College prohibits all firearms on school property by any person whether student, employee, or visitor. Firearms include not only guns, but pellet guns and explosives as well.

Emergency Response Plan

Intruder – is an unauthorized person who enters the school property. Notify your instructor or the administrative offices. A student should never approach the intruder, seek the support from administration. All visitors must register with the administrative offices prior to campus entry. Staff may ask the intruder politely to leave and if he/she does not leave, call 911.

Lock – Down – if a lock down is indicated due to an intruder being dangerous. Administration will inform each faculty member through verbal or phone message that the building is on a lock down. The students and staff should secure the room by locking the door, turn off the lights, cover the windows, and move all desks and chairs in front of the door entry and remain low under the desks. Remain in position until police arrive and deem it safe to come out.

Fights – your safety is first. Defuse the situation if possible, call 911 if necessary, notify administration if safe to do so. All on campus activities will be documented by interviewing witnesses and victims.

Bomb threat – remain calm and take the threat seriously. If someone called in a threat, review the phone log to determine what number the call came from, notify administration who will call the police. Staff should direct students out of the building and take their belongings and meet in the parking lot behind the light poles. Administration will contact the nearby vendors. No one may re-enter the building until cleared by the police. A detailed report will be required by the police from the person who took the call or reported the threat.

Medical Emergencies

Since the nature of the programs are medical in nature, medical trained staff are continuously on campus. Any medical emergency should be reported to the nearest instructor and/or administration for proper care to take place and to be handled in an immediate fashion. Staff will provide reassurance to the emergency and make determination and follow the standard of care for the specific medical emergency. 911 may be called.

Accident Reporting

If an incident occurs the staff member present must report the injury to administration and complete an incident report. If the injury is considered serious or life threatening, 911 should be called. If injury is not considered serious reporting is still required and investigation made.

Communications to Media

The public has the right and need to know important information related to an emergency/disaster at the school site as soon as it is available.

A designated spokesperson for the College will be determined anytime communications to the media is required. Only the President and the Campus Manager will act as this official. The media will be informed that the school is preparing a press release and the approximate time of its issue. The school official will maintain a communications document to support the history of the event and use to keep up to date on the situation.

Communications to Staff and Students

The institution provides a Campus Annual Safety Report by October 1st of each year to its staff and students or upon request by prospective students and employees. If at any time the safety measures change and are deemed necessary for the staff and students to be aware of at that time, the updates will be provided by paper immediately.

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A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS

Medical Career & Technical College publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the **Safe and Drug-Free Schools and Communities Act**. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Standards of Conduct

The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by Medical Career & Technical College. If an individual associated with the School is apprehended for violating any drug- or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

Federal Financial Aid Penalties for Drug Violations

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," the School will need to make determination if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

Penalties for Drug Convictions

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Possession of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

Sale of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

Other Potential Federal Penalties for Drug Violations

Some other potential federal penalties and sanctions applicable to drug-related offenses include:

21 U.S.C. 844

1st conviction: Up to 1-year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5, or both.

Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.

Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram.

21 U. S. C. 844a

Civil fine up to \$10,000

21 U. S. C. 847 Additional Penalties

Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

21 U. S. C. 854 Investment of illicit drug profits

Whoever violates this section shall be fined no more than \$50,000 or imprisoned not more than 10 years, or both.

21 U. S. C. 862

a. Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.

b. Drug Possessors – 1st offense is up to 1 year and 2nd and subsequent offenses are up to 5 years.

c. Suspension of period of ineligibility (A) (B) (C)

21 U. S. C. 8

Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

Legal Consequences of Substance Abuse in the State of Kentucky

For further information on State and Federal Penalties and Sanctions visit <http://www.lrc.ky.gov/statutes/index.aspx>.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844 (a) First conviction: Up to one (1) year imprisonment and fine of at least \$1,000 but not more than

\$100,000, or both. After one (1) prior drug conviction: At least fifteen (15) days in prison, not to exceed two (2)

years, and fine of at least \$2,500 but not more than \$250,000, or both. After two (2) or more prior drug convictions: At least ninety (90) days in prison, not to exceed three (3) years, and fine of at least \$5,000 but not more than \$250,000, or

both. Special sentencing provisions for possession of crack cocaine: Mandatory sentence of at least five (5) years in prison, not to exceed twenty (20) years, and fine of up to \$250,000, or both, if:

a. first conviction and the amount of crack possessed exceeds five (5) grams.

b. second crack conviction and the amount of crack possessed exceeds three (3) grams.

c. third or subsequent crack conviction and the amount of crack possessed exceeds one (1) gram. 21 U.S.C. 853 (a) (2) and 881 (a) (7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment. (See special sentencing provision re: crack.)21 U.S.C. 881 (a) (4) Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. 844a Civil fine of up to \$10,000 (pending adoption of final regulations). 21 U.S.C. 853a

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one (1) year for first offense, up to five (5) years for second and subsequent offenses. 18 U.S.C. 922 (g) Ineligible to receive or purchase a firearm.

Influenced Driving

Each year in Kentucky, hundreds of people die needlessly as the result of drinking or drugged driving. Hundreds more are seriously injured or permanently disabled, and millions of dollars of property damage occur. Here are some things you should know about the consequences of drinking and driving.

DUI Information

DUI Conviction Penalties

1st Offense Within a 10 Year Period

- 90 days of Alcohol or Substance Abuse Program
- 30 to 120-day license suspension
- Plus, Fine

2nd Offense Within a 10 Year Period

- One year of Alcohol or Substance Abuse Treatment
- 12 to 18 months license suspension
- Plus, Fine

3rd Offense Within a 10 Year Period

- 1 year of Alcohol or Substance Abuse Treatment
- 4 to 36-month license suspension
- Plus, Fine

4th Offense Within a 10 Year Period

- 1 year of Alcohol or Substance Abuse Treatment
- 60-month license suspension
- Plus, Fine

Summary Suspension

- A chemical test indicating a blood alcohol concentration (BAC) of .08 or greater results in a 3-month driver's license suspension.
- Refusal to submit to a chemical test(s) results in a 6-month license suspension.
- For subsequent offenses, a chemical test indicating a BAC of .08 or greater results in a 12-month driver's license suspension.
- Refusal to submit to a chemical test(s) results in a 36-month driver's license suspension.

Possession of Alcoholic Beverages

It is illegal for any person under the age of 21 to have alcoholic beverages in their possession, whether open or unopened. Penalties include:

- A maximum of \$2,500 fine and up to one year in jail.

Using a Fake Driver's License or ID Card

The penalties for using false IDs are serious and could change your life forever.

- Obtaining a driver's license through false affidavit is punishable by 1-3 years in prison and a maximum \$25,000 fine.
- Allowing another person to use your identification documents to apply for a driver's license or ID card is punishable by 1-3 years in prison and a maximum \$25,000 fine.

Zero Tolerance Law for Underage Drinking and Driving

Zero tolerance is a state law that went into effect on January 1, 1995. The law provides for suspension of the driving privileges of any person under the age of 21 who drives after consuming alcohol. Like the name zero tolerance suggests, any trace of alcohol in a young person's system can result in a suspended driver's license. There are exceptions—minors who consume alcohol as part of a religious service or those who ingest a prescribed or recommended dosage of medicine containing alcohol.

Penalties for Drinking and Driving

The Zero Tolerance Law provides that minors can have their driving privileges suspended even if they're not intoxicated at the .08 level. The following table shows the length of time your driving privileges may be suspended under the Zero Tolerance Law (for BAC of .01 or greater) and DUI Laws (for BAC of .08 or greater). The loss of driving privileges is greater if you refuse to take a sobriety test.

Effect on Your Driving Record

- Zero Tolerance (BAC of .01 or greater) – Except during suspension period, not on public driving record as long as there is no subsequent suspension.
 - DUI Conviction (BAC of .08 or greater) – Permanently on public driving record.
- Under certain conditions, you may be charged with DUI even though your BAC is below .08.

How You Can Help Report Drunk Drivers

You can help by reporting suspected drunk drivers to your nearest State Police Headquarters. From your cellular telephone or citizens band radio, provide us with the following information:

- The location you are calling from.
- Time, location, direction of travel and a description of the suspected drunk driver.
- The make, color, and license plate number of the car.

Blood Alcohol Content Table

This table shows the effects of alcohol on a normal person of a given body weight. Please do not take this table as a license to drink irresponsibly. Everyone is different, and alcohol affects each person in a slightly different way. Only you know your limits. Please drink within them.

<u>One drink equals:</u>	<u>Levels of Intoxication:</u>
* 1 oz. 86 proof Liquor, or	BAC less than .05% - Caution
* 3 oz. wine, or	BAC .05 to .079% - Driving Impaired
* 12 oz. Beer	BAC .08% & up - Presumed Under the Influence

Number of Drinks

Body Weight	1	2	3	4	5	6	7	8	9
100	0.032	0.065	0.097	0.129	0.162	0.194	0.226	0.258	0.291
120	0.027	0.054	0.081	0.108	0.135	0.161	0.188	0.215	0.242
140	0.023	0.046	0.069	0.092	0.115	0.138	0.161	0.184	0.207
160	0.020	0.040	0.060	0.080	0.101	0.121	0.141	0.161	0.181
180	0.018	0.036	0.054	0.072	0.090	0.108	0.126	0.144	0.162
200	0.016	0.032	0.048	0.064	0.080	0.097	0.113	0.129	0.145
220	0.015	0.029	0.044	0.058	0.073	0.088	0.102	0.117	0.131
240	0.014	0.027	0.040	0.053	0.067	0.081	0.095	0.108	0.121

This table shows the effects of alcohol within one hour on a normal person of a given body weight.

How to Regain Federal Student Aid Eligibility

1. A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
2. A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
 - Include the student passing at least two unannounced drug tests;
 AND
 - Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
 - Be administered by a federal, state, or local government agency or court, or
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
 - Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
3. A student may further regain eligibility upon successful completion of two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

Convictions during Enrollment

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify the School immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

Institutional Sanctions for Alcohol and Drug Violations

Any member of the School community found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the School.
- In all cases, the School will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The School has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who has since sought admission or readmission to the school will be considered on a case-by-case basis.

A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS

Medical Career & Technical College publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the **Safe and Drug-Free Schools and Communities Act**. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

The expectations set forth in the school's Standards of Conduct related to drug and alcohol use is discussed earlier. Those expectations, as well as the provision of the related risks and consequences with the penalties and possible sanctions being highlighted, are re-emphasized and distributed to students and employees at least annually. Additionally, drug and alcohol counseling resources are made known to all members of the school community. Medical Career & Technical College has a commitment to protect the confidentiality of student records. The College makes every effort to release information only to those individuals who have established a legitimate educational need for the information. Documents submitted to the College by the student or other authorized person or agency for the purpose of admission to the College become the property of Medical Career & Technical College and cannot be released to another party by request.

The Family Education Rights and Privacy Act (FERPA) permits students certain rights with respect to their educational records. These rights include:

1. *The right to inspect and review the student's education records within 45 days of the day the College receives a written request for access.*

Students should make written request to the Registrar or the Director of Education that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. *The right to request the amendment of the student's education records that the student believes in inaccurate.*

The student needs to make written request to the College official and clearly identify the part of the records they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested

by the student, the College will notify the student with the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.*

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic role; a person the College has contracted such as attorney, auditor, or collector. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The College may disclose information without consent to government agencies and accreditation bodies as necessary to the administration of Title IV Financial Aid, Veteran Benefits, and/or compliance with government or accreditation reporting requirements. In case of disaster or emergency, school officials may disclose information to appropriate parties, without consent, if necessary, to protect the health and safety of the student or other individuals.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Medical Career & Technical College to comply with the requirements of FERPA.*

The name and office that administrates FERPA is:

Family Compliance Policy Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC, 20202-4605

FERPA request that the College obtains written consent prior to the disclosure of personally identifiable information from the student's education records. However, the College may disclose designated information, such as that found in graduation programs, or student's testimony for website or social media publication, without written consent, unless the student has advised the College to the contrary in accordance with the above procedures. This permission is obtained during school orientation and the student has the right to request differently anytime throughout their program.

The College may disclose education records to the parents and/or guardian of a dependent student, as defined in Title 26 USCS 152 of the Internal Revenue Code. Proof of dependency must be on record with the College or provided to the office responsible for maintaining records prior to disclosure of the records. Students may also sign authorization to disclose education records to parents and/or third parties to release grades and other necessary information to insurance agencies, scholarship providers, etc.

CORONAVIRUS (COVID-19) PREVENTION

To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water or clean them with alcohol-based hand rub.
- Maintain at least A 6 Foot distance between you and people coughing or sneezing.
- Avoid touching your face.
- Wear a cloth face covering.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell or if you have a fever.
- Refrain from smoking and other activities that weaken the lungs.
- Practice physical distancing by avoiding unnecessary travel.

MEDICAL CAREER & TECHNICAL COLLEGE
STUDENT PERFORMANCE COMMITMENT

I have read and been orientated on the Student Handbook Policies and Performance Commitment. I choose to abide by its policies. I have made every attempt to have items of misunderstanding clarified. I also understand its importance for the program. I choose to apply these policies and commitments as stated in the handbook to the best of my knowledge and abilities. I also understand that if I don't abide by the policies, I will receive reprimand and possible school termination.

Student Signature _____ Date _____

Print Name _____ Program _____

MEDICAL CAREER & TECHNICAL COLLEGE

WAIVER OF LIABILITY AND INFORMED CONSENT

STUDENT NAME _____ PROGRAM _____

- I WILLINGLY CONSENT TO PARTICIPATE IN ALL LAB ACTIVITIES AND SKILLS PRACTICE FOR EDUCATIONAL PURPOSES. IT IS MY RESPONSIBILITY TO REPORT ANY INFORMATION OF MEDICAL ISSUES OR CONCERNS THAT WILL LIMIT ME FROM PARTICIPATION.
- AS A STUDENT, I AGREE TO NOT HOLD LIABLE THE SCHOOL, ITS STAFF AND FACULTY, STUDENTS, OR EXTERNSHIP SITES LIABLE FOR PROCEDURES PERFORMED ON ME BY ONE OF THE STUDENTS FOR THE PURPOSE OF EDUCATION AND TRAINING. I AM AWARE THE STUDENTS WILL BE UNDER SUPERVISION OF THE INSTRUCTOR OR THE EXTERNSHIP SITE. I UNDERSTAND ALL STUDENTS ARE EXPECTED TO PARTICIPATE IN PRACTICE OF REQUIRED PROFESSIONAL SKILLS AS IT PERTAINS TO A PARTICULAR PROGRAM.
- I CONSENT TO APPEAR IN PHOTOS OR VIDEOS FOR EDUCATIONAL AND INFORMATION PURPOSES AT MEDICAL CAREER & TECHNICAL COLLEGE.
- I CONSENT TO PARTICIPATE IN SIMULATED (PATIENT) INTERVIEWS USED FOR EDUCATIONAL PURPOSES IN LAB AND LECTURE DEMONSTRATIONS.
- I UNDERSTAND INFORMATION LEARNED IN REGARDS TO OTHER STUDENTS OR INSTRUCTORS IN THE CLASSROOM THAT MAY HAVE BEEN OVERHEARD OR USED IN THE CLASSROOM FOR EDUCATIONAL PURPOSES IS TO REMAIN CONFIDENTIAL AND NOT SHARED OUTSIDE OF THE CLASSROOM.

STUDENT SIGNATURE _____ DATE _____

Medical Career & Technical College

HEPATITIS B ACKNOWLEDGEMENT

Students are highly encouraged to take the Hepatitis B vaccination. Healthcare professionals are ones that are at risk to the exposure of Hepatitis B through blood transmission. The vaccine does not protect against other forms of hepatitis.

Acknowledgement of Vaccination

I have previously received the vaccination series of the Hepatitis B.

Date of last vaccination: _____

Student Signature

Date

Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to me; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me

Student Signature

Date