

ATHENA CAREER ACADEMY

STNA Program

STUDENT/CATALOG HANDBOOK

School Registration Number- 10-09-1943T

JANUARY 2017

WELCOME

I, along with the administration, faculty, and entire staff of Athena Career Academy would like to welcome you to our school. We at Athena Career Academy are very proud of our school, our students, and our staff and are excited to have you here as a new student.

Congratulations on making a very positive choice to become a student in our quality program and a member in our community of learners. We look forward to working with you.

Sincerely,

Suzanne Smith, MSN, RN
STNA Program Coordinator

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ATHENA CAREER ACADEMY STATE TESTED NURSING ASSISTANT PROGRAM

INTRODUCTION

Welcome to Athena Career Academy. The directors, faculty and administrative staff at Athena Career Academy are proud to greet you as you begin your path to a career as a State Tested Nursing Assistant. Athena Career Academy is dedicated to the individual success of each of our students. Athena Career Academy has developed a comprehensive curriculum designed to prepare students for a satisfying career in today's economic environment. We strive to create a nurturing educational environment that will meet the needs of our student body and we will strive to provide opportunities for success as our students gain new knowledge toward the goal of helping other individuals, the community, and themselves.

We believe that learning is enhanced by a nurturing, positive relationship that is developed between the student and faculty. Athena Career Academy employs skilled instructors that are experts in their fields, and our instruction is intertwined with lessons in dignity, cultural diversity, and customer service. We believe that caring for others is a sacred art. We provide a base of scientific knowledge combined with a humanistic value system to prepare our graduates to become caring, competent State Tested Nursing Assistants. Athena Career Academy is an equal opportunity institution, which does not discriminate on the basis of creed, gender, ethnic origin, race, marital status, sexual orientation, age, or any physical disability that does not inhibit performance or attainment of course/clinical objectives. The handbook is updated periodically through input from students, staff, advisory committee, and data analysis. Once input and data is reviewed, changes are made in a process with approval from the Program Director, Student Services Director, President of the school, and the governing board. Students will be notified of any and all updates in writing.

ACCREDITATION AND LICENSURE

Athena Career Academy has governing associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs.

- The Ohio Board of Nursing
- The Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Ste 325, Atlanta, GA 30350, Telephone: [770.396.3898](tel:770.396.3898) / FAX: [770.396.3790](tel:770.396.3790), www.council.org.
- Ohio Board of Career Colleges and Schools
- The Ohio Department of Health

Athena Career Academy will provide a copy of the school's documents describing its accreditation, approval, or licensing. Athena Career Academy does an annual report for COE as well as the Ohio Board of Career Colleges and Schools. Students are encouraged to contact the Ohio Board of Career Colleges with any complaints.

OVERVIEW OF THE PROGRAM

Athena Career Academy is located at 5203 Airport Highway, Toledo, Ohio 43615. Athena Career Academy provides state of the art equipment and complies with all federal, state, and local ordinances and regulations, including those related to fire, safety, building and health codes. For exact class times, dates, and locations please see respective course syllabi. Class, lecture, lab, and clinical schedules may vary, and are determined by the Program Director. Clinical experiences follow a day and evening or a weekend schedule as available. Admission to the school is granted to those who meet the admission requirements, including satisfactory scores on the pre-admission examination. Athena Career Academy is accredited by COEI and the Ohio Department of Health.

Graduates of the State Tested Nursing Assistant Program (STNA) who meet all of the Ohio Department of Health requirements are eligible to take the State Tested Nursing Assistant Exam. Successful passage of this exam enables the graduate to be employed as a STNA providing care for patients in a variety of settings within the scope of practice defined by the Ohio Department of Health.

MISSION STATEMENT

Athena Career Academy's mission is to provide quality educational programs that produce a competent and educated workforce.

VISION STATEMENT

Athena Career Academy's vision statement is to excel in providing students with quality programs that inspires a respect and value for lifelong learning.

PROGRAM PHILOSOPHY

The faculty of the Athena Career State Tested Nursing Assistant (STNA) program is committed to providing quality education as a prerequisite to placing competent and caring STNA's in healthcare employment. Our objective is to provide support and encouragement to students so that they may promote, maintain, and restore wellness in mind, spirit, and body.

Athena Career Academy also provides the necessary knowledge, skills, and tangible applications, frameworks of analysis and synthesis of information, scientific principles, and appropriate legal and ethical considerations to foster critical thinking in the delivery of nursing care. The STNA program delivers an organized, goal-directed learning process by which knowledge, skills, and professional behaviors applicable to the basic biological, physical and technological sciences of human anatomy and physiology. Social and behavioral sciences are presented to encompass an understanding and to assist in communication with individuals and groups across the lifespan.

Our graduates will be able to professionally and appropriately collaborate with members of healthcare teams.

CONCEPTUAL FRAMEWORK

The STNA curriculum (governed by the Ohio Department of Health) at Athena Career Academy is designed to prepare students in the core competencies performed by entry-level STNA toward assisting others in meeting their physical, mental, social, and spiritual needs in a variety of healthcare settings.

STATE TESTED NURSING ASSISTANT EXAM

Athena Career Academy's STNA Program will provide the prospective graduate with information regarding application to the STNA to begin the application for permission to sit for the STNA exam. Information regarding application for licensure, if the graduate chooses to test and be registered in a state other than Ohio, information should be sought from the appropriate licensing authority in that state. Application for licensure will be the responsibility of the student. Once the student has completed the requirements for the program, the Director will submit the appropriate forms to the Ohio Department of Health indicating that the graduate has completed the approved program and, therefore, has met the academic requirements for testing.

FACILITIES

Athena Career Academy has sufficient space for classroom and laboratory activities, and is furnished with all the needed supplies and equipment. Clinical practice will be performed in the laboratories, classrooms, and in the clinical agencies throughout Ohio and Michigan.

OFFICE HOURS

Monday – Friday 8:00 a.m. – 5:00 p.m.

PUBLICATIONS

Each student will receive a hard copy of the student handbook will be provided the first day of class and the student will sign for his/her student handbook.

PRE-REGISTRATION COSTS*

Pre-Registration Costs are non-refundable

- CRIMINAL BACKGROUND BCI& FBI RECORDS CHECK \$60.00
- 2-STEP TB TEST OR (CXR) *(Student is responsible for)*

PROGRAM COSTS

- REGISTRATION FEE \$50.00
 - TUITION \$314.00
- TOTAL PROGRAM COSTS** \$424.00

PAYMENT POLICY

The school accepts the following forms of payment*: cash, check**, money order, Master Card, Visa, Discover, and American Express.

**A \$35.00 fee will be assessed for any returned check.*

Checks are accepted from registered students only

REFUND POLICY

If a student is not accepted into the training program, all program costs paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class shall be obligated for the registration fee.

The school shall make the appropriate refund within **thirty (30)** days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity.

ADMISSIONS POLICY

Persons interested in attending the State Tested Nursing Assistant Program must meet the following criteria for admittance:

1. Complete an application for admission.
2. Provide a copy of valid state identification
3. Submit a \$25.00 registration fee.
4. Provide documented 2 step PPD and/or initial 2 step PPD and proof of annual PPD, or a CXR that is has been done in the last calendar year.
5. Complete a BCI&I and FBI criminal background check and fingerprinting. The background checks are subject to approval and/or consultation with a director
6. Sign an enrollment agreement.
7. Complete an online State of Ohio Disclosure Course.

READMISSION

Students who fail the STNA course will be considered for readmission a maximum of **two (2)** times, and as with any other applicant, admission criteria will be based on current requirements. Readmission is evaluated on an individual basis by the Academic Review Committee and is not guaranteed.

Students applying for readmission will be financially responsible for a **\$25.00** registration fee prior to readmission into the STNA Program and the cost of the coursework to be retaken.

Students dismissed for punitive or disciplinary reasons will not be permitted back into any program offered by Athena Career Academy. Athena Career Academy reserves the right to deny a re-entry to any person for any nondiscriminatory reason.

Students are required to sign a current student handbook and a current enrollment agreement when they are readmitted to Athena Career Academy.

TRANSFERS TO ATHENA CAREER ACADEMY

Athena Career Academy does not accept transfers.

TRANSFERBILITY OF CREDIT

The acceptability of credits is solely at the discretion of the accepting institution.

STUDENT GUIDANCE AND COUNSELING

Personal Counseling: Personal or family problems may present barriers to successful completion of education. Community support services are available in Lucas County on a sliding scale cost to students in need of help. Refer to Harbor Behavioral Health, Toledo, OH 419-475-4449. Website URL: <http://www.harbor.org/>

Academic Guidance and Coaching: If a student identifies a need for academic assistance, it is the student's responsibility to contact his/her instructor(s) for a discussion of the issue and for guidance in correcting the academic problem. Faculty who identify an academic problem with a student may arrange a meeting with the student to address the issue. For the official record, the student and instructor must complete a Conferencing Form and develop a plan for improvement. The Conferencing Form will become part of the student's record.

JOB PLACEMENT

Athena Career Academy will assist students and expects students to be very active in their employment search as graduation nears. Athena Career Academy will provide for career development assistance.

All graduating students participate in the following career-planning activities:

- Preparation of resumes and letters of introduction
- Interviewing techniques
- Job referrals by career planning services
- Job Fairs

Please note Athena Career Academy cannot guarantee employment upon graduation. To view Athena Career Academy's disclosures, visit www.athenacareers.edu.

LETTER OF RECOMMENDATION

Athena Career Academy will provide a letter of recommendation to any student who meets all of the following requirements.

- Students who have completed the course of study at Athena Career Academy
- Have had no discipline reports during their program enrollment
- Have a zero (\$0) outstanding balance owed to Athena Career Academy.

The letter will be signed by the faculty member who generated the letter and the program director.

GRADING SCALE:

Theory

93% -100%= A-Excellent
85% -92.99%= B-Good
78% -84.99%= C-Fair
Below 78%= F- Fail

Clinical

Pass= P
Fail= F

COURSE OBJECTIVES

Upon completion of the STNA Program, The student will meet the program objectives as follows:

- Explain the purpose and regulations of the TCEP
- Describe and identify communication and interpersonal skills that accomplish effective communication
- Identify the importance of infection control, factors which promote the growth and spread of pathogenic microorganisms
- Identify reasons to apply safety precautions that help prevent falls, burns, choking, and ingestion of harmful substances
- Identify and explain emergency procedures for fires, oxygen, burns, choking, and ingestion of harmful substances
- Identify ways to promote resident independence
- Describe resident's rights
- Perform basic nursing skills
- Perform personal care skills
- Identify and describe developmental tasks, stereotypes, and basic facts and statistics of the elderly
- Describe negative effects of immobility and basic restorative services

STUDENT LEARNING OUTCOMES

- Perform basic nursing care in a safe environment
- Recognize and comply with basic infection control measures
- Observe resident's privacy and dignity in giving their care
- Recognize resident's rights in all interactions with them
- Recognize the emotional and social service needs of the resident
- Identify ways to assist residents to maintain current levels of functioning
- Demonstrate professionalism in all interactions

CLASSROOM PROTOCOL

It is expected that the student will be attentive and interactive in the classroom and laboratory settings. The Instructor reserves the right to dismiss any student who disrupts the normal conduction of classroom activities. Students are responsible for cleaning up after themselves before leaving the classroom.

ATHENA EMAIL POLICY

Email is the mechanism for official communication within Athena Career Academy. Athena will provide each student with an email address that will be used for numerous and pertinent correspondences. We strongly encourage students to check their email frequently and consistently to help facilitate the lines of communication between students and the Athena staff. Students will be held responsible for all of the information provided in the emails which may include but not limited to homework assignments, exam information, or business office related materials. Athena provides each student with an email address which follows the format below:

Your email address is: `firstname.lastname@athenacareers.edu`

Example for Jane Smith is: `jane.smith@athenacareers.edu`

In the event you need your password reset, please fill out an administrative request form and submit it to the Student Services Director.

ATTENDANCE POLICY

Attendance and punctuality are expected for each class. In accordance with the Ohio Department of Health regulation 3701-18-13 paragraph E section 1; attendance is mandatory. This includes all classroom and clinical hours. Any absences or tardiness from the **FIRST 19.5 hours** of class will result in dismissal from the class. Additional absences must be made up within the **sixty (60)** calendar days of the absence. Any absences **GREATER THAN 6.5 HOURS** will result in dismissal from the class and the student will receive a failing grade. All classroom absences and homework assignments must be made up prior to the clinical experience. Failure to do so will result in a failing grade for the course.

CLASSROOM COURTESY

Friends and family members can be distracting to others who are trying to study. Please do not bring any guests with you into the building. Be on time for class and skills lab. **NO FOOD, BEVERAGES, CHEWING GUM, or CELL PHONES** are allowed in the lab, training resource center (TRC) room, or during lecture time. **One (1)** covered beverage is allowed in the lecture rooms. *Be respectful of others. Keep your space clean and neat.*

CLASSROOM SAFETY RULES

- Horseplay and related acts are prohibited.
- Students may not eat, drink, or smoke during class, clinical or lab. Designated areas and times will be provided.
- All injuries must be reported.
- Personal Protective Equipment (PPE) must be used in lab and at clinical when appropriate as per facility policy.
- Do not use chemicals or equipment you are not authorized to use. Do not bring hazardous or illegal chemicals with you.
- Do not place equipment or materials within 3 feet of fire extinguisher. Do not block access to fire extinguishers hoses, electric panels, or emergency exits and entrances.
- Student will attend safety related meetings and training sessions as required by clinical facility.
- Our PROGRAM maintains a good housekeeping policy. Students must clean up after all spills immediately. Keep student access areas clean and free of debris, unused materials and unneeded equipment. Do not block aisle ways or doorways.
- Obey all warning and instructional signs.
- Hair below shoulder length should be tied back or banded on lab and clinical days.
- Personal electronic equipment, appliances, and extension cords are not permitted.
- Safe lifting and good body mechanics are required at all times. Ask for assistance if the need arises.

CLASSROOM QUIZ POLICY

1. Quizzes may be given at any time in any nursing course. Each instructor will determine how and when a quiz may occur.
2. Quizzes may be unannounced and administered at variable times during the class period.
3. Quizzes may consist of any number of questions, and the content may be taken from assigned reading material or any other material assigned as part of the course.
4. Late arrivals to quizzes will mean the student will **HAVE ONLY** the remaining balance of the in-class quiz time to complete the quiz.
5. There are **NO MAKE-UPS** allowed for quizzes.
6. Students are responsible for all course content even if the instructor did not discuss it in class.

CLASSROOM TEST POLICY

Tests will be administered according to the course syllabus. Each exam will be given only once. Students **are not permitted** to use cell phones or any hand-held computer instruments during testing unless otherwise indicated by the instructor. **No cell phone calculators are permitted!** Calculators are permitted only to check work. All math calculations must be shown on the tests for credit to be given. Students **will not be permitted** to leave and reenter the room during test taking. It is very important that other students are not distracted during the testing period. Students should maintain a record of all grades obtained in the course so that they know their standing in the course at all times. Students who are having problems learning the course material are encouraged to seek assistance from the course instructor or designated faculty as soon as the problem is identified and not just before the final week of the course. It is the students' responsibility to be aware of their own strengths and weaknesses in test taking and to seek assistance as needed.

SKILLS LAB

The skills lab provides the student the opportunity to learn and practice in preparation for competency testing. The student will manifest their comprehension by demonstrating a competency skill to the instructor. The student will be given a total of three (2) opportunities to satisfactorily complete the final skills competency. If the student is unsatisfactory in (2) attempts at competency, the student will subsequently be awarded an “F” grade for the course and will not be allowed to attend the clinical rotation to complete this program.

SKILLS LAB POLICIES

- Students must complete **100%** of Lab to pass the quarter.
- No eating or drinking, no chewing gum, or cell phones allowed in the lab.
- Students are expected to bring all necessary check off forms, modules and equipment as needed.
- Beds are to be used for practicing purposes only.
- NO shoes on in the beds
- All equipment and supplies are to be returned to their proper place after use.
- Be considerate of others. Clean up your stations, remake beds, etc., after use.
- Students should not expect coaching or leading from the instructor during testing.
- Students are expected to complete the skill during the allotted time period.
- Students must demonstrate proficiency to earn a satisfactory performance rating.
- Remediation and re-testing will be required if competency testing is unsatisfactory.

TRAINING RESOURCE CENTER PROTOCOL

Hands must be clean and dry before entering the Training Resource Center (TRC) area. **NO FOOD, BEVERAGES, CHEWING GUM, or CELL PHONES** are **ALLOWED**. If borrowing books or materials, use the **SIGN OUT** sheet. Be certain to use the **SIGN IN** sheet when returning or you will be responsible for replacing any missing or damaged items. School computers are for professional and educational development only, no personal use of school computers is allowed. Ask for instruction before turning the computers on or off.

CLINICALS

Students who complete the clinicals in a satisfactory manner will be given a grade of pass or fail. **Students must complete 100% of all clinical rotations. Please note some clinical locations may require extensive traveling. Students are responsible for their own transportation to the clinical sites.**

CLINICAL ATTENDANCE POLICY

Clinical attendance is **100% MANDATORY**. There are **NO** excused absences. Students must be punctual. If a student arrives late they will be sent home and it will be counted as an absence and a disciplinary action will be implemented.

Students who intend to be absent must ***send an e-mail*** to absent@athenacareers.edu **one hour** prior to the scheduled time. Students **MUST** also contact their instructor per instructor preference. Students must document communication with instructors. **REMEMBER**, a student **MUST** report off every day absent.

A “**NO CALL, NO SHOW**” prior to the start of your clinical time will result in **IMMEDIATE DISMISSAL FROM THE PROGRAM**.

An absence may jeopardize successful achievement of course objectives; therefore, students are responsible and will be held accountable for making up the time and meeting the learning objectives from missed clinical experiences. The student is responsible for communicating with the faculty in the case of any absence and the student is responsible for the consequences of the absence. The Academic Review Committee maintains the ability to review cases on an individual basis.

EVALUATION OF CLINICAL PERFORMANCE

For all clinical courses, student’s clinical performances are evaluated as “**PASS**” (**P**) or “**FAIL**” (**F**) according to the clinical learning objectives, expectations, clinical preparation, patient confidentiality, and patient's mental, emotional, and physical safety.

If a student comes to clinical experience unprepared, he/she may be sent home at the discretion of the faculty Instructor and this will be counted as a clinical absence.

EVALUATION OF THE STNA PROGRAM

The Ohio Department of Health mandates that each student participates in an evaluation of the program after completing all of the required elements of the program.

GRIEVANCE PROCEDURE/APPEALS PROCESS

Within the STNA Program, the term “*grievance*” is defined as a dispute between a student and the STNA Program regarding the interpretation, application of, or compliance with any provision

of the ATHENA CAREER ACADEMY policies or procedures. The grievance process is available to all students without fear of retaliation or intimidation. All conversations, with the student, shall be held in strict confidence by those involved. The grievance decision may be appealed as outlined in **Step 1**.

Step 1: The grieving student discusses the concern with the faculty, or staff member who is involved with the issue in an effort to arrive at a mutually agreeable solution. The discussion must be held within **three (3)** working days of the occurrence.

Step 2: If the grievance is unresolved after **Step 1**, the student may further pursue the grievance process by submitting a completed grievance form to the Academic Review Committee within **five (5)** working days from the completion of **Step 1**.

- Within **five (5)** working days from the submission of the completed grievance from the student, the Academic Review Committee will meet for the purpose of resolving the grievance.
- Following this meeting, the Academic Review Committee's written disposition will be given to the Executive Director of the school for final approval. All approvals require two signatures.
- Upon approval, the student and faculty member(s) will receive the final assessment of the grievance within **three (3)** working days.
- The grievance will be considered resolved.

Step 3: If the student is not satisfied with the Academic Review Committee's resolution, the student may appeal in writing to the Executive Director of the State Board of Career Colleges and Schools within **six (6)** months from the date of the accusation.

- The student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street Suite 2481, Columbus, Ohio 43215, Phone 614-466-2752; toll free 877-275-4219.
- The time limits set forth in the above procedure may be extended by mutual agreement of the Academic Review Committee and the student.

ATHENA POLICIES

SWITCHING BETWEEN PROGRAMS

Athena Career Academy *will not permit* students to switch from day STNA Program to night STNA Program or night STNA Program to day STNA Program. Students may not transfer from one program to another within the institution.

WITHDRAWAL

Students withdrawing (personal or medical) from the program must do the following:

- 1) Submit a written letter of withdrawal to the Program Director;
- 2) Complete a student withdrawal form;
- 3) Meet with the Program Director to discuss circumstances and options for returning;

CODE OF STUDENT CONDUCT

Students are expected to maintain professional behavior at all times in the classroom and clinical areas, and other parts of the campus. Professionalism projects the moral values of empathy, integrity, and trustworthiness. Respect for self and others create a positive learning atmosphere. Courtesy and cooperation help promote teamwork. The term "professional" is used to describe a person who can be trusted to maintain high personal standards, and is responsible and accountable for his/her own actions. (See Appendix A for professional guidelines.)

ACADEMIC DISHONESTY POLICY

Academic dishonesty includes, but is not limited to, cheating, lying, plagiarism, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or clinical area and providing care outside the scope of practice for licensed practical nurses. These behaviors are unacceptable and will be grounds for dismissal. No verbal or written warnings are required other than the explanations in this handbook.

ANTI-BULLYING POLICY

It is the policy of Athena Career Academy that bullying behavior by or against any member of the Athena Career Academy community, whether student, employee, faculty or guest, will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;

- Sabotaging or undermining an individual or group's work performance or education experience;
- Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms in a threatening, intimidating, or humiliating manner.

Any individual that feels that he/she has been the victim of prohibited bullying, or who witnesses any incident of bullying, should promptly report it. Athena Career Academy will investigate any allegation of bullying.

An individual complaining of bullying may be required to make the complaint in writing, and anonymous charges will not be the basis of any administrative action. In investigating complaints of bullying, attempts will be made to respect the privacy of all individuals involved, but due to the nature of fact-finding and investigation that may be needed, confidentiality cannot be guaranteed.

No individual will be disciplined or retaliated against for making a good faith complaint regarding bullying.

If inappropriate bullying behavior is found to have occurred, prompt remedial action will be taken. Any student found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline, up to and including dismissal.

SMOKING POLICY

Athena Career Academy is a non-smoking facility. **Smoking is allowed only in personal vehicles.** Use of tobacco of any kind is **not permitted** on, in front of, or around Athena Career Academy property. There will be **no smoking at the front entrance** of the MA Program facility at **any time**. ***Violation of this policy will result in disciplinary action.*** Students will follow the smoking policy at the affiliating clinical sites.

CELL PHONE POLICY

All cell phones must be TURNED OFF while in lecture, lab, or clinical. Ringing from a cell phone is disruptive and inconsiderate to your classmates and your instructor. Students may be excused from class and may return at break. It is not acceptable for a student to leave class to answer a call unless prior arrangements (before class/lab/clinical) with the instructor have been made. Calls from work are not considered an emergency situation. Return calls must be made at break or after class. Students may not use the camera function on their electronic device for any reason during class/clinical. All telephone functions must be disabled during clinical. **At all times, guidelines of the individual clinical agencies must be followed.**

LAPTOPS AND ELECTRONIC DEVICES

Laptops and electronic devices **ARE NOT** permitted.

TRANSPORTATION

Students are responsible for obtaining their own transportation to the school and to the affiliating agencies used for clinical experiences.

CHANGE OF STATUS AND ADDRESS

After enrollment in the MA Program, the student must notify the Student Services Director as soon as possible of their marital status and address or telephone number changes for any reason. It is important that our records are correct and current, so that the student can be contacted in case of a schedule change, job recommendation, etc. Our office must be able to maintain the student's current status during enrollment and after graduation. To meet Federal and State regulations, we will utilize not only student's name but student's S.S.N. to track employment and education status.

PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and Athena Career Academy does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address.

Vehicles should always be locked to avoid the possibility of property loss due to theft. While Athena Career Academy maintains a safe environment, students should be aware that theft can occur anywhere in public places and should always use available safeguards and common sense against such events.

MEALS & BREAKS

On class days students can bring their own lunch or eat out at one of the local restaurants. All food is to be eaten in the student lunchroom. A microwave and snack vending machines are available for student use in the lunchroom. It is each student's responsibility to keep the lunchroom clean. ***Food is not*** to be taken to the classroom, computer room, or learning laboratory, with the exception of **one (1)** covered beverage.

DRESS CODE FOR CLASS AND PRACTICE LABORATORY

Students are required to wear "solid Navy" scrubs and ***white or grey*** shoes with ***white*** socks. Jewelry and piercings in the face, mouth, and tongue are prohibited. All tattoos must be covered while at the laboratory and clinical site. **PLEASE NOTE: NO artificial nails/tips permitted during this program.**

DRESS CODE FOR CLINICAL LABORATORY DAYS

- Name pin and proper clinical identification must be worn at all times.
- **Uniforms:** Solid “Navy” blue STNA Program uniforms must be clean and worn at all clinical experiences, including times when students are at clinical sites obtaining research for clinical assignments.
- **Shoes:** Shoes must **white/grey** close-toe/heel professional shoes with quiet heels. Clogs or slides **are not** permitted. Shoes must be polished daily and kept in good condition. Shoelaces are to be washed regularly.

Grooming:

- Male students must be clean shaven. Beards or mustaches, if worn, must be short, neat, and well-trimmed.
- Hair must be neatly groomed. Long hair must be arranged back in ponytails, braids, or buns so it does not fall on front of face, back of collar, obstruct vision, or interfere with professional patient care. Hair extensions, accessories, and styles must be conservative. Hair guidelines must be maintained at all times while in uniform. This includes classroom, lab and clinical areas, and during travel to and from these areas.
- Make-up may be used in moderation and natural in appearance.
- Scented products: No perfume, cologne, after shave, or scented hand lotions, powders, and deodorants are permitted.
- Hands must be kept clean and infection control practices followed.
- Fingernails must be kept clean and trimmed to a length so as not to interfere with patient care. **Artificial nail enhancements of any kind are not permitted, including nail polish of any kind.**

Jewelry:

The only jewelry permitted in the laboratory or clinical settings are the following:

- One plain, smooth metal ring band with no stones or ornamentation.
- A wrist watch with a second hand. No digital watches are acceptable.
- Earrings must be small studs, only one per ear. No hoop earrings and no jewelry may be worn in any other pierced facial, body, mouth; or tongue areas.

FEDERAL HOLIDAYS OBSERVED

Athena Career Academy will observe *Martin Luther King Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day*. Athena Career Academy **will not** observe holidays that fall on the weekends or during breaks.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

The school reserves the right to close during weather emergencies or other emergencies for the safety of students and staff. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

Should the school need to be closed due to weather-related circumstances, please check local TV stations (**13 ABC www.wtv.com, 11 CBS www.toledonewsnow.com**). The school will notify the media as soon as possible in the event that the school will be closed. When school is on a two hour delay, students **must** report to clinical site at previously assigned time.

CERTIFICATE OF COMPLETION

Upon completing the STNA program the student receives **one (1)** copy of their completion certificate.

ESTIMATED EXAMINATION FEES

See the state of Ohio STNA testing site for up to date fees for the examination

PROGRAM RECORDS

The Program Director and admissions department maintain all student records. The maintenance of individual student records is initiated with the student's official application to the STNA Program and continues throughout all of the student's activity within the context of the STNA Program. Student Services will maintain all necessary student records for the Department of Education, and the State of Ohio Board of Career Colleges and Schools; while the STNA Program Director will maintain all necessary student records per ODH standards. All permanent records that are required to be maintained; student transcripts and student files, are kept digitally and in locked, fire proof cabinets.

MICHIGAN REQUEST FOR EXEMPTION

***** For Michigan Residents Only*****

Please note that if you are a resident of the state of Michigan upon completion of the Ohio STNA training course you have (12) months from the date of the completion to apply to take your STNA test in the state of Michigan and file for exemption of training. The exemption application will be provided to you with your certificate of completion upon request.

More information can be found at the following website:

http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27544---,00.html

LEGAL AND SAFETY POLICIES

NON-DISCRIMINATION POLICY

The STNA Program of ATHENA CAREER ACADEMY is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, ancestry, marital status, gender, creed, sexual orientation, disability, age, Vietnam-era veteran's status, or national origin. Nursing courses meet the needs of students with physical and/or learning disabilities as provided by the Americans with Disability Act of 1990. **The Law** clearly details the responsibility of post-secondary education to provide reasonable accommodation for **qualifying students with disabilities**. If the student self-discloses his/her disability and provides professional documentation, the college is required to provide the accommodations unless the accommodations represent an undue financial burden or **fundamentally alters** the nature of the program, exam, etc. The student must be able to perform the following activities to progress through the program:

- Lift and/or transfer patients up to 6 inches from a stooped position, then push or pull the weight up to **three (3)** feet;
- Frequently work in a standing position and frequently walk;
- Physically apply up to the **ten (10)** pounds of pressure to bleeding sites, or in performing normal CPR activities;
- Respond and react quickly to auditory instructions/requests or monitoring equipment, and perform auditory auscultation without auditory equipment;
- Physically be able to perform up to an **eight (8)** hour clinical experience at least **three (3)** times per week;
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception;
- Discriminate between sharp/dull and hot/cold when using hands;
- Manual dexterity required for preparing and administering medications;
- Speak English clearly enough for patients to understand, and understand the verbal communications of English-speaking clients/patients;
- Communicate effectively in writing, using appropriate grammar, vocabulary, and word context usage;
- Make quick appropriate decisions under stressful situations;
- Carry out procedures that prevent the spread of infection, e.g., frequent hand washing or using masks and gloves, etc.

Please note that all applicants are responsible to determine their own level of eligibility with respect to these qualifications and **MUST** identify to the school any particular accommodation that they may need or require. Students with a disability who enter the STNA Program do so with the full understanding that they will be expected to meet all course requirements with any reasonable accommodation that may be provided by the school. The nursing faculty, Program Director, Student Services Director and Executive Director will evaluate all requests for reasonable accommodation.

FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)

Under authority of the Family Education Right to Privacy Act, Athena Career Academy has established a policy for the release of student *and/or* graduate information:

- All students attending Athena Career Academy, The right to student file information is not conveyed to any spouse or family member by the right of relationship. A spouse does not have access. As a postsecondary educational institution, parental access to students' records will be allowed without prior consent of the students if the students are dependents.
- Education records are defined as files, materials, or documents that contain information directly related to students and are maintained by the institution. The STNA Program Director supervises records and access is afforded by program officials for the purpose of recording grades, attendance, and advising.
- Each student and the parent or guardians of a dependent student have the right to review their academic and financial assistance records. The review will be allowed during regular program hours under appropriate supervision. The student *and/or* parent must notify Athena Career Academy one day in advance. During and after inspection of the file, no original document may be removed by the examining party. Athena Career Academy will provide one copy of each document free of charge and will do so within five (5) working days of the student's or their parent's request.
- Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law. Anytime access is granted to a student file, for purposes of review by other than appropriate management, state, or federal authorities, an access log will be kept of the date, place, and time during which access occurred. The name of the person(s) who accessed the file and the reason for the file review will be recorded in the log.
- Under no circumstances will Athena Career Academy disclose to any agency or person any statistic or report in the student files that relate to Campus Crime Information reporting requirement. This does not preclude disclosure under order of the court or to agencies entitled to access by right of legislation.

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) legislates the rights of individuals and the obligations of health care providers (nurses and nursing students) in maintaining the confidentiality of health care information. Therefore, any violation of confidential statements during classroom activities, clinicals, or during the student's own private time will constitute grounds for **immediate dismissal**. This includes the transmission of such materials by any means (e.g. verbal, e-mail, Facebook, text, Twitter, etc.).

SAFETY POLICIES

Fire Policy

This policy serves to protect the students and staff of Athena Career Academy. It is Athena Career Academy policy that once a fire has been located to do the following:

- Rescue anyone in immediate danger
- Call 911
- Activate alarm located at the front door; Announce “CODE-RED” via the paging system
- Contain the fire if it can be done safely
- Extinguish the fire if it can be done safely

Fire evacuation routes are located in each classroom, faculty offices, front offices, staff lounge, bathrooms, and front lobby.

Athena Career Academy undergoes bi-annual fire inspections by the state fire Marshall, the most recent inspection and all certificates can be found in the accounting office and may be viewed by appointments. Athena Career Academy holds unannounced fire drills throughout the year, during these drills ALL staff and students must evacuate the building and check in at their designated location (South Parking Lot by the light pole). Attendance will be taken following the fire drill. Failure to participate/evacuate and follow emergency instructions will result in disciplinary action.

Criminal Record Policy

This policy serves to protect the clients, students, and staff of Athena Career Academy and clinical affiliation sites, and also provides for the safety and well-being of patients, for whom responsible care is our primary consideration.

All students will have a criminal record check completed prior to admission to the program and before entering into the clinical arena. The student must obtain both a BCI&I and FBI fingerprinting. The Ohio Bureau of Criminal Identification will conduct the criminal records check. The results will be sent to the program facility. Students may be denied access to clinical sites due to a felony record.

Students who have failed to disclose criminal records on their application will be immediately terminated from the program for falsification of the application.

Any misconduct on or off school property and/or clinical sites that is directly related to and impacts the welfare and morale of the school is within the scope of authority and the discretion of the Program Director with respect to discipline and/or program termination.

The applicant will be counseled regarding admission, clinical site availability, potential for employment, and potential licensure.

Campus Security Act and Crime Awareness

In compliance with the Federal Crime Awareness and Campus Security Act, the STNA Program publishes and makes annually available a campus security report. Students, employees, or other individuals who want to review the report on the Athena Career Academy website.

Whenever any of the following crimes* occur on this campus, the information is reported to local police agencies and recorded on an incident report. These statistics are included in the annual reports.

The Emergency Plan is provided in a separate publication and is distributed to all students. General emergency procedures are posted throughout the building.

*Murder, Sexual Assault Robbery, Aggravated Assault, Burglary, Property Theft, and Arson

Weapons Policy

While the State of Ohio through the Ohio Revised Code Section 2923.126(A) establishes the privilege of carrying a concealed handgun, there are certain restrictions regulated by state and federal laws. Ohio Revised Code Section 2923.126(B) lists the places where concealed handguns are NOT allowed. These include "any public or private college, university, or other institution of higher education, unless the handgun is in a locked motor vehicle or ...[the licensee] is in the immediate process of placing the handgun in a locked motor vehicle." In the event this policy is violated the student is subject to immediate dismissal.

Alcohol and Drug Policy

Athena Career Academy has a commitment to each student and to each patient at a clinical or externship affiliation to assure that the learning clinical or externship environment is free from the effects of abuse of alcohol and drugs by a student of Athena Career Academy.

Therefore, it is the school's policy to prohibit unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or drug abuse or impairment caused from medically prescribed drugs; or any other substance that may impair an individual's academic or work performance, or pose a hazard to the individual, public, students, or employees of the school on its property (owned or leased), or at any of its clinical or externship affiliates or any activity sponsored by Athena Career Academy.

All students are required to comply with Athena Career Academy's Campus-Wide Drug and Alcohol Policy. Violations of this policy will lead to disciplinary actions, which may include termination of enrollment and possible criminal prosecution. When necessary, Athena Career Academy will offer un-sponsored referral to treatment programs for alcohol or drug abuse. Athena Career Academy is in compliance with the provisions of the Drug Free School and Communities Act Amendments of 1989, which applies to all students and includes policy enforcement, and drug and alcohol education, drug and alcohol testing, and referral for treatment.

In the event a student is showing evidence of being under the influence of drugs or alcohol in the classroom or the clinical setting it is Athena Career Academy the student must complete the following:

- Secure safe transportation to the Northwest Ohio Urgent Care in Sylvania, Ohio
- Provide a drug/alcohol screen to NWO Urgent Care at student's expense

No student will be allowed to return to campus or the clinical setting without supporting documentation of a negative alcohol and/or drug screen.

In the event the alcohol screen is $>.02$ or the drug screen is positive for illicit street drugs, the student will be immediately dismissed from the program.

Athena Career Academy has a vital interest in maintaining a safe, healthy, and efficient learning and working environment. Substance abuse and misuse involves the use of alcohol and other drugs including prescription, over-the counter, and illegal drugs in the classroom, on clinical practicum, or externship in the work place.

Being under the influence of an illegal drug, abuse of a prescribed drug, being under the influence of alcohol in the classroom, on clinical practicum or externship, or in the work environment poses a serious safety and health risk to the user and all those who are around the user. The use, sale, purchase, transfer, or possession of any illegal drug on Athena Career Academy's property (owned or leased) or at any of the student's clinical or externship sites and the use, possession, or being under the influence of alcohol poses unacceptable risks for safe, healthy and efficient operations.

Blood/Body Fluid Exposure Protocol

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, this procedure should be followed: Immediately report the incident to the instructor, complete the required forms for variance according to facility protocol, and obtain emergency first aid care from the facility per protocol. Contact your personal health care professional for follow-up. The individual student is responsible for drug therapy costs and subsequent follow up testing.

INSURANCE

All students enrolled in Athena Career Academy STNA program are covered under Athena's liability insurance policy.

EMERGENCY MEDICAL FORMS

All STNA students will be requested to fill out an emergency medical form providing the staff with information about who to call in the event of an emergency. In the event of an emergency at Athena Career Academy or the designated clinical sites the faculty/staff will notify 911 for medical assistance.

HEALTH/MEDICAL CARE

Students are expected to take proper care of their own health by maintaining proper sleep, exercise, and diet. All medical and dental appointments are to be made outside of program hours. The STNA program will not be responsible for rendering any medical assistance or transportation due to liability reasons. The instructor reserves the right to request the student who exhibits signs or symptoms of illness to be seen by a physician. Students may be required

to submit a physician's statement that they are able to resume nursing responsibilities before being permitted to return to the program. If an injury or illness alters a student's ability to meet the technical standards, that student will not be able to attend the classroom and/or clinical portion of the curriculum. Although a reasonable attempt to make accommodations will be made, the absence policy does remain in effect.

INJURY

A student who is injured while in class or the clinical area must report the injury to their instructor immediately after the incident occurs. Any injury, even though it may seem minor, should be reported and an injury report must be completed. Students will be referred to emergency care at their own expense for injuries or illness, and will be referred to their physician for follow-up care. If any first aid or emergency care is required in connection with an injury or illness incurred by a student in the classroom/or clinical site, the faculty will report the emergency and dial 911, thereafter immediately notifying the Program Director at (419) 472-1150. Students must turn in a doctor's release form to be able to return to class. Because students are not covered by Workers Compensation by either the school or the clinical sites, each student will assume the financial responsibility for any illness or accident while enrolled in the program. If an injury occurs at a clinical site, the student must follow the policy and procedure for injury required by that facility.

The information presented here will be helpful as you progress through the STNA program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. Please retain this handbook throughout your enrollment in the program.

You are starting an exciting, challenging, and rewarding journey. While the primary responsibility for your success lies with you, many individuals stand ready to assist you in your efforts. On behalf of the faculty and staff of the Athena Career Academy, we wish you continued success with your academic studies.



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Appendix A
PROFESSIONALISM GUIDELINES

Participation	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Sharing information pertaining to the course • Setting a positive example • Demonstrating an interest • Not being afraid to ask questions • Speaking so you can be heard 	<ul style="list-style-type: none"> • Total silence • Shrugging shoulders • Saying, “I don’t know” • Arriving late to class • Refusing to participate • Showing disinterest • Negative comments/complaining • Spreading gossip
Collaborations	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Listening to others ideas • Participating in study groups • Explaining content to another student • Being open to working with others • Being an active member of assigned group work 	<ul style="list-style-type: none"> • Purposely sharing incorrect information • Using a study group to cheat • Refusing to work with another student/group • Spreading gossip • Completing individual assignments as a group • Sharing confidential information/test questions with others
Interpersonal Relationships	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Respecting the instructors/staff status (they are a valuable resource) • Making and keeping appointments • Displaying a positive attitude 	<ul style="list-style-type: none"> • Not making or keeping an appointment • Not giving the instructor a chance to hear your issue (not using the appropriate channels) • Spreading gossip • Swearing or cursing • Making negative comments about peers, instructors, or school on social media sites
Respect	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Showing up to class on time • Returning from breaks on time • Being tolerant of others’ opinions • Using an appropriate volume of voice • Using appropriate language • Treating others as you would like to be treated • Raising hand and wait to be called on • Not talking about other instructors/staff members during class 	<ul style="list-style-type: none"> • Body language: rolling eyes, sighing, making “tsk” sound, arms crossed, pouting, etc. • Side conversations (talking to others during lectures or when another person is talking) • Confrontational tones (attitude/whining) • Questioning instructor in a confrontational tone (challenging) • Making excuses • Not doing your own work/cheating • Doing other course work during class • Having cell phone out, texting, calling, etc. during class or in lab • Arguing • Utilizing electronic equipment during class for another purpose other than the class work

RECEIPT OF PROGRAM HANDBOOK

(Please Print Your Name)

I, _____, **HAVE READ AND UNDERSTAND THE ATHENA CAREER ACADEMY STNA STUDENT HANDBOOK.** I understand it is solely my responsibility to comprehend and abide by the policies and procedures set forth.

I HAVE RECEIVED A COPY OF THE ATHENA CAREER ACADEMY STNA HANDBOOK
REVISED DATE _____.

Although we have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by mistake.

STUDENT SIGNATURE

DATE

SCHOOL OFFICIAL SIGNATURE

DATE

RECEIPT OF MICHIGAN REQUEST FOR EXEMPTION

(Michigan Resident Only)

I, _____, have received the request for exemption from nurse aide training instructions for the state of Michigan.

Student Signature

Date

School Official Signature

Date