



# Athena Career Academy

## Campus Policies & Procedures

### Manual-All Programs

5203 Airport Highway

Toledo, Ohio 43615

419-472-1150

***January 2019***



## Introduction

This Policy and Procedure Manual is applicable for all members of Athena Career Academy, including staff, faculty, and students in all programs offered at Athena. All members are expected to read and follow the Policies and Procedures as laid out in this manual. Staff, faculty and students are also subject to the terms and conditions of their related programs Student Handbook.

The Policies and Procedure's Manual-All Programs contains useful and valuable information such as:

- Campus Hours and Contact Information
- Weather Related Closing Information
- Media Services Information
- Fire Safety Information
- And lots of additional campus, health, and safety information

Please be sure that you read and understand the information within this manual. If you would like to request a hard copy please contact the Compliance Office at 419-472-1150 ext.7231. This manual is also available on our website: <https://www.athenacareers.edu>

Thank you for your cooperation!

Respectfully,  
The Athena Career Academy Administration



## Campus Hours

Athena Career Academy is open Monday thru Friday (with the exclusion of holidays mentioned below and/or any unforeseen events)

**Front Receptionist:** 8:00 AM to 5:00 PM

**Administrative Departments:** 9:00 AM to 5:00 PM

- Financial Aid
- Admissions
- Controller

**Academic Offices:** per hours listed in Student Handbook

**Media Center and ATI Lab:** 8:00 AM until 10:00 PM

## Holiday Schedule

To help you plan your schedule in advance, the following are holidays which Athena Career Academy observes:

\*please note on days marked “(no classes)” staff and faculty are required to report

- New Year’s Day
- Martin Luther King Jr. Day (No Classes)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

## Weather Related Closings

In the event Athena Career Academy closes its campus due to inclement weather it includes all classroom, laboratory, clinical/practicum/internship assignments. School closings will be based off of Ohio weather. The student is responsible to check their Athena student email for updated emails related to closures. If the student has opted into Athena’s Kastle Emergency Link System (optional), they should receive a text message regarding closures.

*\*Please see your enrolled programs Student Handbook for program related specifics.*

## FACILITIES/CONTACT INFORMATION

All Programs are held on the Athena Career Academy campus located at:  
5203 Airport HWY.  
Toledo, OH 43615

## CONTACT INFORMATION

Phone: 419-472-1150

Fax: 419-932-6911

Website: [www.athenacareers.edu](http://www.athenacareers.edu)

Admissions: [ag@athenacareers.edu](mailto:ag@athenacareers.edu)

Financial Aid: [finaid@athenacareers.edu](mailto:finaid@athenacareers.edu)

Media Services: [mediaservices@athenacareers.edu](mailto:mediaservices@athenacareers.edu)

Career Services: [careerservices@athenacareers.edu](mailto:careerservices@athenacareers.edu)

Absence Reporting: [absent@athenacareers.edu](mailto:absent@athenacareers.edu)



## **NON-DISCRIMINATION POLICY**

Athena Career Academy follows the Office of Civil Rights Laws as stated below in all of our institutions policies.

*“OCR enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive Federal funds from the Department of Education. These laws prohibit discrimination on the basis of race, color, and national origin, sex, disability, and on the basis of age. These laws extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries, and museums that receive U.S. Department of Education funds. OCR also has responsibilities under Title II of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, whether or not they receive federal financial assistance). In addition, as of January 8, 2002, OCR enforces the Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001). Under the Boy Scouts of America Equal Access Act, no public elementary or secondary school or State or local education agency that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, that wishes to meet at the school.”*

### **Americans with Disabilities Act (ADA)**

Athena Career Academy is committed to providing educational services to students with disabilities as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (both as amended).

Athena Career Academy will provide reasonable accommodations for qualified students with disabilities. To be eligible for a reasonable accommodation (or academic adjustment), the student must have:

1. A disability (as defined by applicable law) that substantially limits a major life activity and subsequently necessitates an accommodation;
2. Documentation on file with Athena Career Academy that supports the need for the requested documentation; and
3. Medical documentation that substantiates the disability and how the accommodation will assist the student.

Qualified students with disabilities seeking reasonable accommodations are responsible for initiating contact with the Program Director to request an appropriate reasonable accommodation. Please note the following:

- Essential program outcomes, course objectives, and/or skill competency achievement standards cannot be substantially lowered, waived, or otherwise modified as accommodations.
- Any modifications in the manner in which a course, lab, and/or clinical is conducted are restricted to changes in the format of instruction or evaluation. Such modifications must not substantially lower the essential academic standards or modify basic content of the course, lab, and/or clinical.



- No accommodations may be made prior to the notification of disability and the submission of documentation. Students must identify themselves to the Program Director or designee and provide the required documentation at least 30 days in advance of the start of the accommodation being requested.
- It is the student's responsibility to ensure that documentation meeting the published requirements is submitted 30 days prior to the start of the accommodation(s). If the accommodations provided are not meeting the student's needs, it is the responsibility of the student to notify the Program Director as soon as possible.

### **Harassment**

All students attending and visiting Athena Career Academy have the right to attend class in an environment that is free of sexual or any other form of discriminatory harassment. Sexual harassment and harassment on the basis of race, color, religion, national origin, gender, age, physical or mental handicap, sexual orientation, gender identification, gender expression, or veteran or military status, is strictly prohibited and will not be tolerated.

Any student who feels that they are victim of such harassment should immediately report the matter to their Program Director. Athena Career Academy treats any allegation seriously and will respond to a legitimate allegation in a timely, professional, and confidential manner. All forms of retaliation are not tolerated and strictly prohibited. The Title IX and Sexual Discrimination federal regulations can be accessed at:

### **Student Parking**

Athena Career Academy has free public parking, and all spots (unless specifically marked) are on first come first serve basis. Students, faculty, staff, and visitors must adhere to regulations regarding handicapped and special parking. Violators will be towed at the owner's expense. Athena Career Academy is not responsible for lost or stolen items.

### **MEDIA SERVICES:**

#### **Copyright Policy**

Athena Career Academy respects and upholds the copyright protections given to authors, owners, and publishers under federal law including the Digital Millennium Copyright Act of 1998.

- **What does copyright mean:** it is the legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including e-mail and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.
- **What is a Copyright infringement (or copyright violation):** it is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works.



- **What is Willful infringement:** It is uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law. Many resources found on the Internet are protected by copyright and should not be copied, distributed, or otherwise infringed upon by faculty, students or staff at Athena Career Academy.

For more information on United States copyright law, please consult the U.S. Copyright Office's website:  
<http://www.copyright.gov>

### **Acceptable Use of Student Email Account**

Athena Career Academy issues student email accounts to each enrolled student. The email services should only be used for academic communications. Students' use of e-mail should not interfere with others' use of the systems and network.

- **Email Passwords** Athena Career Academy issues a temporary password with student email accounts, all students are prompted to create an individual password upon first log in. Please create a password that is individualized to you and do not share with others. This is critical to protect your security and privacy as well as the networks security.
- **Password Reset:** If you forget your email password, students are required to fill out a Student Status Change form requesting their password to be reset. A new temporary password will be issued to the student within a reasonable timeframe from the submission of the request.

### **Use of Athena Logo**

All students are strictly prohibited from any usage of the Athena Career Academy's logo.

### **Video/Audio Recording Policy**

Athena Career Academy strictly prohibits all video and audio recordings in all classrooms, labs, clinical/externship/practicum settings, student and faculty conversations, and all private and public meetings.

### **Emergency Information Guide**

The following protocols have been developed to assist the Athena Career Academy community in handling emergencies. They should be used as a guide when making appropriate notifications to the institutions officials or coordinating a response to the pending emergency.

Advice and information in this guide is presented for general educational purposes and to increase overall safety awareness. It is not intended to offer legal, medical or other expert advice or services, and should not be used in place of consultation with appropriate professionals. The information provided is intended to be Accurate and helpful, but it should not be considered exhaustive.

Although an effort has been made to address a vast array of possible emergencies, this list should not be considered all-inclusive. Any questions should be addressed to the Plant and Security Operations Manager,



David Spencer ex. 7232. Athena Career Academy, and its officers and employees, specifically disclaim all responsibility for any liability, loss, injury or risk which is incurred as a direct or indirect result of the use of any of the material or services in this guide.

### Emergency Numbers

In the event of an emergency...

1. **Remain Calm**
2. **Listen for Instructions**
3. **Dial 7225 or 7232** from any campus phone
4. Or 419-472-1150 from any phone
5. **Fire or Medical Emergency – 911**

### Facilities Management

Dial **7225 or 7232** from any campus phone

Or

419-472-1150 from any phone

### Severe Weather Conditions

In compliance with the laws of the state and City and State, this building is constructed to withstand high winds and moderate earthquakes. Nonetheless, appropriate action to safeguard ourselves is called for from time-to-time. In case of high winds, avoid standing near large windows. For severe storm warning, senior administration will decide whether staff and students should remain in the building or evacuate. The safety of all staff, faculty, and students is of utmost concern. Those sent home should take the most direct route possible. Those staying in the building should stay away from windows and doors to the outside. If conditions are so severe that leaving the building is impossible then senior administration may decide to move students and staff to rooms without windows or doors to the outside.

### Campus Lockdown

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied area. During lockdown, students and staff are to remain in their classroom or designated locations at all times. **No one is to leave their rooms until the all clear has been given.** This will be done by a door-to-door sweep by local law enforcement or the Plant and Security Operations Manager.

If a lockdown is ordered:

- Instructors are to lock down classroom doors, keeping all students inside and try to remain calm.
- No one will be allowed access into the building during the lockdown except for law enforcement.
- Doors are only to be unlocked when the all clear has been given by local law enforcement agencies or Plant and Security Operations Manager will come door-to-door to relay the all clear.
- Instructors will instruct the students to lie on the floor and lock the doors, if necessary.



- Cover Window if it appears safe to do so.
- Remain as calm as possible.

### **Flooding**

Flooding may be the result of a burst water pipe, a water main break, or heavy rain. If you see excessive water leakage or flooding, do not deal with this situation on your own, please call the Plant and Security Operations Manager, David Spencer ex. 7232. Remain calm and listen for instructions. Remember that water is a conduit of electricity and generates shock so do not step into the water.

Depending on the severity of the flooding there may be a loss of electric power. A decision will be made by the President as to whether or not evacuation is necessary.

### **Hazardous Substances**

The Athena Career Academy staff has taken all the steps necessary to ensure that potentially hazardous substances are properly stored in safe containers that meet National Fire Protection Association (NFPA) and local codes, and are handled only by trained staff. By law, material safety data sheets (MSDS) are to be kept onsite for those substances used within each department and throughout the building. Faculty and staff are able to read the MSDS sheets to familiarize himself/herself with various substances, possible hazards, and treatment. All MSDS sheets are available for viewing in the Plant and Security Operations Managers office.

### **Fumes, Odors, Gas**

Sometimes unusual odors infiltrate the building from the outside. Car exhaust fumes and smoke from a fire are two possible causes. Inside the building, an odor may come from a defective lighting ballast, clogged drains, paint, or food. If you smell an unidentifiable noxious odor, notify the Plant and Security Operations Manager, David Spencer ex. 7232. **Protect yourself and do not take chances.**

### **Explosions**

There is little possibility of an explosion from the equipment in the building because of the safety devices and procedures governing their use. Nonetheless, accidents happen and it is possible a device will be brought in from the outside. If you see any suspicious boxes, packages, or containers of any kind, or smell gas, report it to the Plant and Security Operations Manager, David Spencer ex. 7232.

If there is an explosion, treat it like a fire emergency and follow the procedures for fire evacuation. Stay calm.

### **Toxic Spills**

Any unknown substance whether spilled or in a container should be treated as if it were hazardous. If you come across a spill, do not touch it or try to clean it up.

- Notify the Plant and Security Operations Manager, David Spencer ex. 7232, so that proper protocol and agencies can be notified.



### **Bomb Threats**

Bomb threats should be handled in a serious manner. In most cases, threats over the telephone or by mail will have little or no validity beyond the expression of anger. However, for your safety and that of others, treat each threat seriously by notifying Plant and Security Operations Manager, David Spencer ex. 7232. Remain calm. Do not start rumors.

### **Anthrax**

In the event you see or receive a suspicious package or letter please exercise caution and report it immediately to the Plant and Security Operations Manager, David Spencer ex. 7232.

This applies to campus and postal mail, letters and packages from Federal Express, UPS, other shipping companies, and messenger services, which deliver to academic and administrative departments directly.

### **Smoke or Fire Emergencies**

The campus building is equipped with state of the art fire safety systems that include both smoke and heat detection. The entire building is equipped with sprinkler systems. In addition, all hallways and classrooms are installed with emergency lighting and exit signs.

All staff, faculty, and students at Athena Career Academy should be familiar with the location of all exits and fire extinguishers.

- If you smell smoke or see a fire, pull the nearest fire alarm box (they are RED).
- Try to remain calm.

### **Activation of the Fire Alarm System**

All the buildings at the Athena Career Academy Toledo Campus are equipped with RED pull boxes that are mounted on the walls.

- To activate this device, pull down the white lever. This action will trigger the fire alarm system throughout the facility.
- Once activated, proceed with caution towards the designated exit and evacuate the building.

NOTE: The fire alarm will automatically signal **Kastle Security Systems** who will dispatch the Toledo Fire Department.

### **Fire Extinguishers and Their Use**

The fire extinguishers throughout the Athena Career Academy Toledo Campus are checked and tagged every year. There is a glass gauge located near the scissor-handle of the device. The indicator should be in the green area, not in the red. If the arrow is in the red, the extinguisher requires service and should be reported to the Plant and Security Operations Manager, David Spencer ex. 7232.

Fire extinguishers are located in the hallways, and are labeled according to fire classification.



To operate a fire extinguisher, follow the steps below:

- Locate the fire extinguisher
- Remove it from the bracket
- Break plastic seal around the safety pin.
- Remove the safety pin located on the scissor-hand lever.
- Hold the unit upright against your body by the bottom lever.
- Remove the black rubber nozzle from its retaining clip.
- Stand six to eight feet from the fire and aim the nozzle at the base of the fire.
- Squeeze the two levers together. This will release a discharge from the fire extinguisher. Sweep the nozzle side-to-side across the base of the fire.
- Always, position yourself so you are facing the fire with your back to an exit.
- If the fire extinguisher is depleted and the 15 seconds have elapsed, decide quickly if another fire extinguisher will complete the job or if it should be handled by the Fire Department.
- On your way out of the building, pull the fire alarm box.

### **Fire Extinguisher Locations**

Know where the fire extinguishers are, fire extinguishers are located throughout the entire campus facilities. Please familiarize yourself with the locations by your offices, classrooms, and labs.

### **Building Evacuation**

In the event of emergency, the fire alarm will sound and strobes will flash. It is important to remain calm and listen for instructions that may be announced.

The building has a number of emergency exits. All exits are clearly marked in red illuminated lettering. Find the nearest exit during an emergency and evacuate the campus building.

- Loss of electrical power at the Athena Career Academy Toledo Campus may result in evacuation and may occur due to a number of reasons.
- If the evacuation is due to fire, attempt to shut (BUT DO NOT LOCK) all doors. It is important to remember doors help to keep fire from spreading. After exiting your room or workspace, proceed towards the nearest available exit. If there is smoke around the exit nearest to you, try the next exit. If for any reason, there is smoke or fire in the line of escape stay in your room.
- Call 9-1-1 and give them your name, location and room number so that rescue personnel can provide assistance or so instructions can be issued.
- In the event of a building evacuation, staff members will conduct sweeps of the floors, classrooms, and offices to ensure proper evacuation procedures.

### **Power Failure**

Loss of electrical power at the Athena Career Academy could result from a fire, flooding, severe weather, or a blackout. The building is equipped with battery back up for the fire systems. The batteries are tested monthly



and will automatically start in case of a power failure. It will supply emergency power to lighting the hallways and classrooms.

Computers will go off line during a power failure, so it is always important to save work on a back-up mechanism. Depending on the situation and the length of time it lasts, an evacuation may not be necessary. However, some or all staff may be sent home depending on the severity and length of the power failure.

If the decision is made to suspend operations, all staff, faculty, and students should leave the building carefully.

### **Plan Regarding Investigation of Violent Felony Offenses**

Violent felony offenses are defined by Law to include, but not limited to, degrees/classes of: murder, manslaughter, kidnapping, rape, sodomy, aggravated sexual abuse, assault, burglary, robbery, arson, criminal possession of a dangerous weapon, etc. All staff, faculty, and students of Athena Career Academy are expected to report all suspected offenses to David Spencer, Physical Plant and Security Operations Manager. In the event an offense has been committed, please contact 9-1-1 for your safety and that of those around you.

### **Procedure**

In the event a violent felony offense, as defined above, is suspected or has been committed the City of Toledo Police Department will be notified immediately.

When the City of Toledo Police Department arrives on campus all members (staff, faculty, and students) at Athena Career Academy are expected to cooperate fully with the investigation, including identifying parties needed for questioning.

### **Catastrophic Emergencies**

A catastrophic emergency is defined as a crisis situation that involves and affects everyone within the institution. It will be an emergency, by its nature, directly involving large numbers of people and requiring large-scale efforts to manage.

The effects of a catastrophic emergency differ from those of other crises in that the impact is overwhelming, the campus response involves virtually everyone, the media involvement is sudden, intense, and persistent, and administrators are quickly thrust into high profile by the media attention.

Media involvement may be immediate and constant. The desire for public information may be felt as intrusive and insensitive; however, the public that will be eager for information can include family members and colleagues of Athena Career Academy's staff, faculty, and student body.

Staff and faculty are never allowed to share information with anyone in the media, about the school or students. If you receive a request for information pass the request to the Plant and Security Operations Manager, David Spencer ex. 7232. Keeping the entire campus community, the families of students and



employees, and the adjacent local community fully informed is of utmost importance. Frequent, accurate information and consistent sources of communication are imperative. Rumor control, prevention of panic, and organization of emergency responses are dependent on these communications. However, Athena Career Academy asks that no one speaks to any members of the media except the President, or their designee.

**Contacts with Families of Victims:**

The President in collaboration with Program Directors will direct plans for contacting family members of staff, faculty, and student victims of a catastrophic emergency.

**Department of Education Campus Crime and Safety Reports:**

All crime and safety is reported to the Department of Education per their guidelines and regulations. Please see the link below for access to their website as well as Campus Crime and Safety Reports.

<http://ope.ed.gov/campussafety/#/>

