



Athena Career Academy

Campus Policies & Procedures

Manual-All Programs

5203 Airport Highway

Toledo, Ohio 43615

419-472-1150

October 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
- Gainful Employment Disclosures (for applicable programs)
- 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



Administrative Team

Tony Restivo, President
Kristina Schuster, Controller
Suzanne Smith, Director of Nursing Education
Kristi Schlatter, Nurse Manager/Lab Coordinator
Therese Nwokolo, Allied Health Program Director
Pamela O'Connell-Parsons, Early Childhood Program Director
Liz Lennon, Financial Aid Manager
Dawn Belzung, Student Operations Manager
Michelle Moser, Compliance Manager
David Spencer, Director, Data Analytics/Physical Plant & Security Manager

Support Staff

Courtney Slepko, Financial Aid Advisor
Jocelyn Burke, Senior Admissions Representative
Elizabeth Quintero, Senior Admissions Representative
Victoria Penamon, Admission Representative
Sarah Boyer, Admission Representative
Justine Betz, Administrative Assistant
Nicole Thomas, Receptionist

Faculty

*for each program's current faculty please see the inserted roster in your Program's Student Handbook



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

PROGRAM START/COMPLETION DATES:

Individual Program Calendars will be given to each student at orientation, the calendar will cover the complete program. **dates are subject to change, students will be notified by their enrolled programs academic dept.*

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)" full-time 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

OTHER RELATED CLOSINGS

In the event Athena Career Academy closes its campus due to inclement weather it includes all classroom, laboratory, clinical/practicum/externship 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 (with the exception of clinical/externship/practicum hours) are held on the Athena Career Academy campus located at:

5203 Airport HWY.

Toledo, OH 43615

Phone: 419-472-1150

Fax: 419-932-6911



CONTACT/DEPARTMENT EMAIL

Website: www.athenacareers.edu

Financial Aid: finaid@athenacareers.edu

Maintenance & Security: maintenance-security@athenacareers.edu.

Media Services: mediaservices@athenacareers.edu

Career Services: careerservices@athenacareers.edu

Admissions: ag@athenacareers.edu

Compliance: compliance@athenacareers.edu

Absence Reporting: absent@athenacareers.edu

Academic Review Committee: arc@athenacareers.edu

ADMISSION REQUIREMENTS FOR ALL PROGRAMS:

- Must be 18 years or older at time of enrollment
- Complete an on-line application
- Attend an Informational Session with an Admission Representative
- Attend an individual appointment with a Financial Aid Representative should prospective student wish to apply and/or receive federal funding.
- Complete a WorkKeys Entrance Exam (PN Program)/Wonderlic Assessment (CMA, PHL, & ECE Programs), and/or Official PN Transcript (LPN to RN Program) for approval (See Individual program admission requirements for specific)
- Complete an on-line State of Ohio Disclosure Course
- Submit a copy of a high school transcript or GED transcript. The transcript must include full name, graduation date, and school official signature if possible. Foreign transcripts must be evaluated for US high school equivalency prior to enrollment.
- Provide a valid government photo ID and Social Security Card
- Citizenship requirements include I94 Card with date of entry, current passport, and proof of alien registration number if applicable
- Sign an Enrollment Agreement
- Attend Orientation for enrolled program
- All required documentation MUST be turned in and completed PRIOR to the start of class (*including program specific medical documentation*)
- If at anytime during the admission/enrollment process a prospective student becomes belligerent, deceptive, or mistreats any staff or faculty, Athena Career Academy has the right to refuse enrollment into the school.



INDIVIDUAL PROGRAM REQUIREMENTS IN ADDITION TO ABOVE:

Practical Nursing Program:

- Complete and Pass the ACT WorkKeys Entrance Exam (see specifics testing info below)
- Provide proof of valid and current American Heart Association BLS Healthcare Provider CPR (NO ONLINE COURSES are Accepted)
- Complete a Pre-Admission Health Form (form provided by Admission Rep)
- Complete and pass a drug screen@ Athena Career Academy **no more than 90 days prior** to the enrolling programs start date. *In the event a student fails the initial drug screen, the student is denied enrollment at Athena Career Academy.*
- Complete a BCI/FBI background check @Athena Career Academy **no more than 90 days prior** to the enrolling programs start date. All background results are subject to Director Approval
- Provide current immunization records for proof of the following:
 - A current 2 Step TB or Chest X-ray within one year of the programs start date
 - 2 MMR Vaccines, 1 Varicella Vaccine, 3 Hepatitis B Vaccines or Declination Waiver, or titers verifying immunity, and a current Tetanus Vaccine.
 - Student will be responsible to complete immunizations required by clinical sites (example: Flu Vaccine/Pneumococcal Vaccine)

LPN to RN Program:

- Submit an official Copy of Practical Nursing Transcript that meets the following requirements:
 - Completion of Theory and Clinical Courses with a “C” grade or better in the following courses:
 - Anatomy and Physiology
 - Mental Health/Psychology
 - Pharmacology*
 - Human Growth and Developments*
 - Maternal Newborn Care*
 - PN Fundamentals*

**Credit may be awarded through PN program course work - determined through transcript/course syllabi review*

- Hold a Valid Ohio Practical Nursing License, the LPN must be Unencumbered and Unrestricted. (Director of Nursing Education will verify through OBN)
- Provide proof of valid and current American Heart Association BLS Healthcare Provider CPR (NO ONLINE COURSES are Accepted)
- Complete a Pre-Admission Health Form (form provided by Admission Rep)



- Complete and pass a drug screen@ Athena Career Academy **no more than 90 days prior** to the enrolling programs start date. *In the event a student fails the initial drug screen, the student is denied enrollment at Athena Career Academy.*
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 - Student will be responsible to complete immunizations required by clinical sites (example: Flu Vaccine/Pneumococcal Vaccine)

ADMISSION ENTERANCE EXAMS & ENTERANCE ASSESMENTS

Practical Nursing Program

For the Practical nursing Program prospective students are required to complete and pass the ACT WorkKeys Entrance Test(s). Athena Career Academy will accept ACT WorkKeys Entrance Test(s) results from other testing

institutions providing the results reflect a passing score from the table(s) above. All ACT WorkKeys Entrance Test results will be honored within one (1) year from the enrolled programs starting date.

Cost of Entrance Test:

- The initial cost of the test for ALL three (3) sections is \$30.00 due prior to testing
- Each failed section that is retaken is \$10.00 per section and attempt

Test Sections and Required Minimum Score

- Applied Math/Passing Score \geq 76
- Graphic Literacy/Passing Score \geq 76
- Workplace Documents/Passing Score \geq 79

Test Preparation/Practice:

ACT WorkKeys testing information and study links are provided by your admissions representative. Test Preparation packets are also available for sale at the front receptionist desk. You may also find out more information at <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>

Failed Sections:

A prospective student may retake any/all sections on the next scheduled testing day or future scheduled testing days once they feel prepared to retake any/all sections that were unsuccessful. Athena Career Academy will also now allow a prospective student to retake any/all sections until they receive a passing score.



Allied Health Programs (CMA & PHL) and Early Childhood Education Programs

For all prospective students enrolling into any of the Allied Health Programs or the Early Childhood Education Program they must complete a Wonderlic Entrance Assessment. This test consists of 50 questions in 12 minutes and measures the student’s cognitive ability and is a great predictor in academic success. There is no minimum score that one must achieve to become enrolled. If a prospective student scores below a 12, they are required to meet with the program director of their desired program for academic advisement. The prospective student and program director will discuss the scores and expectations required for successful completion of the program, as well as intervention assistance such as tutoring, so that the student may make an educated determination if they would like to continue with enrollment.

Cost of Entrance Assessment:

- \$25.00 due prior to testing
- Assessment is valid for one (1) year and must be within one (1) year of program start date

Assessment Preparation/Practice:

Prospective test takers are able to visit the Wonderlic website (<https://wonderlic.com/about-wonderlic-test/>) for more information. Some of the topics you will see on the test are vocabulary, mathematics (numerical patterns, ratios, percentages, fractions, averages, etc.), proverbs, and logic puzzles. Each question is worth one point and this is not a pass or fail assessment.

FEES & TUITION

Refer to the Athena Career Academy Website or each programs Student Handbook for specific fees and tuition costs as each course varies. The student handbooks for each program are available online at: www.athenacareers.edu

PROGRAM COSTS:

PRE-REGISTRATION COSTS* (LPN to RN, PN, CMA, PHL, & ECE PROGRAMS)

**Please note that ALL Pre-Registration Costs are non-refundable and payable to the school*

- **ENTRANCE EXAM and/or ASSESSMENT FEE** (Paid to School) **\$30.00**
- **Drug Test** (PN & LPN to RN Programs prior to enrollment) **\$25.00**

Clinical Medical Assistant Program Costs

- REGISTRATION FEE \$120.00
- BOOKS, UNIFORMS, SUPPLIES & FEES** \$1825.00
- TUITION \$11,700.00
- TOTAL PROGRAM COSTS **\$13,795.00**



Phlebotomy Program Costs

- REGISTRATION FEE \$25.00
- BOOKS, UNIFORMS, SUPPLIES & FEES** \$484.00
- TUITION \$2853.00
- TOTAL PROGRAM COSTS **\$3362.00**

Phlebotomy Externship (Optional)

- EXPERIENCE FEE \$99.00

LPN to RN Program Costs

- REGISTRATION FEE \$120.00
- BOOKS, UNIFORMS, SUPPLIES & LAB FEES \$1,775.00
- TUITION \$20,600.00
- TOTAL PROGRAM COSTS **\$23,345.00**

All books and fees must be purchased through Athena Career Academy

Practical Nursing Program Costs

- REGISTRATION FEE \$120.00
- BOOKS, UNIFORMS, SUPPLIES & LAB FEES \$1,775.00
- TUITION \$20,800.00
- TOTAL PROGRAM COSTS **\$26,695.00**

All books, uniforms and supplies must be purchased through Athena Career Academy

PAYMENT POLICY

The school accepts the following forms of payment*: cash, money order, Master Card, Visa, Discover, and American Express. Students who are receiving financial assistance from any agency or funding source must be advised that it is their responsibility to make sure that all proper paperwork remains compliant so that the school receives the proper tuition fees. All tuition and fees are the responsibility of the student regardless of anticipated grants and/or student loans. All balances must be current to progress to the next quarter/term, graduate, and/or receive a transcript (official or nonofficial), or diploma.

****A \$15.00 late fee will be applied to the student's account for any late payments***

GRADUATION COSTS

Costs for graduating from the Practical Nursing Program, the LPN to RN Program, the Early Childhood Education Associate Degree Program, and the Clinical Medical Assistants Athena Students will be paid by Athena Career Academy and include Cap, Gown, Tassel, and diploma cover.

**** Student MUST has a \$0 balance, return FOB, and complete all necessary graduation requirements***



REFUND POLICY

Credit Hours Refund Policy

If a student is not accepted in 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. 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 starts class and withdraws within the five (5) day cancellation period shall be obligated for the registration fee
2. A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for 25% of the tuition and refundable fees for that academic term plus the registration fee.
3. A student who withdraws during the second full calendar week of the academic term shall be obligated for 50% of the tuition and refundable fees for that academic term plus the registration fee.
4. A student who withdraws during the third full calendar week of the period academic term shall be obligated for 75% of the tuition and refundable fees for that academic term plus the registration fee.
5. A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

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

Clock Hour Programs

If a student is not accepted in 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. 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 starts class and withdraws within the five (5) day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.
3. A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.
4. A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.
5. A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees for the current academic term.



FOOD & BEVERAGE POLICY

Food and Drinks are NOT to be consumed in any of the school's skill labs, computer labs, media center. Students may take one (1) covered drink in theory classrooms, but food is NOT permitted in ANY classrooms or labs.

STUDENT ID/SECURITY FOB

Each student is provided with a student ID and security fob on their first day of their enrolled program. In the event that the student loses either, please alert the receptionist as soon as possible so that Athena can take appropriate action to deactivate your security fob. The cost to replace your Student ID is \$5.00 and a replacement security fob is \$25.00. The student is responsible for replacement fees and replacements will be issued upon receipt.

***Please note that ID's and fobs can take up to 24-hours to complete, upon payment is received.*

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 facility at **any time**. **Violation of this policy will result in disciplinary action.** Students will follow the smoking policy at the affiliating externship sites.

CELL PHONE POLICY

NO cell phones are permitted in the classrooms, laboratories, hallways, bathrooms, or clinical/externship/practicum sites. If a student is found in violation of this policy, you will be dismissed from class/lab for the day and will be responsible for the missed time/content and an advisory form will be issued.

- **Designated cell phone area is the student lounge/cafeteria only. NO cell phone usage in the hallways**
- **Students who continuously violate this policy will receive disciplinary warnings and will forfeit their right to have their cell phone in the building of Athena Career Academy for the duration of the quarter they are in. Upon losing their cell privileges, if the student is found to have their cell phone in the building, they will be dismissed from the program for violation of student conduct.**

LAPTOPS AND ELECTRONIC DEVICES

Laptops and electronic devices (including any recording devices) **ARE NOT** permitted in the classroom, labs, or externship sites.

TRANSPORTATION

Students are responsible for obtaining their own transportation to the school and to the affiliating agencies used for clinical/externship, practicum assignments. Please note that there may be extensive travel for some externship sites.



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.

GREIVANCE POLICY

Within all programs, the term "*grievance*" is defined as a dispute between a student and the enrolled 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 proper steps to complete the grievance process is outlined below:

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 sending an email to the Program Director to set up a conference.

Step 3: If the grievance is unresolved after **Step 1 & 2**, 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 2**.

- 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 President of the school for final approval. All determinations require two signatures.
- Upon determination the student and faculty member(s) will receive the final assessment of the grievance within **FIVE (5)** working days.
- The grievance will be considered resolved.

Step 4: 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 and/or Council on Occupational Education 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 Council on Occupational Education, 840 Roswell Rd, Bldg. 300, Ste. 325, Atlanta, GA 30350
- The time limits set forth in the above procedure may be extended by mutual agreement of the Academic Review Committee and the student.



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 do our best to provide reasonable accommodations for qualified students with disabilities. To be eligible for a reasonable accommodation the student must have:

- A disability (as defined by applicable law) that substantially limits a major life activity and subsequently necessitates an accommodation;
- Documentation on file with Athena Career Academy that supports the need for the requested accommodation; and
- 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: <https://www2.ed.gov/policy/rights/guid/ocr/sexoverview.htm>

TECNOLOGY and 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 staff and student email accounts. The email services should only be used for academic communications. Use of e-mail should not interfere with others' use of the systems and network. All communication via email with Athena Staff, Faculty, and Students **MUST ONLY** come from Athena issued email account.

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 are 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 Compliance Office, ext. 7231. 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. The schools Health and Safety for Students Plan is available for review in the Compliance Office, please email: compliance@athenacareers.edu if you wish to review.

Emergency Numbers

In the event of an emergency...

- **Remain Calm**
- **Listen for Instructions**
- **Fire or Medical Emergency – 911**

Incident/Accident Reporting

All incidents of serious illness or injury shall be reported immediately to an Athena staff and/or faculty member. Students, staff and/or faculty members need to complete an Incident/Accident Report Form and submit the completed form to the students enrolled program director before leaving work/school for the day. Injury and illness reports are kept on file in the Physical Plant Operations and Security Managers office.

Reports of injury and/or serious illness are reviewed by the respective program director. Should the incident warrant, the Program Director along with the assistance of the Physical Plant Operations and Security Manager and or the Compliance Manager will conduct an investigation of the incident to determine cause, accountability, and the possible need for updating health and safety procedures.

Liability and Campus Security

Athena Career Academy is not responsible for theft of personal property occurring on campus and/or public properties surrounding the campus. Students are responsible for all monetary losses resulting from theft and should have their own personal insurance policies. In case of emergency, Emergency Service, 911, will be called and will take charge of the emergency situation upon their arrival.



Automatic External Defibrillators (AED)

There are two (2) AED's on the Athena Campus that are located in the hallways of the student instructional areas and located by signage throughout the instructional area hallways.

First Aid Kits

First Aid kits are available in all of the skill labs and administrative offices. If you need first aid supplies or assistance please alert your Instructor, Program Director/Manager right away.

Severe Weather Conditions

In compliance with Federal, state and City laws, 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 Administrative Staff members.

If a lockdown is ordered:

- Instructors are to lock 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 an Administrative staff member will come door-to-door to relay the all clear.
- Instructors may direct the students to lie on the floor and lock the doors, if necessary.
- 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 notify your Instructor, Program Director/Manager right away. 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 at the front receptionist desk.

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 your Instructor, Program Director/Manager right away. **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 your Instructor, Program Director/Manager right away.

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 your Instructor, Program Director/Manager right away, 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 your Instructor, Program Director/Manager right away. 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 your Instructor, Program Director/Manager right away.

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).

- Exit the building
- 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 notify your Instructor, Program Director/Manager right away.

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.

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, providing it is safe to do so 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 offline 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.

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 your Program Director/Supervisor. 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 President right away. 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 Administrative Staff (Directors/Managers) 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/#/>



RECEIPT of Campus Policies and Procedures Manual- All Programs

I, (Please Print Your Name) _____, HAVE READ AND UNDERSTAND THE ATHENA CAREER ACADEMY CAMPUS POLICIES AND PROCEDURES MANUAL- ALL PROGRAMS. 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 CAMPUS POLICIES AND PROCEDURES MANUAL- ALL PROGRAMS. DATED: October 2019.

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 _____