



# BRADFORD CAREER CENTER

## RULES & REGULATIONS

1. Any violation of the rules and policies of the school shall be subject to review by the Administration to determine corrective action. Violations may be grounds for suspension or expulsion.

2. Any student who finds it necessary to withdraw from training must notify the School Director. All withdrawals must be in writing and addressed to the School Director.

3. **ATTENDANCE:** A student must attend all classroom and clinical instruction. Punctuality is expected of every student. Considering the brevity of the training program, each student is encouraged to observe one hundred percent attendance.

3.1 **ABSENCES** will be considered unexcused unless the absence is due to any of the following circumstances:

- A. Illness. Note from attending physician must be submitted.
- B. Jury duty/court hearing. Court document must be submitted.
- C. Death of immediate family members. (Parents, spouse, children *only*). Proof of death must be submitted.
- D. Natural calamities.
- E. Vehicular accident. Proof of accident must be submitted. Doctor's certification that student may resume training must be submitted.
- F. Any other emergency situation. Proof of emergency situation must be submitted.

**First** unexcused absence will result in a verbal warning.

**Second** unexcused absence will result in a written warning.

**Third** unexcused absence will result *in* the student meeting with the Instructor and Program Director to determine student's capability to continue with the program under probation. When a student is placed under probation, he/she cannot incur another unexcused absence as this will result in his/her being automatically dropped from the program.

**Make-up:** The student is responsible for making arrangements with his or her instructors regarding missed hours in both classroom and clinical rotations.

**Leave of Absence:** Leave of absence is granted only for legitimate reasons. Requests must be in writing and addressed to the Program Director. The student may resume training upon clearance with the

Program Director.

**NOTE:** *A student may not incur more than 3 absences, excused or unexcused in the Certified Nursing Assistant Training Program. Absences of 4 or more will mean automatic termination from the program.*

- 3.2 Tardiness: Tardiness is defined as arriving within 15 minutes after the scheduled start time of the day's activity, whether classroom or clinical. Any student who arrives 16 or more minutes after the official start time shall be marked absent for the day. Being tardy 3(x) is equal to 1 absence.

#### **4. PERSONAL CONDUCT:**

- 4.1 Smoking is not allowed inside the school building or clinical site.
- 4.2 Anyone under the influence of drugs or alcohol will not be allowed to stay in School or the clinical site. Law enforcement officers will be called should the need to do so arise.
- 4.3 Students are not allowed to make or receive telephone calls during class or Clinical hours, except for emergency purposes.
- 4.4 Eating is not allowed inside the classroom during class hours or clinical hours.
- 4.5 Students must return any and all books, materials, instruments loaned to them immediately after completion of training.
- 4.6 Students are expected to observe courtesy and respect for their instructors, administrative staff, clinical site workers, and their fellow students.
- 4.7 Possession of liquor or any other illegal or dangerous substances in school or at the clinical site is absolutely prohibited. So is the carrying of firearms or any other deadly weapons. Due to the illegality of these acts, law enforcement must be immediately notified by the first observers.
- 4.8 Any form of dishonesty, (cheating, misrepresentation, etc.) is considered a very serious offense and shall be valid grounds for expulsion from the school. It may also be grounds for ineligibility for future enrollment.
- 4.9 Disruptive behavior during classroom or clinical instruction is unacceptable behavior and may be grounds for expulsion. Remember, students are enrolled in the program to learn. Any student, who deliberately makes unwholesome, irritatingly irrelevant and immature comments while the instructor is explaining the lesson, does not deserve a place in the program. The instructor is given authority to exercise sound discretion in suspending or expelling the student guilty of any of the above enumerated behavior, after warnings have been given.

#### **5. ATTIRE**

- 5.1 Although street clothes are considered appropriate to wear when attending classroom instruction, students are expected to observe basic rules of decency.

5.2 Each student is expected to observe basic rules of personal hygiene when attending classroom and clinical training. (Remember, you are enrolled in a healthcare training program where cleanliness and hygiene are of paramount importance).

5.3 Students are required to wear their school uniform whenever they go to the clinical sites for clinical rotation.

5.4 Wearing of rings and other forms of jewelry during clinical rotations is seriously discouraged.

## **6. COMPLAINT PROCEDURE:**

If a student has a complaint against his/her instructor(s), classmate(s), clinical I facility employee(s), or has concerns about school policy(ies), he/she must observe the following grievance procedures:

6.1 The student's complaint must first be brought to the attention of the instructor or Program Director in writing, describing in very specific language the circumstances/events and people involved.

6.2 The instructor/Program Director shall personally meet with the complainant no later than (2) days after receipt of the written complaint.

6.3 If the complaint concerns school policies, the Instructor/Program Director will resolve the matter with the complainant. If unresolved, the complainant may elevate the matter to the School Administrator.

6.4 If the complaint against another student, the Instructor shall arrange a meeting between the students involved and act as the moderator. The Instructor must resolve the matter within 2 days after his/her meeting with the concerned students.

6.5 Unresolved complaints must be submitted to the School Director or School Administrator who in turn shall respond in writing within 5 business days after receipt of the complaint.

**ANY QUESTIONS OR PROBLEMS CONCERNING THE SCHOOL THAT HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHALL BE DIRECTED TO THE DEPARTMENT OF CONSUMER AFFAIRS, AT 1625 N. MARKET BLVD., SACRAMENTO, CA 95834.**

This is to certify and acknowledge that I have read the above Rules & Regulations of BRADFORD CAREER CENTER. My signature below signifies that I agree to all the rules, regulations, policies of the school.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_