

| 19-20



Bristol-Plymouth Regional  
Technical School  
Dental Assisting Post-Secondary

Program Handbook

## Table of Contents

<b>General Information – Section A</b> .....	<b>3</b>
Valor Act .....	3
Approvals.....	4
Administrative Staff.....	4
Dental Assisting Faculty.....	4
Advisory Board .....	4
Program Description .....	4
Instructional Areas .....	4
Class Schedule & Program Calendar .....	5
No School Notice .....	6
Associated Estimated Program Costs.....	6
Course Text Books .....	6
Social Networking Behavior .....	7
<b>Program Specific Policies – Section B</b> .....	<b>7</b>
Tuition Payment Policy.....	7
Tuition Refund Policy .....	7
Attendance Policy.....	8
Tardiness .....	8
Medical Clearance .....	8
Withdrawal Policy .....	9
Re-Admission Policy .....	9
CPR Requirement .....	9
Graduation Policy .....	9
Student Conduct/Classroom Etiquette .....	9
Student Conduct/Dental Lab.....	10
Cell Phone Usage.....	11
Dress Code.....	11
Course Sequence .....	12
Student Records .....	12
Computer Information and Resources.....	13
Logging-On to a School Computer .....	13
Creating a Personal Password .....	13
Student Information Portal: X2 Aspen.....	14
<b>Academic Information – Section C</b> .....	<b>14</b>
Academic/Technical Honesty .....	14
Academic Support .....	14
Academic & Clinical/Lab Grading .....	15

Make-Up Test Policy.....	15
<b>Clinical/lab Information/Policies – Section D .....</b>	<b>15</b>
Student Conduct.....	15
Evaluation of Internship Performance .....	16
<b>School District Information/Policies – Section E.....</b>	<b>16</b>
School Insurance .....	16
Smoking/Vaping .....	16
Student Identification Badge.....	16
Accidents .....	16
Harassment Policy .....	17
<i>Definitions:</i> .....	17
<i>Guidelines for Reporting and Investigating Harassment</i> .....	18
Regulations for Title IX and Chapter 622 .....	19
Grievance Policy .....	19
<i>Grievance Procedure:</i> .....	19
An Act Prohibiting the Practice of Hazing .....	20
Drug Possession Policy .....	21
Criminal Behavior Protocol .....	21
Possession or Use of Alcoholic Beverages .....	21
Inhalant Abuse Policy .....	21
Weapons, Controlled Substances, Assaults .....	22
Physical Objects on School Properties (City of Taunton Ordinance) .....	23
Authority to Arrest .....	23
Firearms: Chapter 269, Section 10: .....	23
Personal Search of Students Conducted by Public School Officials and Employees .....	23
Video Surveillance .....	25
Lockdown Drill Procedures.....	24
Fire Drill/Evacuation of the Building .....	24
Physical Restraint Policy and Procedures.....	24
Internet & Computer Hardware Policy .....	25
Plagiarism .....	25
Summary .....	25
Procedures & Expectations .....	27
Motor Voter Law .....	27
Asbestos .....	27
Video Taping and Interception of Wire and/or Oral Communications.....	27
Disclaimer .....	28
<b>Withdrawal/Leave of Absence Form.....</b>	<b>29</b>

## General Information – Section A

This handbook has been prepared in order to acquaint the dental assisting student with the rules, regulations and policies of the Bristol-Plymouth Regional Technical School Dental Assisting Post-Secondary Program. Students of the Dental Assisting Program are bound by all rules of the Bristol-Plymouth Regional Technical School. Please review the contents to familiarize yourself with all aspects of the program.

The Bristol-Plymouth Regional Technical School does not discriminate on the basis of race, color, sex, age, gender identity, religion, national origin, disability, sexual orientation, economic or housing status or gender in admission to, treatment or employment in its programs and activities. All students have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district. The following person has been designated to handle inquiries regarding non-discrimination policies: Melanie Shaw, Pupil Services Administrator, Bristol-Plymouth Regional Technical School, 207 Hart Street, Taunton, MA 02780; (508) 823-5151.

Inquiries concerning the application of non-discriminating policies may also be referred to the Office for Civil Rights, Boston Office, U. S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921.

If you have any questions concerning your rights and/or privileges stated in this handbook, please feel free to call your local student service center, Student Service Center, Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148, (781) 338-3000. Other numbers for information: MA Commission Against Discrimination—Boston (617) 994-6000; Equal Opportunity Commission—Boston (800) 669-4000.

### **Valor Act**

In accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)] the Valor Act II protects students enrolled in the Dental Assisting Program from incurring academic or financial penalties as a result of performing military service. A student called to or enlisting in active duty are allowed the option of completing the course(s) at a later date without penalty, or withdrawing from the course(s) with a full refund of fees and tuition paid. If a student chooses to complete the course(s) at a later date and the course(s) is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit (clock hours) without penalty. If a student chooses to withdraw from the course(s), the student's academic record (transcript) will reflect that the withdrawal was due to active duty military service.

## Approvals

Fully approved by the: Massachusetts Department of Elementary and Secondary Education

## Administrative Staff

Alexandre Magalhaes ..... Superintendent  
Nadine Rose .....School Business Administrator  
Lynne Sullivan ..... Coordinator of Nursing Programs

## Dental Assisting Faculty

Erin Donnell, BS, BA, CDA, RDA

## Advisory Board

The Advisory Board assists the administration and faculty in reviewing and revising the Dental Assisting Program. Through diverse membership on the board, the faculty is able to draw on the individual perspectives, qualifications, and experiences of a wide variety of members. This approach assures that dental assisting students obtain an appropriate and sound education. The Advisory membership is composed of individuals or representatives from the following facilities/organizations/career: dental assisting, dental hygiene, dentistry, the community, post-secondary education, student representatives, parent representative.

## Program Description

The Bristol-Plymouth Regional Technical School Dental Assisting Program will prepare graduates for a rewarding career in which the student will play an instrumental role in the dental care process. Students will gain specialized skills by taking advantage of the latest technology and training techniques using state-of-the-art equipment including digital dental radiology and the latest in dental operatories and laboratory equipment. Dental assistants provide ongoing services on behalf of both patients and dentists ensuring plentiful career opportunities in this dynamic field. The program prepares students for certification by the Dental Assisting National Board (DANB) in both Infection Control and Radiation Health and Safety. CPR certification and an OSHA 10-hour general industry safety and health training course will also be completed.

## Instructional Areas

The areas of instruction in the Post-Secondary Dental Assisting program are dental infection control, dental/medical terminology, four-handed dentistry, dental laboratory techniques, dental specialties assisting, dental business office procedures, radiographic techniques, emergency procedures, OSHA/CDC guidelines.

## Class Schedule & Program Calendar

The Dental Assisting Post-Secondary Evening program meets on Tuesday, Wednesday and Thursday, unless otherwise stated, from 4:30 p.m. to 9:30 p.m. with a short break for dinner. Schedule is subject to change upon agreement by the class/instructor or when necessary as determined of the administration.

### SEPTEMBER -- 9 Days

M	T	W	T	F
X	X	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2 – Labor Day Holiday

4 – All Students Report

### OCTOBER – 15 Days

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
XX	15	16	17	18
21	22	23	24	25
28	29	30	31	

14 - Columbus Day

### NOVEMBER -- 11 Days

M	T	W	T	F
				1
4	5	6	7	8
XX	12	13	14	15
18	19	20	21	22
25	26	27	XX	XX

11 - Veteran's Day Observed

28-29 - Thanksgiving

### DECEMBER -- 9 Days

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
XX	XX	XX	XX	XX
XX	XX			

24 Dec.–Jan. 1 Recess

### (2020) JANUARY -- 13 Days

M	T	W	T	F
		X	2	3
6	7	8	9	10
13	14	15	16	17
XX	21	22	23	24
27	28	29	30	31

1– New Year's Day

20 – Martin Luther King Day

### FEBRUARY -- 9 Days

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
XX	XX	XX	XX	XX
24	25	26	27	28

17 – 21 Winter Recess

### MARCH -- 13 Days

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### APRIL -- 11 Days

M	T	W	T	F
		1	2	3
6	7	8	9	XX
13	14	15	16	17
XX	XX	XX	XX	XX
27	28	29	30	

10- Good Friday

20-24 – Spring Recess

### MAY -- 12 Days

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
XX	26	27	28	29

25 – Memorial Day

### JUNE – 12 Days

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	

## No School Notice

In case of severe weather which necessitates cancelling class/lab or internship, the instructor will notify students via a designated phone number.

## Associated Estimated Program Costs

### Pre-Entrance Costs

Application \$35.00

### Fees

Lab/equipment fee \$350.00

### Tuition

In District Evenings \$4,500.00

Out of District Evenings \$7,000.00

### Licensure

\$60.00

**\*Prices are approximate and subject to change**

## Course Text Books

ISBN	Author	Title
978-1305967632	Phinney, D. & Halstead H.	Dental Assisting: A Comprehensive Approach. 5 <sup>th</sup> ed.
978-1305967649	Phinney, D. & Halstead H.	Workbook to Accompany Dental Assisting: A Comprehensive Approach. 5 <sup>th</sup> ed.
978-0323297424	Iannuci, J. & Howerton, L.J.	Dental Radiography: Principles and Techniques. 5 <sup>th</sup> ed.
**Included in Lab Fee	OSAP	From Policy to Practice: OSAPs Guide to the Guidelines. 2016
Prices vary for textbooks. Books may be rented or purchased in "used" condition.		

## Social Networking Behavior

All policies related to HIPAA, patient confidentiality, harassment and bullying in the Bristol-Plymouth Dental Assisting Post-Secondary Program handbook also apply to all

social networking sites. Information that leads to the identification of confidential patient information posted on a networking site such as Facebook is a serious breach of professional ethics and will be dealt with severely, including possible dismissal from the program.

Students must be aware that their own privacy settings can be breached which could result in the printing and distributing of personal postings. Students must also recognize that upon entering a profession of trust they must maintain the standards of the profession. Potential employers, patients, families, coworkers, fellow students and faculty may gain access to postings without the student's knowledge or permission. Therefore, students are held accountable for all postings. Disciplinary action, up to and including dismissal from the program, will be imposed upon students who misuse social networking sites.

## **Program Specific Policies – Section B**

### **Tuition Payment Policy**

Tuition is due per the terms of the student's tuition contract. Students are required to make monthly payments in order to attend classes and clinical/lab uninterrupted. Students opting to pay tuition in full must do so by the stated due date on the Tuition Agreement Contract. Contact Practical Nurse Program Secretary at (508) 823-5151, Ext. 240.

### **Tuition Refund Policy**

A student may withdraw from the program at any time by notifying the faculty. Withdrawing with a full refund of tuition paid is only applicable up to 7 days before the first day of classes. Withdrawal or removal from the program within 7 days of the beginning of classes through the first week of classes and thereon are prorated. The lab fee and seat deposit are non-refundable. The following schedule will be used to determine the amount of refund issued to the student according to their withdrawal date.

Withdrawal up to 7 days before the beginning of class	100% tuition refunded
Withdrawal 7 days before classes through week 1 of class	80% tuition refunded
Withdrawal week 2 through week 4 of class	50% tuition refunded
Withdrawal after week 4 of class	No tuition refunded

For students returning from a Leave of Absence and paying a pro-rated tuition to repeat courses or the term, tuition will be refunded according to the same schedule. Refund is based on pro-rated tuition only. Tuition paid prior to the Leave of Absence is excluded.

## Attendance Policy

Regular attendance and punctuality is an important work habit, professional responsibility, and a requirement for graduation from the Dental Assisting Program. Students are expected to attend all class and clinical/lab experiences as scheduled. Approximately 50% of all scheduled hours are designated as clinical/lab time. Failure to meet the required number of class or clinical/lab hours will make a student ineligible for graduation. Routine dental, medical, or other personal appointments should not be scheduled during class or clinical/lab hours as they are not excusable absences.

Attendance is calculated on a cumulative basis and includes tardiness and dismissals. The Bristol-Plymouth Dental Assisting Program recognizes that illness and emergencies do occur; however, students must be aware that excessive absenteeism will affect their ability to complete the program requirements and may necessitate a Leave of Absence.

EXCUSED ABSENCES: are limited to a death in the immediate family or an illness (you or immediate family) that requires hospitalization or is communicable as documented in a physician's note (i.e., strep throat, influenza, etc.). Three excused absences per incident are allowed. Immediate family is defined as a spouse, significant other, child, parent, step parent, sibling, grandparent, aunt, uncle or cousin.

UNEXCUSED ABSENCES: Academic absences: up to a total of 15 hours in the program are allowed.

Clinical/Lab Absences: A total of three unexcused clinical/lab absences are allowed. A student who is absent more than the stated policy, is required to make up the additional time. A warning notice will be issued when a student's absenteeism totals one half of the unexcused time allowed.

### TARDINESS

Classes begin promptly at the posted time. Punctuality is a professional responsibility and students are expected to be on time for class and when reporting to an internship site. Internship experiences are also scheduled to begin at designated times. Tardiness will be documented and will be noted on the student's academic and clinical/lab evaluations. Tardiness is calculated in computing a student's total attendance. Excessive tardiness may be a cause for dismissal.

### Medical Clearance

The Dental Assisting Program reserves the right to request that a student provide medical documentation for a declared mental, emotional or physical illness, from the student's healthcare provider to ensure ongoing participation in class and clinical/lab experiences.

## **Withdrawal Policy**

Students unable to meet the program requirements may meet with a supervisor/instructor to request a deferment. If it becomes necessary for a student to withdraw from the program, the faculty will assure that all methods of intervention have been exhausted. The student's name will be withdrawn from the roster after written notification from the student, return of any school materials, and settlement of any financial obligations. A student who is absent five (5) days without notice, will be automatically withdrawn from the program. A student wishing to withdraw from the program will need to complete a Student Withdrawal Form.

## **Re-Admission Policy**

A student desiring re-admission to the Dental Assisting Program after a withdrawal or deferment may return to the program to resume studies at the point of withdrawal. Students who do not successfully complete the program after being re-admitted may not apply again.

## **CPR Requirement**

Students are required to obtain and maintain CPR certification throughout the entire program. CPR certification must include infant, child, and adult CPR and automated external defibrillator (AED) training. Students need to present a valid certificate/card prior to beginning clinical/lab and whenever certification is renewed. Students will not be allowed to attend any clinical/lab experience without current CPR certification.

## **Graduation Policy**

Students are eligible for graduation upon successful completion of the following criteria:

1. Passing the theory and clinical/lab components
2. Meeting attendance requirements
3. Meeting financial obligations
4. Completing 312-hour internship requirement
5. Completing OSHA 10-Hour Training Course

## **Student Conduct/Classroom Etiquette**

Classroom etiquette is the responsibility of each student in the Dental Assisting Program. Respect and consideration for the learning process as well as faculty and fellow students should be demonstrated in the following ways:

1. Arrive on time for all classes and clinical/lab in required uniform.
2. Pay attention to the classroom activity; limit comments to classmates during group projects and discussions only.
3. Come to class prepared; do assigned readings etc. so that you are a part of the discussion.
4. Limit bathroom breaks to scheduled times whenever possible. If you must leave the room during class, do so quietly.

5. At no time are cell phones allowed in class for texting or e-mailing. Students have sufficient time at break and lunch to check messages.
6. Drinks are allowed at student desks.

## **Student Conduct/Dental Lab**

The purpose of the practice lab is to assist the student to develop self-confidence in mastering the basic skills required of a dental assistant. Each skill will be demonstrated by an instructor and practice time will be provided.

Students must master basic dental assistant skills in the lab before they are allowed to perform the skill in the clinical setting. There is more than one way to perform skills, however, to be consistent, it is expected that students utilize the method taught in class. In clinical, implementation of a skill will follow the policy and procedure of the agency.

To pass the dental assistant lab component, students must successfully pass each skill required. Required skills are assigned by the instructor and students will need to pass off on these skills. Evaluation of a student's competency in each skill is determined by direct observation of the student. If a student fails to pass off on a skill, they should review the principles of the skill and schedule additional practice.

The faculty believes that a relaxed atmosphere and a climate of sharing promote learning. However, some structure is necessary to ensure that students obtain the maximum benefit with the lab time available. The lab is set up to simulate the clinical/lab area. Students will be expected to be attentive to their hygiene and appearance in accordance with school policy and professional standards. Uniforms are required for all simulations. Therefore, the following rules apply when in lab:

1. Food and beverages are never allowed during a clinical/lab practice. This includes gum chewing.
2. No sitting or lying on dental chairs unless a student is playing the role of the patient.
3. Keep the lab neat—pick up notebooks, papers, equipment, etc. and leave the area clean and ready for the next student. (If necessary, students will be assigned to clean the lab on a weekly basis).
4. When a student has successfully passed off on a skill, the student may use the additional lab time for study or practice of another skill or as directed by the instructor.
5. If you are absent from lab, it is your responsibility to contact the instructor to review what was missed.
6. All lab pass off sheets must be dated and signed by the instructor upon successful completion of a skill or when the student requires remediation.
7. There should be no yelling or loud talking during any lab.

## Cell Phone Usage

Cell phones are strictly prohibited for personal use during class, lab or clinical/lab time. This includes texting, e-mailing, and sending and/or receiving calls in clinical/lab. Students may use cell phones for personal use only during scheduled breaks and if allowed by the clinical/lab facility. Under no circumstances should a student ever make or receive personal calls from the phone at a clinical internship site.

## Dress Code

Students are required to dress in scrubs for all classes, clinical/lab and internships. Failure to adhere to the dress code will result in a written warning for the first occurrence. Second and subsequent occurrences will result in a deduction of one point from the student's final grade each term.

- Students are to arrive in a full, clean, neatly pressed uniform.
- The student uniform is a scrub top, scrub pants (color will be determined at program orientation) and warm-up jacket with cuffed sleeves is required.
- Safety glasses are required at clinical/lab and internships.
- School identification badge is part of the uniform.
- Proper footwear is required – leather shoes or sneakers. No open toe or open heel shoes.
- Plain white socks that completely cover the ankle must be worn. No other colors are allowed.
- Hair should be worn pulled back from the face and up off the collar with no large hair ornaments. Hair color is to be of a natural hue.
- Make up should be modest in amount and color, no perfume or heavy fragrances. There can be no facial piercing jewelry, including spacers or tongue piercings. One pair of stud earrings is allowed. A watch which monitors seconds is required. No other jewelry can be worn.
- No sculptured nails or nail polish. Sculptured nails are a safety violation as well as an infection control concern. Fingernails should be kept short and clean. Fingernails are to be natural nails and neatly manicured with rounded edges. Nails are known to harbor higher levels of bacteria than skin.
- Visible tattoos must be covered at all times.

Students on internship may need to adjust the uniform policy depending on the requirements of the affiliation. If a student is not in proper uniform for internships, points will be deducted and will be reflected in your final grade.

## Course Sequence

The Dental Assisting Program is comprised of three terms, scheduled over 10 months, and meets the requirements for Chapter 112-approved Programs and Chapters 69- and 74- approved Programs:

### **Term I: Dental Assisting Basics—Infection Control Concentration**

In Term I students will be instructed to obtain patient information, perform an oral assessment, and learn the foundations of clinical/lab four-handed dentistry, principles of oral health patient education, manipulation of dental materials, dental terminology, and effective communication skills. Based on OSHA and CDC guidelines, this course will address the potential routes of transmission for pathogens, the chain of infection and how infection can be prevented in the dental setting by the use of personal protective equipment, immunizations, instrument processing, and the treatment of clinical/lab contact and housekeeping surfaces. Students learn the safe handling and processing of instruments, dental unit water lines, and impressions. At the completion of Term I, the student is prepared to take the DANB Infection Control Examination for Infection Control Certification.

### **Term II: Dental Assisting Chairside—Dental Radiography Concentration**

In Term II the focus is on the fundamental concepts of dental radiography. Using a digital radiograph unit, students will learn the proper techniques of positioning patients and the radiography equipment. Students will expose and process dental radiographs to ensure that diagnostic quality radiographs are produced. This term also prepares students to function effectively as an integral member of the dental health team by performing comprehensive chair-side assisting, and office and laboratory procedures, including various dental specialties. At the completion of Term II, the student is prepared to take the DANB Radiation Health and Safety Examination for Radiography Certification.

### **Term III: Internships**

In Term III, students are placed in internships at area dental facilities. These internships will allow the student to refine their skills and provide the student with the experiences necessary to succeed in the field of dental assisting. All students must meet the internship requirement of 312 hours prior as a condition of graduation.

## Student Records

The student record includes logged clinical/lab hours and all term grades and are retained for five years. At the end of the fifth year, student records are destroyed.

## Computer Information and Resources

Each student will be assigned a user ID to log-on to the Bristol-Plymouth computer domain. Students will be responsible to create a secure user password. No account, username or password may be transferred or shared with anyone else. Each user is responsible for all activity conducted under that account or username. No user may attempt to access another user's account. Passwords must be safeguarded at all times. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

### Logging-On to a School Computer

1. Press Ctrl+Alt+Delete – at the same time. This will bring you to the log-on prompt.
2. In the User Name field, type your **first initial** and **full last name** or assigned user name. For example, John Smith's username would be "jsmith".
3. In the Password field, type the assigned password. This is case sensitive, which means it reads capital and lowercase letters.
4. In the Log On To field, make sure "BPTech" is selected from the dropdown menu.

### Creating a Personal Password

When a student logs onto the computer for the first time, you will be prompted to create a new password. Follow the directions below for creating a personal password. The assigned user name will be used throughout the program.

1. Enter your assigned password.
2. Enter your new password twice (the one that only you know). Your new password has to be "strong", meaning hard to figure out. Your password must have at least 8 characters and meet the following 3 criteria:
  - a. A number
  - b. A capital letter
  - c. A lowercase letter

Write down your password and keep it somewhere safe so no one can access it. If at any time a student forgets or feels that their password has been compromised, see the program secretary to request your account be "reset."

### Student Information Portal: X2 ASPEN

To assist students in monitoring their academic progress, Bristol-Plymouth provides students with access to their grades through the X2 Aspen Portal. Students can login anywhere they have a secure internet connection. Online access to this information is a privilege, not a right, and inappropriate use will result in cancellation of access to the X2

Aspen Portal. Students will be expected to act in a responsible, ethical manner. The administration, staff or faculty may request that the system administrator deny, revoke or suspend a specific user account for any use deemed inappropriate. Students should not share their User ID or password with anyone. User IDs and passwords will be distributed to students at the beginning of the school year.

### **Logging Onto X2 Aspen**

1. Open your web browser (Internet Explorer, Mozilla Firefox, etc.).
2. In the address bar, type <https://ma-bptech.myfollett.com/aspen/logon.do> and press enter. This will bring you to the X2 Aspen home page.
3. In the Login ID field, type your **first initial** and **full last name** or assigned user name. For example, John Smith's username would be "jsmith."
4. In the Password field, type the assigned password. This is case sensitive, which means it reads capital and lowercase letters.

### **Viewing Your Grades**

1. Once you have logged in, you will be redirected to the Aspen home page.
2. Near the top of the page, click on the "Academics" tab.
3. The "Academics" tab will open. Towards the top right corner of the screen, click on the filter icon and select "All Records."
4. Your courses should appear. Select the course that you would like to view.
5. Once the page loads, click on "Assignments" on the left side of the screen.

## **Academic Information – Section C**

### **Academic/Technical Honesty**

The faculty and administration expect all students to commit themselves to a high standard of academic honesty and integrity. Students shall avoid cheating, allowing others to cheat from them, participating in acts of plagiarism, and any other behaviors that could be construed as dishonest. Dental Assisting students must act with integrity and honesty at all times in class, lab, and clinical/lab settings. Students may not share information on quizzes, tests, or exams, in any way or submit any work that has been done by another student as their own. Students engaging in any of these behaviors will be dismissed from the program immediately.

### **Academic Support**

Students are encouraged to seek out instructor for additional instruction or help with course material. Students should schedule all sessions with an instructor in advance. Instructors are available each scheduled class day.

## Academic & Clinical/Lab Grading

Students will be graded as follows:

- Tests 50%
- Labs 30%
- Assignments 20%

A lab grade is determined using the grading rubric in the lab workbook or instructor generator.

Students receive a letter grade on their final transcript. Numerical and GPA equivalents are as follows:

Grade	Numeric Value	Grade Point Average (GPA)
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	75-76	2.0

## Make-Up Policy

If a student is absent, the student should plan to take the test and make up all missed assignments on the first day she/he returns to class. It is the responsibility of the student to arrange to take the make-up test before or after class only. Make-up work cannot be completed during class time.

Any student not conforming to the make-up policy will have their test/assignment grade penalized five (5) points per day. After 5 days without a specific arrangement, the student will take a zero.

## Clinical/Lab Information/Policies – Section D

### Student Conduct

It is assumed that students attending the Dental Assistant Program have attained sufficient maturity, a sense of responsibility, and have developed the attributes necessary for a professional career. During internships, students must recognize that they are guests of the dental facility. The student's learning experience is to be accomplished with a minimum of disruption to the facility and its patients/staff. The

presence of dental assistant students should be a positive experience for the facility and client, as well as the student. The following policies apply to all internships:

1. Students are expected to be on time. Absences and tardiness should be reported, by the student, to the facility and to the school (508) 823-5151, Ext. 351 prior to the start time.
2. Students must park in designated areas and observe the parking rules of the facility.
3. Strict patient confidentiality must be observed at all times.
4. The instructor will discuss the lines of communication appropriate to each site. Adherence to these channels is necessary to maintain an environment conducive to learning and patient wellbeing.
5. Cell phones (for personal use) are prohibited.
6. Uniform (shoes, hair length, etc.) must conform to the safety regulations of the Dental Assistant Program and comply with the dress code of the facility.
7. Students are to report any injury to their facility contact and instructor immediately and any required documentation must be promptly completed.

### **Evaluation of Internship Performance**

The instructor will periodically confer with each student's internship site to ensure that student commitment and program objectives are being met.

## **School District Information/Policies – Section E**

### **School Insurance**

Students must provide proof of health insurance. School accident insurance coverage is available to all students at a minimal cost. See the dental instructor for an application.

### **Smoking/Vaping**

The Bristol-Plymouth Regional Technical School is smoke free. Smoking is prohibited in the school buildings, parking lots, adjacent grounds, and in vehicles parked on school property. This restriction applies to ALL smoking materials including but not limited to cigarettes, cigars, smokeless tobacco and electronic cigarettes, and vaping. Students may never smoke while in uniform and at clinical sites despite facility policy.

### **Student Identification Badge**

Each student will be issued a student identification badge. A fee of \$3.00 will be charged for each new identification badge.

### **Accidents**

Accidents Bristol-Plymouth Regional Technical School makes every reasonable effort to provide a safe environment at school. All accidents should be reported promptly to an instructor. In non-emergency situations, students will be responsible for providing

transportation if follow up care is needed. In emergency situations, a student may be transported to the hospital by ambulance, which may be at the student's expense. Every attempt will be made to contact the student's family.

### **Harassment Policy: Definitions and Retaliation**

It is the policy of the Bristol-Plymouth Regional School Committee to promote a learning environment and workplace that is professional and which treats all of those who learn and work here with dignity and respect. All forms of harassment, as defined below, are unlawful and will not be tolerated at Bristol-Plymouth Regional Technical School. All complaints of harassment will be responded to promptly and, if found to have occurred, disciplinary action as described below may be taken.

Harassment in school occurs when someone's behavior or inappropriate language is so severe and pervasive as to create a hostile, offensive or intimidating school or work environment by which a student's participation in school activities are adversely affected or are reasonably feared to be adversely affected. Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates or belittles any individual because of race, color, religion, national origin, marital status, sex, sexual orientation, disability, economic or housing status. Such conduct includes, but is not limited to, unsolicited derogatory remarks, or requests for sex, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or display or circulation by any means of sexually suggestive written materials, forms of correspondence or pictures.

#### **Definitions:**

**Racial and Color Harassment.** Racial or color harassment includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

**Religious (Creed) Harassment.** Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition or religious clothing or graffiti.

**National Origin Harassment.** Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs or language.

**Marital Status Harassment.** Harassment on the basis of marital status is unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

**Sexual Orientation Harassment.** Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

**Disability Harassment.** Includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interfering with necessary equipment.

**Sexual Harassment.** Consists of unwelcome or unsolicited sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature, when such conduct unreasonably interferes with school or creates an intimidating, hostile, offensive, or uncomfortable educational environment for the student. It is sexual harassment if submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic advancement, or submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual. Such conduct, even if it occurs off school grounds, may warrant discipline, depending on the circumstances.

## Guidelines for Reporting and Investigating Harassment

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the right of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
2. In all charges of harassment, the victim should report the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts.
  - a. Any student who believes he/she has been harassed by another student should report the incident to the Disciplinarian, Principal, Student Services Department or any staff member. In the case of student-to-student harassment, it is the belief

of Bristol-Plymouth Regional Technical School that education is the first step in resolving harassment complaints.

- b. Any student who believes that he/she has been a victim of harassment by a member of the school staff should make a report to Pupil Services Administrator, at 508-823-5151 ext. 137, Harassment Complaint Forms are available in the Student Services Department.

## **Regulations for Title IX and Chapter 622**

Regulations relating to Title IX of the Education Amendments of 1972 (Federal legislation) and Chapter 622 of the Acts of 1971 (State legislation) are currently in effect in the Bristol-Plymouth Regional Technical School.

Both laws concern themselves with discrimination. Title IX prohibits discrimination on the basis of sex in all educational activities and programs operated by the public schools, while Chapter 622 prohibits discrimination on the basis of race, color, national origin, and religion as well as sex.

Inquiries regarding compliance with Title IX or Chapter 622 may be directed to:

Title IX and Chapter 622 Coordinator  
Pupil Services Administrator  
Bristol-Plymouth Regional Technical School  
207 Hart Street  
Taunton, Massachusetts 02780  
Phone: 508-823-5151, Ext. 137 or 115

In addition, the following grievance procedure has been established for alleged discriminations relating to Title IX and Chapter 622:

### **Grievance Policy**

Before invoking the grievance procedure, a reasonable effort will be made by those involved in a dispute to resolve it amicably through open and cooperative dialogue. Only when such efforts are unsuccessful should the student grievance procedure be invoked.

#### **Grievance Procedure:**

- STEP I Present problem to a faculty member in an informal manner.
- STEP II If the situation is not resolved it shall be presented in writing to the Coordinator of Nursing Programs. This presentation shall occur within five (5) school days after Step I. The Coordinator of Nursing Programs will meet with the party(ies) involved in order to resolve the grievance. The

Coordinator of Nursing Programs shall respond, in writing, within five (5) days after the meeting.

STEP III If the problem is still not resolved, an appeal may be made to the Principal. A copy of the grievance shall accompany this appeal and shall be accomplished within five (5) school days of the academic review. The Principal shall meet with the party (ies) involved in order to resolve the grievance. The Principal shall respond, in writing, within five (5) days after the meeting.

STEP IV If the problem is still not resolved, an appeal may be made to the Superintendent. A copy of the grievance shall accompany this appeal and shall be accomplished within five (5) school days of the review of the Superintendent. The Superintendent shall meet with the party(ies) involved in order to resolve the grievance. The Superintendent shall respond, in writing, within five (5) days after the meeting.

STEP V If the grievance is still not resolved, either party, within ten (10) school days after the reply of the Superintendent, may request a meeting with the School Committee for a hearing. All parties involved must be notified of the request.

*If a resolution cannot be reached locally, or if the grievant wishes to bypass the local procedure, the Bureau of Equal Educational Opportunity (Chapter 622) or the Office of Civil Rights (Title IX) may become involved.*

## **An Act Prohibiting the Practice of Hazing**

### **MASSACHUSETTS GENERAL LAWS, CHAPTER 269, SECTIONS 17 AND 18:**

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections seventeen (17) and eighteen (18), shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen (17) and is at the scene of such crime, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine.

### **Drug Possession Policy**

The use, sale, possession, or distribution of drugs, marijuana, and/or drug paraphernalia in the school building or on the school premises is strictly prohibited and is subject to punishment by law. At the discretion of the administration, law enforcement officials with canine units may enter the school to search for illegal substances.

Students apprehended and found guilty by school authorities of the use or possession of a controlled substance (drugs) and drug paraphernalia or narcotics as mentioned above will be subject to an immediate expulsion from the Dental Assisting Program. The incident will also be referred to the appropriate law enforcement agency.

### **Criminal Behavior Protocol**

If a student engages in criminal behavior on school premises or at a clinical internship, school personnel may request police to respond, after which issuance of a criminal complaint may occur.

### **Possession or Use of Alcoholic Beverages**

The use, sale, possession or distribution of alcoholic beverages (i.e. any beverage containing any amount of alcohol) by students in the school buildings, on school grounds or at any clinical/lab site, is strictly prohibited. Students found guilty by school authorities of the use, sale, possession or distribution of alcoholic beverages will be subject to an immediate suspension and/or expulsion.

### **Inhalant Abuse Policy**

#### **MASSACHUSETTS LAWS ABOUT INHALANT ABUSE**

MASSACHUSETTS GENERAL LAWS, CHAPTER 270, Crimes Against Public Health, Section 18. Substance having property of releasing toxic vapors.

No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors, for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses of nervous system, nor possess, buy or sell any such substance for the purpose of violating or aiding another to violate this section. This section shall not apply to the inhalation of anesthesia for medical or dental purposes. Whoever violates the provisions of this section shall be punished by a fine of not more than two hundred dollars (\$200) or by imprisonment for not more than six (6) months, or both. Any person who is discovered by a police officer or special police officer in the act of violating this section may be arrested without a

warrant by such police officer or special police officer, and held in custody, in jail, or otherwise, until a complaint is made against him for such offense which complaint shall be made as soon as practicable and in any case within twenty-four (24) hours, Sundays and legal holidays excepted.

Students found guilty of violating the Inhalant Abuse Policy will be subject to an immediate suspension of five days (5) to a maximum of ten (10) days. The second offense will be subject to a ten (10) day suspension to a maximum punishment of immediate expulsion.

### **Weapons, Controlled Substances, Assaults**

(Legally mandated responses in accordance with the Education Reform Act: MGL Chapter 71, Section 37H)

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; of a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, administrator, teacher, teacher's aide or any staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the

superintendent of the school expelling said student a written statement of the reasons for said expulsion.

### **Physical Objects on School Properties (City of Taunton Ordinance)**

No person shall bring upon any public school property situated within the City of Taunton or have in his/her possession or under his/her custody and control on any such property, any physical object which can be used as a dangerous weapon. The term "dangerous weapon" shall include, in addition to those objects defined by statute as dangerous weapons, any physical object which has not been authorized by the school's administration to be present on such school property of the possession, custody or control of which is specifically prohibited by the school's established code of discipline.

Violation of this ordinance shall be punished by a fine of not less than one hundred (\$100.00) dollars nor more than two hundred (\$200.00) dollars for the first offense. Any second offense shall be punishable by a fine of two hundred (\$200.00) dollars.

### **Authority to Arrest**

A police officer shall have the authority to arrest without a warrant any person he has probable cause to believe has violated any provision of this article.

### **Firearms: Chapter 269, Section 10:**

Whoever not being a law enforcement officer and notwithstanding any license obtained by him/her under the provision of Chapter 150, carries on his/her person a firearm hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university, shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one (1) year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

### **Personal Search of Students Conducted by Public School Officials and Employees**

On January 15, 1975, the United States Supreme Court decided the case of New Jersey v. T.L.O. The decision established the following:

"The legality of a search of a student should depend simply on the reasonableness, under all the circumstances, of the search...Under ordinary circumstances, a search of a student by a teacher or other school official will be 'justified at its inception' when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures

adopted are reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. New Jersey v. T.O.L. 52 U.S.L.W. 4083, 4087-4088”

## **Video Surveillance**

In an effort to increase school security, provide greater safety for students, staff and visitors, and to reduce vandalism and theft, many areas of the school campus – both inside and outside the school building – are subject to observation and monitoring by video surveillance cameras. Recordings of such observations are available for use by the school district and its administrative staff, as well as the SRO and local police to enforce the law or the provisions of school district policies.

## **Lockdown Drill Procedures**

When it becomes necessary for all staff and students to remain locked in classrooms and offices due to a situation in the community or on school grounds, the Principal/designee may initiate a lockdown. Teachers should lock doors and close blinds. Attendance should be taken.

## **Fire Drill/Evacuation of the Building**

Our goal is to achieve a very rapid and safe evacuation of the building. Evacuation drills are for your protection. The following regulations will be strictly enforced:

1. All staff and students must leave the building during drills.
2. Maintain absolute silence so that directions from fire officials and/or faculty may be clearly understood.
3. When outside, remain with your group and wait quietly for re-entrance according to instructions.

## **Physical Restraint Policy and Procedures**

The purpose of the physical restraint policy as required by 603 CMR 46.0 is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in extreme emergency situations, as a last resort, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. to administer a physical restraint only when needed or protect a student and/or a member of the school community from imminent, serious, physical harm; and
2. to prevent or minimize any harm to the student as a result of the use of physical restraint.

Nothing in 603 CMR 46.00 precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

You are protected from the use of force by school employees except under these four (4) conditions when such force is considered “reasonable and necessary (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, and (4) for the protection of persons and property”.

## **Internet & Computer Hardware Policy**

Bristol-Plymouth computers are managed in order to allow for students to use the systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration of a Bristol-Plymouth computer, either by opening the case or changing BIOS and or other hardware settings. An exception would be the Computer and Networking Technology program students, where, under the direction of an instructor and on specifically “designated as a training workstation” may modify the existing hardware configuration as part of their course work. Students are responsible for reporting any damage discovered on school computers to their teacher immediately.

It is specifically set forth in this policy that under no circumstances are either students, staff or visitors allowed to connect their own personal computers, laptop or notebook computers, personal digital assistants (PDA's) or any other electronic device to any of the Bristol-Plymouth computers or to the Bristol-Plymouth internal network, without the expressed knowledge and written consent of the Principal or his/her designee.

## **Plagiarism**

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Students may not violate a copyrighted source, or otherwise use another person's intellectual property without his or her prior approval or proper citation.

## **Summary**

This is a list of the more common things students are specifically not permitted to do:

Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

Use, alter, create, or distribute a password not specifically issued to them.

Use school resources to engage in “hacking,” other unlawful activities, or any attempts to otherwise compromise system security.

Use school resources to engage in, plan, or encourage any unlawful or mischievous activity.

Use school computer resources to engage in commercial activity intended to generate personal financial gain.

Engage in personal attacks, including prejudicial or discriminatory attacks. Knowingly or recklessly post false or defamatory information about a person or organization, or post information that could cause damage or disruption. This includes, but is not limited to, the posting of broadcast messages or other actions that cause congestion of the network or interfere with the work of others.

Attempt to go beyond their authorized access, make deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities.

Use the network to access material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g., hate literature).

Visit Internet sites that contain obscene, hateful or other objectionable materials.

Make or post indecent remarks, proposals, or materials on the Internet or on the school district's network.

Store data or programs in network locations or local hard drives except those areas designated for their individual storage.

Solicit e-mails that are unrelated to school activities or for personal gain.

Send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.

Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the school district, or the school district itself.

Download any files, especially music and videos, from the Internet, unless directed to by an instructor for educational purposes.

Download any software or electronic files without implementing virus protection measures that have been approved by the district

Access passwords, folders, files or work of other students or staff

Trespass in other's folders, work, or files or use another's password.

Reveal or publicize confidential information, which includes, but is not limited to student, employee or patient data.

Use any form of "instant or private messaging" software.

Install any applications or software onto Bristol-Plymouth computers.

Disable or modify any running tasks or services or intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.

Transfer and/or store music files from the internet and/or any personal devices to Bristol-Plymouth systems.

Play games, unless otherwise directed to by an instructor for educational purposes, at any time on Bristol-Plymouth computers, including internet-based games.

Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.

Use remote accessing software, hardware or web based services to take control of any network attached device or workstation located either inside or outside the school network.

Use computers, internet, or other technology for any purpose that is inconsistent with the educational purpose intended.

Remove any License decals or inventory control tags attached to the systems.

## **Procedures & Expectations**

Appropriate use of the Internet must be in support of education and research, and consistent with the educational objectives of the Bristol-Plymouth Regional Technical School District. Users shall not access inappropriate material. Transmission of material in violation of any state or federal regulation is prohibited. Use for commercial activities, product advertisement or political lobbying is prohibited.

## **Motor Voter Law**

Effective January, 1995, the law requires that educational institutions make available affidavits of voter registration forms. The mail-in affidavits are available in the Guidance Office.

## **Asbestos**

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for Bristol-Plymouth Regional Technical School. These plans are available and accessible to the public at the school office.

## **Video Taping and Interception of Wire and/or Oral Communications**

No student shall record either audio, an image or video using any electronic device, including cell phones, of any administrator, faculty member, staff or employee without their permission. Violations of the Massachusetts electronic surveillance statute "M.G.L. Chapter 272; Section 99. Interception of wire and oral communications" may be reported to the Authority Having Jurisdiction (AHJ), at the discretion of the principal or his/her designee.

## Disclaimer

The laws, school committee policies, and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Bristol-Plymouth Regional Technical School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end.

## Withdrawal/Leave of Absence Form

BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL  
DENTAL ASSISTING PROGRAM  
Student Withdrawal/Deferment Form

Student's Name: \_\_\_\_\_

Program Year: \_\_\_\_\_ Date of Withdrawal/Deferment: \_\_\_\_\_

Reason for Withdrawal/Deferment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Plan: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

-----**THIS SECTION FOR INSTRUCTOR USE ONLY**-----

Exit Interview Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Plan for Readmission (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Program Instructor Signature

\_\_\_\_\_  
Date