

# SCHOOL CATALOG

January 1, 2023 – December 31, 2023

When Choosing a Career Caring for Others, choose a School that Cares About You!



*Class Sessions Held At*

**Lancaster Main Campus**

42402 10<sup>th</sup> Street West, Suite F Lancaster, CA 93534

Office: (661) 582-6049; Fax: (661)582-6050

[www.bellhealthcaretrainingschool.com](http://www.bellhealthcaretrainingschool.com)

*Prior to enrollment, Bell Healthcare Training School shall provide a prospective student, either in writing or electronically, with a school catalog pursuant to section 94909 of the Code. The school catalog is updated annually and made available electronically each July. The electronic version is the official version for the school. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.*

# Table of Contents

<b>I. GENERAL INFORMATION.....</b>	<b>1</b>
DISCLAIMER INFORMATION .....	1
BANKRUPTCY STATEMENT .....	1
APPROVAL AND ACCREDITATIONS .....	1
VISION .....	1
MISSION STATEMENT .....	1
LANGUAGE DISCLOSURE.....	1
FACILITY DESCRIPTION .....	2
<b>Faculty/Staff Office</b> .....	2
<b>Classrooms</b> .....	2
<b>Skills Laboratory Rooms</b> .....	2
<b>Computer Station</b> .....	2
NOTICE TO PROSPECTIVE NON-DEGREE (CERTIFICATE) AND DEGREE PROGRAM STUDENTS.....	2
<b>II. ACADEMIC CALENDAR .....</b>	<b>3</b>
HOURS OF OPERATION .....	3
BUSINESS HOURS .....	3
NURSE ASSISTANT .....	3
HOME HEALTH AIDE .....	3
ACADEMIC CALENDAR (HOLIDAYS).....	3
<b>III. ADMISSION POLICIES AND REGULATIONS .....</b>	<b>4</b>
GENERAL ADMISSION REQUIREMENTS .....	4
REGISTRATION FOR ADMISSION .....	4
ABILITY-TO-BENEFIT .....	4
NURSE ASSISTANT REQUIREMENTS .....	4
HOME HEALTH AIDE REQUIREMENTS .....	4
PRIVATE PAY INSTITUTION.....	5
VISA SERVICE.....	5
ENGLISH LANGUAGE PROFICIENCY .....	5
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.....	5
CREDIT GRANTING PROCEDURE.....	5
ARTICULATION AGREEMENTS .....	5
AWARD FOR CREDIT PROCEDURE.....	5
CHALLENGE CREDIT.....	6
REENTRY.....	6
ORIENTATION AND REQUIREMENTS FOR ADMISSION .....	6
TRANSFER BETWEEN PROGRAMS.....	6
TRANSCRIPTS .....	6
TRANSCRIPT FEE.....	6
LEGAL CONTROL.....	6
CONSUMER PROTECTION .....	6
<b>IV. STUDENT SERVICES.....</b>	<b>7</b>
ORIENTATION .....	7
CAREER AND PLACEMENT ASSISTANCE .....	7
HOUSING .....	7
STUDENT PARKING.....	7
STUDENT GRIEVANCES.....	7
<b>V. ACADEMICS .....</b>	<b>8</b>

FACULTY AND CURRICULUM.....	8
POLICY AND PROGRAM MODIFICATION.....	8
STANDARDS FOR STUDENT ACHIEVEMENT.....	8
BOOKS AND SUPPLIES.....	8
ATTENDANCE POLICY:.....	8
<b>Unexcused Absences</b> .....	9
<b>Excused Absences</b> .....	9
<b>Tardiness</b> .....	9
<b>Leaving early from Theory/Clinical</b> .....	9
<b>Leave of Absence</b> .....	9
<b>Student Records</b> .....	10
<b>Make-up Policy</b> .....	10
<b>VI. FINANCIAL AID</b> .....	<b>11</b>
FINANCIAL DISCLOSURES.....	11
STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE.....	11
REFUND AND CANCELLATION POLICY:.....	12
<b>Student's Right to Cancel - Within Cancellation Period</b> .....	12
<b>Student's Right to Cancel - After Cancellation Period</b> .....	13
WITHDRAWAL POLICY.....	13
<b>VII. PROGRAMS</b> .....	<b>14</b>
NURSE ASSISTANT (NA) TRAINING PROGRAM.....	14
<b>Prerequisite:</b> .....	14
<b>Credential(s) Awarded Upon Completion:</b> .....	14
<b>Total Program Cost:</b> .....	14
PROGRAM SCHEDULE.....	14
<b>Program Description</b> .....	14
<b>Program Objective</b> .....	15
<b>Online Distance Education</b> .....	15
<b>Standard Occupational Classification</b> .....	15
HOME HEALTH AIDE (HHA) TRAINING PROGRAM (40 CLOCK HOURS).....	16
<b>Prerequisite:</b> .....	16
<b>Credential(s) Awarded Upon Completion</b> .....	16
<b>Total Program Cost:</b> .....	16
PROGRAM SCHEDULE.....	16
<b>Program Description:</b> .....	16
<b>Program Objective:</b> .....	16
<b>Program Outline</b> .....	17
<b>Online Distance Education</b> .....	17
<b>Standard Occupational Classification</b> .....	17
<b>VIII. SCHOOL POLICIES AND REGULATIONS</b> .....	<b>18</b>
FACULTY QUALIFICATION.....	18
CLINICAL ORIENTATION POLICY.....	18
<b>Clinical Supervision</b> .....	18
<b>Clinical Instructor Tardiness and Absence</b> .....	18
<b>Limitation of Student Activities in Clinical Area</b> .....	18
<b>Counseling and Tutorial Services</b> .....	18
PROBATION POLICY.....	18
HEALTH REQUIREMENTS.....	18
SEXUAL HARASSMENT POLICY.....	19
DRESS CODE POLICY.....	19

BREAK TIME .....	19
PERSONAL PROPERTY & LOSSES POLICY .....	20
PERSONAL APPEARANCE IN CLINICAL .....	20
CONDUCT POLICY .....	20
CONFIDENTIALITY POLICY .....	21
COMPUTER POLICIES .....	21
SKILLS LAB POLICY .....	22
SIGN-IN POLICY .....	22
NO EATING AND DRINKING POLICY .....	22
SMOKING POLICY .....	22
CELL PHONE POLICY .....	22
VISITOR POLICY .....	22
DRUG & ALCOHOL ABUSE POLICY.....	22



# I. GENERAL INFORMATION

## **Disclaimer Information**

This catalog has been published for informational purposes only. Every effort has been made to ensure its accuracy. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and Bell Healthcare Training School. Bell Healthcare Training School reserves the right to change any provisions or requirements at any time, while taking precautions that such changes do not cause hardships toward students enrolled. Students should consult the current schedule of classes for supplementary information.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education (BPPE)  
1747 N. Market Blvd., Ste 225  
Sacramento, CA 95834  
Phone: (916) 572-8900 Toll Free: (888) 370-7589 Main Fax: (916) 263-1897

## **Bankruptcy Statement**

Bell Healthcare Training School does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **Approval and Accreditations**

Bell Healthcare Training School is a private institution (pending approval) to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

In addition, Bell Healthcare Training School is affiliated or actively participating in the following organizations: California Association of Private Postsecondary Schools (CAPPS) and the Chamber of Commerce for Lancaster, and Palmdale.

## **Vision**

Our vision is to be recognized as a center of Nurse school excellence by providing professional, safe, and learner-centered educational programs to serve our prospective Nurse students.

## **Mission Statement**

The mission of Bell Healthcare Training School is to provide our students with exemplary educational standards founded in critical thinking, rational inquiry, and problem-solving skills to develop as successful healthcare professionals.

## **Language Disclosure**

All programs at Bell Healthcare Training School are delivered in English. Both programs require an entrance exam measuring English competency. This exam must be taken to determine a student's eligibility.

## Facility Description

The Nurse Assistant (NA), and Home Health Aide (HHA) theory class sessions will be held at 42402 10<sup>th</sup> Street West, Suite F, Lancaster, CA 93534. The facility is approximately 1,160 square feet in size, including an administrative office, theory classroom, laboratory room, and computer library resource station. The facility and equipment comply with all federal, state, and local ordinances and regulations including those concerning fire safety, building safety, and general well-being and health.

## Faculty/Staff Office

The faculty office is equipped with a desk, chairs, fax machine, business phone, microwave, a coffee maker, and mini refrigerator.

## Classrooms

The classroom is equipped with a white board, 15 student desks, a television, and a DVD player.

## Skills Laboratory Rooms

Each Skills Laboratory is equipped with a television, a DVD player, a white board, hospital beds, mannequins, and a sink.

## Computer Station

The computer station consists of available Chromebooks equipped with Microsoft Office suite, and comprehensive Nurse review software.

Bell Healthcare Training School prepares students for a career in the healthcare field and further studies with non-Degree (certificate) Programs. Currently, Bell Healthcare Training School has not received a provisional approval, offering an unaccredited degree program, and is not an approved accredited institution and is not offering an accredited degree program recognized by the United States Department of Education.

## Notice to Prospective Non-Degree (Certificate) and Degree Program Students

Program Title	Clock Hours	Credential
Nurse Assistant (NA)	160	Certificate
Home Health Aide (HHA)	40	Certificate

## II. ACADEMIC CALENDAR

### Hours of Operation

#### Business Hours

Monday – Friday 9:00 AM – 5:00 PM

#### Nurse Assistant

Monday – Friday 7:00 AM – 3:30 PM (Theory) (F/T)

Monday – Friday 7:00 AM – 3:30 PM (Clinical) (F/T)

Monday – Friday 7:00 AM – 11:00 AM (Theory) (P/T)

Monday – Friday 7:00 AM – 11:00 AM (Clinical) (P/T)

Monday – Friday 4:00 PM – 8:00 PM (Theory) (P/T)

Monday – Friday 4:00 PM – 8:00 PM (Clinical) (P/T)

Saturday – Sunday 7:00 AM – 3:30 PM (Theory) (Weekends)

Saturday – Sunday 7:00 AM – 3:30 PM (Clinicals) (Weekends)

#### Home Health Aide

Monday – Friday 7:00 AM – 11:00 AM (Theory) (P/T)

Monday – Friday 7:00 AM – 11:00 AM (Clinical) (P/T)

Monday – Friday 4:00 PM – 8:00 PM (Theory) (P/T)

Monday – Friday 4:00 PM – 8:00 PM (Clinical) (P/T)

#### Academic Calendar (Holidays)

New Year's Day

Martin Luther King Jr Day

Memorial Day

Independence Day

Labor Day

Thanksgiving (Thursday and Friday)

Winter Break (December 24<sup>th</sup> – January 1<sup>st</sup>)

## **III. ADMISSION POLICIES AND REGULATIONS**

### **General Admission Requirements**

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to provide a copy of high school diploma, an official high school transcript or GED certification or fill out a transcript request (attestation) and we will try to obtain a copy of the document.

### **Registration for Admission**

Qualified applicants seeking admission are required to submit an accurate enrollment agreement and contract along with the non-refundable registration fee. Applicant who fails to do so will be denied for admission. In compliance to state and federal laws, Bell Healthcare Training School does not discriminate based on race, color, national origin, religion, sex, age, disability and genetic information or veteran status in any of the policies, procedures, or practices. Applicants are admitted purely based upon available space.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement. An Enrollment Agreement which is later verified to contain incomplete, false, or misleading information may be grounds for dismissal. Once the contract and fee have been received by Bell Healthcare Training School, applicants are responsible for ensuring the completion of their admission file.

### **Ability-To-Benefit**

The school reserves the right to reject applicants based on test scores or as necessary to comply with any applicable local, state, or federal laws, statutes, or regulations. Bell Healthcare Training School does not admit students on an ability-to-benefit basis except where applicant does not have a valid high school diploma.

### **Nurse Assistant Requirements**

The prospective students must be at least 16 years old, have original social security card, recent government issued identification, COVID-19 vaccination card, negative TB screening, and physical exam (dated within prior 60 days), and submit to valid fingerprinting clearance by the Federal Department of Justice to participate in the Nurse assistant program. The prospective student shall not be permitted to practice Nurse skills or have any contact with patients with any negative felony convictions as defined in 22, 243.4, 261, 273a, 288, 299 and 368 of the Penal Code. The student will agree to the screening policy, receive a copy of the Penal Code and sign Form 283b stating the student has never been convicted of a felony. If, during the training period, the background check returns evidence of a criminal background and/or falsified information the student will be financially responsible for all the hours of instruction that occurred prior to termination.

### **Home Health Aide Requirements**

The qualified Home Health Aide student must complete the enrollment agreement, have a current Certified Nurse Assistant (CNA) certification, original social security card, and recent government issued identification before admitted in the Home Health Aide (HHA) program.



## **Private Pay Institution**

Student who successfully complete the current available programs of study, will be awarded a diploma verifying that it is required by California State. Prospective enrollees must visit the physical facilities of the school and discuss personal educational occupational plans with staff prior to enrolling and signing the Enrollment Agreement. Bell Healthcare Training School currently participates in private funded programs, and not yet set up to receive state, and federally funded student financial aid programs that provide grants and loans that pay for eligible portions of tuition and fees.

## **Visa Service**

Bell Healthcare Training School does not offer visa services to students from other countries, and will not vouch for student status, and any associated charges.

## **English Language Proficiency**

All students must demonstrate English proficiency by passing the Wonderlic Basic Skills Test (WBST) (For Certificate Programs). International students or nonnative speakers of English may also demonstrate competency by submitting a passing score from the IELTS (International English Language Testing System), TOEFL (Test of English as a Foreign Language), International Test of English Proficiency (ITEP), or Pearson Test of English Academic (PTE Academic).

Students submitting a passing score from the International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL), International Test of English Proficiency (ITEP), or Pearson Test of English Academic (PTE Academic) will be exempt from the entrance exam requirement.

## **Notice Concerning Transferability of Credits and Credentials earned at our Institution.**

The transferability of credits you earn at this Bell Healthcare Training School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in any of this institution's educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at Bell Healthcare Training School will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending Bell Healthcare Training School to determine if your credits, or certificate will transfer.

## **Credit Granting Procedure**

The institution does not accept or offer credits earned by work experience, assessments, or credit earned at other institutions. Our programs are inclusive of state required training hours and skills to obtain specific certification or licensure.

## **Articulation Agreements**

Bell Healthcare Training School has not entered into an articulation or transfer agreement with any other college or university.

## **Award for Credit Procedure**

Bell Healthcare Training School does not award credit based upon prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.

## **Challenge Credit**

Students who successfully completed academic courses and or have relevant knowledge and/or skills acquired in other accredited institutions will be given advanced standing in the program. The standard transfer of credit procedure states that “an institution of higher learning accepts credit earned from another institution based on their own discretion.”

## **Reentry**

Students wishing to restart after withdrawing from the school may do so without penalty and will be assessed tuition as a proportion of the total program cost for only the modules for which the student is re- entering. Any prior balances must be cleared before the student will be permitted to re-enter.

## **Orientation and Requirements for Admission**

Prior to entrance into regularly scheduled classes, incoming students will be provided with a comprehensive orientation on school policies, Drug Free and Alcohol Abuse Prevention Policy and additional program information. At orientation, students will be provided with an opportunity to discuss the information described in the catalog and program handbook, school policies, program requirements, dress code, attendance requirements, etc. Orientation also allows enrollees to become acquainted with fellow classmates, faculty, and staff of Bell Healthcare Training School.

## **Transfer Between Programs**

If a student wishes to transfer between programs at Bell Healthcare Training School, the student must receive prior approval from the school Director.

## **Transcripts**

Bell Healthcare Training School will provide a transcript of the student’s academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or school. An unofficial copy can be secured and given directly to a student. Transcripts will be denied if the student has an outstanding balance against her/his account. Note: Even an unofficial transcript must have a signed written request from the student.

## **Transcript Fee**

Applicants who request an official transcript or G.E.D. test score through the school are assessed a non-refundable \$5 fee.

## **Legal Control**

Bell Healthcare Training School is a private, postsecondary school. It is owned by Bell Healthcare, Inc. The school is in compliance with all local, state, and federal laws and regulations.

## **Consumer Protection**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau’s Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **IV. STUDENT SERVICES**

### **Orientation**

All new students are required to attend an orientation session conducted by the Bell Healthcare Training School Admissions Office. Orientation will walk students through registration/admissions processes.

### **Career and Placement Assistance**

Bell Healthcare Training School has formed a collaborative partnership with our clinical affiliations who have expressed an interest to hire our competent graduating students with qualifying performances. Employment after graduation may be available for successful candidates. However, it is understood that Bell Healthcare Training School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate. Students will be given assistance in career preparation including how to prepare a professional resume, fill out employment applications, and learn interviewing techniques. Our Placement Department will assist students in applying for jobs that fit each student's qualifications.

### **Housing**

Bell Healthcare Training School does not operate any dormitory housing and accepts no responsibility to find or assist a student in finding housing. Rent rates in our local vicinity will vary depending on unit size and duration. The estimated current starting rate of housing located reasonably near the institution's facility may be approximately \$1200 monthly with no noted maximum amount. Hotel and motel cost also vary depending on location and duration ranging from \$125-\$500 daily rates.

### **Student Parking**

Student parking is available in the parking lot adjacent to and/or within walking distance of the school's location, and parking is free. Bell Healthcare Training School is not responsible for parking violations, property theft, property damage, etc. Please keep vehicles locked at all times.

### **Student Grievances**

The grievance procedure may be established by a student(s) who reasonably believe they have been exposed to unfair action or denied rights that adversely affect their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Bell Healthcare Training School will make every effort to help resolve these problems when made aware of them. The following order of contact is designed to assist student(s) to resolve their conflict.

Your instructor is the first person that you will address your issues or concerns to. All instructors are experienced, professionally trained, and equipped with the tools to provide adequate training to students in a classroom and clinical setting. The instructor meets regulatory requirements including but not limited to, (3) three years of experience in the related field, and additional education in planning, implementing, and evaluating educational programs.

## V. ACADEMICS

### Faculty and Curriculum

The faculty members of Bell Healthcare Training School are selected not only for their education, credentials, work experience, but also for their dedication, enthusiasm, and ability to motivate students to their highest level of academic achievement. Students are urged to meet with their instructors for assistance when needed. Curricula for all programs have been designed, not only to provide career skills, but also to qualify students for immediate employment opportunities in a relatively short period of time. Bell Healthcare Training School faculty and their qualifications are outlined in the catalog addendum.

### Policy and Program Modification

In keeping with the school's philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The school reserves the right to amend the catalog as needed.

### Standards for Student Achievement

Students must complete a minimum total of 160 training hours while maintaining the following performance standards for student achievement:

### Grades will be calculated based on a combined score of the following components:

Quiz (10)	Must maintain a 75% or higher
Final	Must receive a 75% or higher
Skills Exam	Pass or Fail

### Books and Supplies

Additional supplies and services, such as notebooks, note paper, highlighters, pens, pencils, and erasers, etc., must be provided by the student.

### Attendance Policy:

Students must attend all scheduled classes and clinical rotations to achieve their program objectives. Frequent tardiness and/or absences are cause for disciplinary action. Students who are chronically tardy/absent will be placed on probation and may be dismissed.

### The following procedures will apply:

1. 1 occurrence of Tardiness = Verbal Warning from the instructor
2. 3 occurrences of Tardiness = 1 Unexcused absence plus written warning
3. 2 or more unexcused absences = Absence contract between student & Instructor, and will be under attendance probation

In case of absence or tardiness, the student should notify the instructor first. If unable to contact the instructor, call the school or call the clinical area and leave a message for the instructor (Get the name of the person who receives the message) at least 30 minutes prior to class or clinical. Students who are absent from class lecture or clinical due to illness, death in the immediate family, jury duty, military annual training, other emergency, or uncontrollable circumstances should contact the Program Director/Program Instructor to arrange make-up for missed classes and clinical. Make-up for missed

absences in theory or clinical should be done within one week. Student will not be allowed to continue class or clinical without proof of make-up completion.

### **Unexcused Absences**

**Theory:** Lost hours related to an unexcused absence result in inability of the student to meet the program objectives. The student should make every effort to contact the instructor for the purpose of discussing the attainment of theory and clinical objectives and lecture contents missed remediation, make-up and tutorial assistance needed.

**Clinical:** Only one unexcused absence is allowed in the clinical training. Clinical hours lost due to unexcused absence must be **made up twice** by the student within two weeks before the end of the program.

### **Excused Absences**

**An absence is considered excused if it falls in any of the following categories:**

- Illness
- Court hearing/Jury Duty
- Bereavement
- Military Annual Hearing
- Emergencies or uncontrollable circumstances.

Student must show written proof of the reason upon returning from absence.

Other situations **may be considered excused by the Program Director** after careful evaluation of each occurrence.

Nevertheless, the students are not exempted in making up hours lost (**once**) due to excused absences.

### **Tardiness**

**Theory:** Students arriving 15 minutes late for a class lecture will be considered tardy and warrant a verbal warning. Three occurrences of tardiness in lecture will be considered one (1) day unexcused absence and will be given a written warning from the instructor.

**Examination:** Students arriving late during an examination will be admitted and be allowed the remaining time allotted to complete the examination.

**Clinical:** Students arriving 30 minutes late for clinical assignments will not be accepted in the clinical area and will be marked absent for the day.

### **Leaving early from Theory/Clinical**

A student leaving early from theory/clinical will not be tolerated unless in extreme emergency. The student must inform the instructor of the nature of emergency and must show proof of the event upon return to the theory/clinical.

### **Leave of Absence**

If an emergency should occur, formal documentation must be provided. A leave of absence form needs to be filled out and signed by the student and instructor then submitted for approval if the student is seeking a voluntary deferment in the program. A student may be allowed to make up his/her course

time in the upcoming program based on availability, with the permission of the instructor, and program administrators. All incidences will be reviewed on a case-by-case basis. Any missed classroom or clinical hours must be made up hour-by-hour covering the specific modules and topics missed.

### **Attendance Probation**

A student will be placed on attendance probation if he or she is below 75% attendance at the end of any given module. The student must bring their attendance above 75% by the end of the following module to be removed from probation. A student may be placed on probation for a maximum of two modules before dismissal is recommended.

### **Student Records**

Bell Healthcare Training School maintains a retention record of each student's file for a minimum of five years from the student's last day of attendance. These records are held at 42402 10<sup>th</sup> Street West, Suite F, Lancaster, CA 93534.

### **Make-up Policy**

Make-up time is included in the training schedule, and any missed theory training must be made up by the student prior to clinical instruction. Make-up time is made up hour for hour and is overseen by the instructor. Make-up will cover the same content that was missed, following the Module less on plan. Makeup time is arranged through the Director of Nursing. Students will be contacted by the Assistant Administrator to review makeup options and schedule makeup time.

- Theory make-up hours may be provided via pre-recorded video along with class material.
- Lab make-up hours must be scheduled with the Director of Nursing for 60-minute intervals.
- Clinical make-up hours must be completed prior to receiving certification.

Make-up time is time sensitive and subject to availability. Students attending the didactic segment of class may schedule an on-line session of class to avoid class absences and incurring make-up hours.

## **VI. FINANCIAL AID**

### **Financial Aid Programs**

Bell Healthcare Training School currently does not participate in any federal or state financial aid programs.

### **Financial Disclosures**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

### **Student Tuition Recovery Fund (STRF) Disclosure**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

### **Refund and Cancellation Policy:**

#### **Student's Right to Cancel - Within Cancellation Period**

Students have the right to cancel their Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation will occur when a student gives written notice of cancellation at the address shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all amounts paid within 45 days of cancellation.

If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within 30 days following the date of student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student. The school will refund the portion of the proceeds exceeding the documented cost of the



equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Student's Right to Cancel - After Cancellation Period**

If a student withdraws from a course after the first scheduled class session, the student may receive a pro-rated refund for the amount of class days paid for but not received. Refund calculations will be based on the day a withdrawal letter is received. NOTE: A student is charged for an entire day not by the hour. Any materials that a student has paid for but not received will be refunded in full. A class day is about \$75 per day.

After the end of the cancellation period or after the seventh day following the first scheduled class session, students have the right to withdraw from the Institution at any time. You have the right to receive a pro-rated refund if you have completed 60% or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. Refund calculations will be based on the day a withdrawal letter is received, less the non-refundable registration fee of \$100 and STRF Fee. (NOTE: A student is charged for an entire day not by the hour.) Each class day is about \$75 per day. Students who withdraw after the cancellation period will receive a refund within 45 days of withdrawal.

If a student withdraws after the cancellation period, the **documented cost** of books, syllabus, and computer learning materials pertinent to the past and present module will be charged.

Uniforms, patches, Nurse bag, ID/badge will be **charged in full**.

**If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay for your remaining balance.**

### **Withdrawal Policy**

The student has the right to withdraw from a program of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the fifth business day following the first class attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$100 within thirty (30) days following the withdrawal.

The student is obligated to pay only for educational services rendered and for unreturned equipment. To determine the refund, the student would deduct a registration fee not to exceed \$ 100 from the total tuition charge. A student would divide this figure by a number of hours in program. The quotient is the hourly charge for the program. The amount owed by the student for purposes of calculating a refund is derived by multiplying the hours attended by hourly charge for instructions, plus the registration fee and the documented cost of any equipment.

**If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay for your remaining balance.**

## VII. PROGRAMS

Bell Healthcare Training School offers Nurse programs in Nurse Assistant (NA) and Home Health Aide (HHA). Both programs have the theoretical (includes skills) component delivered in a classroom setting, and clinical components implemented through externships at different acute, long-term clinics, and residential/retirement home facilities as required per program.

### **Nurse Assistant (NA) Training Program** (160 Clock Hours)

**Prerequisite:** None

**Credential(s) Awarded Upon Completion:** Certificate

#### **Total Program Cost: \$2075.00**

- \$1,599.00 Tuition
- \$75.00 Registration (Non-Refundable)
- \$15.00 Equipment (Non-Refundable)
- \$28.00 Lab Supplies (Non-Refundable)
- \$50.00 Textbooks (Refundable)
- \$75.00 Uniforms (2 Sets) (Non-Refundable)
- \$3.00 Student Tuition Recovery Fund Fee (Non-Refundable)
- \$50.00 Live-Scan Fingerprinting (Non-Refundable)
- \$50.00 BLS (CPR) (Refundable)
- \$130.00 State Exam Fee (Refundable)

Payment Plan Options Available, breakdown is based on course duration.  
*Bell Healthcare Training School currently does not receive state or federal financial assistance on behalf of students.*

### **Program Schedule**

#### **Program Term:**

<b>Length</b>	<b>Time</b>	<b>Class</b>	<b>Theory Clock Hours</b>	<b>Clinical Clock Hours</b>
5-weeks	7:00 AM - 3:30 PM	Full-Time (Monday - Friday)	60	100
8-weeks	7:00 AM - 3:30 PM	Part-Time AM (Monday - Friday)	60	100
8-weeks	7:00 AM - 3:30 PM	Part-Time PM (Monday - Friday)	60	100
10-weeks	7:00 AM - 3:30 PM	Weekend (Saturday - Sunday)	60	100

### **Program Description**

Method of teaching will be a minimum of, but not limited to, 60 hours of classroom theory and 100 hours of clinical/hands-on practical training. The CNA course teaches students the basic principles of Nurse, using procedures and techniques. Students will learn to provide and meet the patient's basic physical and psychological needs and promote a spirit of restoration and independence in a safe, efficient, and competent manner. The program is designed to prepare students for the California state exam and certification administered by Pearson Vue and regulated by the CA Department of Public Health.

## Program Objective

The objective for students in this program is to receive a solid foundation in acute, long-term care, and ambulatory settings, and sit for the State certification exam to become a Certified Nurse Assistant (CNA).

## Program Outline

SUBJECT TITLE	TOPIC	THEORY	CLINICAL
Module 1	Introduction	2	0
Module 2	Patients' Rights	2	1
Module 3	Communication/Interpersonal Skills	2	0
Module 4	Prevention & Management of Catastrophe & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	40
Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long Term Care Residents	4	4
Module 14	Rehabilitative Nurse	4	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
Module 17	Abuse	6	0
	<b>TOTAL:</b>	<b>60</b>	<b>100</b>

## Online Distance Education

Bell Healthcare Training School offers distance education coursework under special circumstances. There will be approximately 3 school days that will elapse between Bell Healthcare Training School's receipt of student lessons, or projects and Bell Healthcare Training School's mailing of its response or evaluation.

## Standard Occupational Classification

SOC Code: 31-1014 (Nurse Assistants)

Provide basic patient care under direction of Nurse staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes Nurse care attendants, Nurse aides, and Nurse attendants.

Sample of reported job titles: Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurse's Aide (CNA), Certified Nurse Assistant (CNA), Geriatric Nurse Assistant (GNA), Licensed Nurse Assistant (LNA), Nurses' Aide, Nurse Aide, Nurse Assistant, State Tested Nurse Assistant (STNA)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask a school representative or visit the links below and type in the job title or SOC code from the list of employment positions to look up more information:

<https://www.bls.gov/soc/2018/> <https://www.onetonline.org/find>  
<http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx>

## Home Health Aide (HHA) Training Program (40 Clock Hours)

**Prerequisite:** Current CNA Certification

**Credential(s) Awarded Upon Completion:** Certificate

**Total Program Cost: \$1000.00**

- \$950 Tuition
- \$50.00 Textbooks (Refundable)
- \$0 STRF (Non-Refundable)

*Bell Healthcare Training School currently does not receive state or federal financial assistance on behalf of students.*

### Program Schedule

#### Program Term:

Length	Time	Class	Theory Clock Hours	Clinical Clock Hours
1-weeks	7:00 AM - 3:30 PM	Full-Time (Monday - Friday)	20	20
2-weeks	7:00 AM - 3:30 PM	Part-Time AM (Monday - Friday)	20	20
2-weeks	7:00 AM - 3:30 PM	Part-Time (Monday - Friday)	20	20

### Program Description:

Our Home Health Aide program is a specialty course designed to build upon the knowledge, skills, and abilities of which a certified nurse assistant possesses. This class is for students that are already certified as nurse assistants and can be used towards continuing education and/or CNA license renewal. The HHA instructor is a Registered Nurse experienced in patient care in a home care setting, and meets the state requirements, including but not limited to, three years of experience in the field and two years in skilled Nurse.

### Program Objective:

The objective for students in the Home Health Aide program is to successfully perform duties and responsibilities involved in caring for home-bound patients and differentiate the home health aide's role from other care providers.

## Program Outline

SUBJECT TITLE	TOPIC	THEORY	CLINICAL
Module 1	Introduction to Aide and Agency Role	2	0
Module 2	Interpretation of Medical & Social Needs of Clients	5	0
Module 3	Nutrition	5	15
Module 4	Prevention & Management of Catastrophe & Unusual Occurrences	5	3
Module 5	Cleaning and Care Tasks in the Home	3	2
	<b>TOTAL:</b>	<b>20</b>	<b>20</b>

### Online Distance Education

Bell Healthcare Training School does not offer distance education including online classes, projects, or dissertations for this program.

### Standard Occupational Classification

SOC Code: 31-1011 (Home Health Aids)

Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Sample of reported job titles: Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurse's Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice/Home Health Aide, In Home Caregiver

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask a school representative or visit the links below and type in the job title or SOC code from the list of employment positions to look up more information:

<https://www.bls.gov/soc/2018/>

<https://www.onetonline.org/find>

<http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx>

## **VIII. SCHOOL POLICIES AND REGULATIONS**

### **Faculty Qualification**

Our program Director is a Registered Nurse with 18 plus years of experience in many capacities of Nurse and patient care. Instructors who operate under her direction shall, at a minimum, be licensed LVN's meeting the state requirements. Including at least 3 years' experience in their field, and two years in skilled Nurse. Students will be supervised in the classroom and in the clinical by either a registered nurse or licensed vocational nurse that has been approved to teach the program by the Department of Health Services and Department of Consumer Affairs.

### **Clinical Orientation Policy**

All students must be oriented to the clinical site before commencing a clinical assignment. It is the responsibility of the instructor to provide this orientation personally or by a clinical staff as arranged.

### **Clinical Supervision**

There will be one instructor for every 15 students. A pre-conference (no longer than 30 minutes) and post-conference (no longer than 1 hour) should be conducted by the instructor. The instructor should always be available for the students in the clinical setting.

### **Clinical Instructor Tardiness and Absence**

In the event that an instructor has not notified students of tardiness or absence, the students are required to remain at the clinical site for 30 minutes if no other instructions have been given. One student must be assigned to notify the Program Director to receive further instructions. Students may be required to go back to the school to meet the clinical objectives for that day.

### **Limitation of Student Activities in Clinical Area**

Students may not leave assigned Nurse units without permission from the instructor. Students are not to take care of patients not assigned to them, except in an emergency. Students are not allowed to perform any procedures without the supervision or clearance of the instructor. Should a student violate any of these clinical limitation policies, the student will be sent home for the day and will not be given credit for those hours. Further disciplinary actions may be taken.

### **Counseling and Tutorial Services**

Students are encouraged to always consult with the Program Director/Program Instructor regarding counseling and tutorial services.

### **Probation Policy**

A student will be placed on probation when he/she consistently obtains a grade of less than 75% in theory and unsatisfactory clinical performance.

### **Health Requirements**

For any of the Bell Healthcare Training School programs students are required to pass a physical exam, provide TB test results, and should be able to lift at least 50 lbs. If a student is pregnant or has any physical limitations, they are advised to discuss it with their instructor.

## **Sexual Harassment Policy**

### **The Student's Responsibilities Pertaining to Sexual Harassment & Discrimination**

An experience involving sex bias, sex stereotyping, sex discrimination, and/or sexual harassment, can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress, and even inhibit the attainment of career goals. Therefore, students have the responsibility to be aware of their rights as they pertain to their educational experience at Bell Healthcare Training School. Any student, who believes that he/she has been discriminated against or treated unfairly because of his/her gender, has the right to bring the incident or incidents to the attention of the people involved. If the student gets no satisfaction, he/she has the right to file a grievance. Prompt reporting of the facts of the incident or incidents should be directed to the school Director.

## **Dress Code Policy**

Each student will be provided with one (1) uniform. Uniforms are required to be worn in ALL clinical session (if applicable) as well as the last day of class and at state testing (if applicable). Bell Healthcare Training School is a professional institution. It is expected that all students will dress appropriately and in a professional manner. This includes cleanliness in dress and personal hygiene. Generally, the students attend class and perform clinical work in the prescribed school uniform. However, outside class and clinical hours, students are allowed to come to school to transact official business or attend review sessions in decent attire of their choice.

### **Bell Healthcare Training School does not permit the following attire:**

- Revealing outfits (excessive slit on skirts, excessive body exposure; midriff, exposing clothing or thongs, halter tops, tank tops, shorts)
- Torn Jeans
- Commercial logos on clothing, unacceptable writing, or picture
- Undergarments worn in place of outer clothing
- Tight fitting outfits (top and bottom)
- See-through outfits
- Clothing that is considered unsuitable in the workplace and distracts the learning process.
- Hats worn in the classroom.
- Oversize and baggy clothing.
- Clothing associated with street gangs.

## **Identification Badges**

Identification Badges must be always worn in the clinical assignments.

## **Wristwatch**

Students are required to always wear wristwatch with second hand during clinicals.

## **Break Time**

**Classroom Breaks:** Students are allowed 10 minutes break for every hour of instruction. Schedule of breaks is upon instructor discretion.

**Clinical Breaks:** Students are allowed 30 minutes for lunch break. Short breaks in the morning and the afternoon is upon the instructor's discretion. Students are encouraged to bring their own food.

## **Personal Property & Losses Policy**

All students are responsible for safekeeping of their personal properties while in the school premises and in the clinical area. The school is not held responsible for any losses.

## **Personal Appearance in Clinical**

### **Female**

- Hair should be properly fixed, off the collar and face while within the clinical area premises. Neither fancy hair ornaments nor fancy hairdo is allowed; only white ribbon or black tie will be allowed.
- Fingernails should be kept clean and trimmed. No acrylic nails allowed, only white or natural nail polish will be allowed.
- Simple and light make-up is allowed; no heavy make-up will be allowed.
- Cologne/Perfume is not allowed.
- Policy on jewelry as follows:
- Plain small stud earrings (1 pair only) are allowed.
- No bracelets should be worn during class and clinical hours.
- Only plain wedding band ring is allowed in clinical.
- No visible tattoos are allowed.
- No visible body piercing is allowed.
- Female prescribed purple school uniform with school patch on the left arm must be worn in the clinical site.
- Undergarments should be plain white or beige.
- Hose/socks should be plain white.
- Prescribed short white lab coats or white sweaters are allowed during winter.
- Prescribed solid color Nurse shoes must be worn in clinical. Shoes must be kept cleaned and intact.

### **Male**

- The following are not allowed for male students:
- Ponytail and braided hair
- Earrings
- Visible tattoos
- Visible body piercing
- Male prescribed purple school uniform with a patch on the left arm must be worn in the clinical.
- Prescribed solid color Nurse shoes must be worn in clinical. Shoes must be always kept cleaned and intact.
- Socks should be plain white only.
- Undershirt should be plain white and V-neck.
- Prescribed short white lab coats or white sweaters are allowed during winter.

## **Conduct Policy**

- Students must always conduct themselves in a professional manner by displaying courtesy, respect, and tolerance. Students who commit misconduct will be subject to termination. Students must adhere to conduct that will not interfere with the learning process of students, the classroom/lecture presentation by the instructor, or the progress of the class in general. To this end, the instructor may take disciplinary measures. However, sanctions such as placing the student on probation, suspension and/or termination are meted out only by the school Director.



- The administration reserves the right to place on probation any students or terminate any students based on any of the following grounds:
- Breach of the school enrollment agreement.
- Carrying concealed or potentially dangerous weapon.
- Cheating, plagiarism, dishonesty, computer crime.
- Conduct that reflects unfavorably upon the school and/or its students.
- Demonstrate poor judgment, or inability to function properly, which could put patient safety in jeopardy.
- Attending classes or clinical assignments while under the influence or effects of alcohol, drugs, narcotics, and dangerous substances of any kind.
- Excessive absences or tardiness.
- Failure to abide by the rules and regulations of clinical sites.
- Failure to pay charges when due.
- Falsifying school records.
- Flagrant violation of dress code.
- Insulting or harassing faculty, administration, or students.
- Nonconformity with the rules and policies of the school.
- Poor health, health hygiene.
- Prosecution on charges ranging from misdemeanor to third degree felony.
- Unsatisfactory academic progress
- Use of profanity
- Vandalism of School property or equipment

A student who is terminated or placed on probation for unsatisfactory progress may be readmitted into the course/program only at the discretion of the Program Director. If terminated, the student may appeal and re-enter into the program upon approval of the Program Director.

### **Confidentiality Policy**

Students should always maintain confidentiality. The student will exercise respect and strict confidentiality in all related manners. This means that in no way can any information identifying a patient be communicated to anyone who is not involved in providing patient care. This includes even acknowledging that a person is in fact a patient in a particular facility. A hospitalization is considered a confidential matter. Conversations regarding patients will be conducted only at appropriate times and places, and with appropriate person, and for learning purposes only will be shared, without fully identifying the patient.

### **Computer Policies**

Computers should only be used with permission from the school's administrative staff. The student should obtain permission before printing any material. Students are encouraged to use the internet for research purposes only.

### **The following computer uses are prohibited:**

- Checking social media accounts
- Checking and sending email
- Searching non-course related topics

### **Skills Lab Policy**

The skills laboratory is maintained to provide the students the opportunity to gain mastery of required Nurse skills. The skills laboratory is open for unassisted practice when not in use. Students are required to seek permission from administrative staff. Assisted practice/competency practice is available only during scheduled hours. After practice, all equipment is to be put away into their original assigned location. All manikins must be covered when not in use.

### **Sign-in Policy**

All students are required to sign-in using designated logbooks before each use of the following facilities, equipment, and materials. **ANY STUDENT WHO VIOLATES THESE POLICIES WILL LOSE THE PRIVILEGE OF USING THE PREVIOUSLY SAID RESOURCES WILLINGLY PROVIDED BY THE SCHOOL. FURTHER DISCIPLINARY ACTIONS MAY ALSO BE TAKEN.**

### **No Eating and Drinking Policy**

Eating and/or drinking is prohibited in the classroom, skills laboratory, media/library, and computer lab. **No chewing gums allowed during lecture and clinicals.** Anyone caught putting gums on the chairs, tables, wall, or floor will warrant suspension and withdrawal from the program.

### **Smoking Policy**

Smoking is always prohibited in the building. Students are not allowed to smoke in front of any of the surrounding business offices. A smoking oasis across the school is provided for smokers.

### **Cell Phone Policy**

Cell phones should be turned off during classroom and clinical hours.

### **Visitor Policy**

**No visitors** will be allowed, including **children**, during class and clinical hours.

### **Drug & Alcohol Abuse Policy**

The use or sale of non-prescription, “controlled substance” drugs, including, but not limited to, marijuana, cocaine, stimulants, and depressants will not be tolerated at the Bell Healthcare Training School premises, at any of its clinical facilities, or at any school-sponsored function off the premises. Any students believed to be under the influence or in possession of a non-prescribed, “controlled substance” drug and under the influence of alcohol will be temporarily prohibited from attending classes pending investigation of the incident. Should it be determined that the student was under the influence, in possession, or involved in the purchase and/or sale of a controlled substance while on or off the premises of Bell Healthcare Training School, or school-sponsored event, the student will be dismissed. Should it later be determined that the student was not involved in the above activity, he/she will be reinstated, and lost class time will be added to the normal completion date. Students are solely responsible for the use of prescribed drugs, and the same academic and social behavior is expected of all students regardless of conditions of health. Students who need counseling assistance for drug or alcohol dependency should contact the school Director. All referrals will be kept confidential.

## IX. Faculty and Staff Directory

Darrin Bell

Letecia Bell

Samantha Gutierrez

Ashley Burnett

Administrator/ Chief Executive Officer

School Director/ Director of Nurse

Assistant Administrator/Job Placement

Instructor

