

BCI STUDENT HANDBOOK

BCI OFFICE OF ADMISSIONS



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GENERAL INFORMATION

BCI'S MISSION STATEMENT:

“The official mission of BCI is to bring skill based education to all persons wanting careers in allied health care.” To achieve this mission, BCI shall implement the following guidelines and objectives:

- We shall ensure that our students complete their chosen program in the shortest time possible with the skills needed to succeed in today's highly competitive and rewarding work force.
- We will continue to tailor our training programs and course curricula to reflect the most current industry standards, as well as the needs of the profiled employers.
- We shall continue to offer affordable fast-paced, high-impact training programs taught by certified instructors with extensive real-world experience.
- In order to make our offerings available to the broadest demographic possible, we shall offer financial assistance which shall include prior experience credit and credit transfer, interest free payment plans, scholarships, and financial aid.
- We shall maintain convenient scheduling so as to assist the adult learner in reaching their learning objectives while honoring their responsibilities.
- We will provide clean, safe, and conveniently accessible locations equipped with advanced instructional technology in Brookline and Malden, Massachusetts.
- We shall maintain a reputation of excellence among our peers and those agencies and authorities that regulate our operation

WHY CHOOSE CAREER EDUCATION?

We all aspire to make it big in our respective fields and build a successful career after completing our education. With the increase in the number of career options available, sometimes we might get bogged down or confused as to which career will suit us the best. Moreover, we also need to decide if we need to further enhance our educational qualifications or start a job that will give us financial independence. A Career Education path best meets these objectives.

Career Education provides individuals the correct guidance regarding their future aspirations. It helps individuals to recognize his or her skills and then pursue a course that will help develop and build a successful career out of native talents and acquired skills.

Career Education helps in developing the team skills of the individual. Activities are provided that helps individuals build up their key skills and work together with others to successfully complete their programs. It provides them with innovation and problem solving skills that would help them to manage the expected and unexpected situations in a professional environment.

Career Education makes students aware of the job opportunities available. In addition, networking with others in the field will help to expand one's career possibilities as well as expose one to other professionals and students.

In addition, students who had to disrupt their educational aspirations midway because of their financial or other constraints can again rejoin the educational path while maintaining other responsibilities, this is accomplished through the opportunities offered exclusively through Career Education. The courses offered at BCI will allow individuals an alternative to regular educational motifs. This allows individuals the opportunity to learn at their own pace and join the mainstream work force.

WHY BCI?

BCI has become an established institution in the Boston Regional area. Our Students are typically commuter in nature. A typical student lives and/or works within 25 miles from the campus, maintains a job and family responsibilities.

BCI works with employers to make our program offerings relevant. In an ongoing effort to maintain this relevancy, BCI convenes an advisory panel composed of members from the local chamber of commerce, Alumni, Intern Proctors, Employers, and other feeder schools and agencies. This panel ensures that a constant oversight and adjustment to our curricula is maintained. The institution uses established curricula that have been reviewed by administrative and educational committees. Additionally, instructors are permitted and encouraged to submit new course syllabi and have them reviewed for instructional implementation.

Students, while completing their internship, are mentored in resume' submissions, and introduced to potential local area employers. It is possible that students convert their internship assignments into full time employment. The remaining completers typically self-identify job opportunities. BCI endeavors to interact with the employment efforts regardless of the source of the opportunity.

Career development professionals, on staff at the institution, prepare placement guideline recommendations for every student. This is done with input from the instructors. They provide written and interactive support for the student in the job placement activity. Employers are provided with the faculty contact information and are invited to provide feedback to the instructors regarding the student placed with them.

BCI leases space of appropriate type facilities in suburban/urban settings. Classrooms are of adequate size and configuration for the students to have an appropriate experience. Labs are equipped with equipment suitable for the course work and meet all state codes. Students are provided with adequate facilities for leisure and study time. However, the institution does not provide any residential facilities, as the institute is commuter oriented. Both the Main campus and the satellite present a safe and stimulating environment. All employees, staff, and students are governed by health and safety standards for their work. Additionally, all employees and staff have in-force health coverage. The institute maintains a mandatory accident and injury reporting system, which requires immediate documentation of all incidents.

Our refund policy for non-financial aid students relating to tuition, fees, and other charges collected from students for attending programs at the institution employs a pro-rata formula which permits up to a full refund of the tuition (less matriculation fee) provided that the student notifies the institution prior to five days in advance of the start of their scheduled course work. BCI is a not for profit school; as such, it is not subject to refund provisions of M.G.L. Chapter 255 Section 13k. Notwithstanding, BCI provides full paid in Tuition refunds to students who withdraw prior to their program commencement date. Further, the student shall receive a partial refund, 50% of their Tuition paid subject to a minimum retained tuition of \$500.00, if they withdraw after commencement and within the first 2 weeks. No refund shall be given after such time. The student acknowledges that the \$50.00 administrative fee is not subject to refund at any time. Refunds are computed and processed within 2 weeks of notification of withdrawal from the class. Title IV financial aid students should refer to the Title IV refund schedule which is significantly different.



BCI STRUCTURE

BCI is a Not For Profit educational institution. Established in 2000, BCI has graduated 1000s of students who have found successful careers in allied health occupations. BCI has two locations in Brookline and Malden Massachusetts. All courses are offered at both locations.

The institutions accreditor is the Council on Occupational Education. Also, the school is licensed by the Department of Professional Licensure for the Commonwealth of Massachusetts.

BCI also is approved by the Department of Homeland Security and USCIS for issuance of M1 visas for students and M2 visas for their immediate families. BCI through these approvals administers the SEVIS program which permits us to have an international component of students attend our school.

All BCI programs and courses are “clock hour” programs, and therefore requires careful scheduling for our students.

QUALITATIVE AND QUANTITATIVE RELEVANCE STATEMENT

BCI maintains its Qualitative and Quantitative Relevancy by way of an amalgamation of indicators including but not limited to;

- Employer Feedback
- Student Satisfaction Surveys
- Advisory Board Reviews and Feedback
- Staff Meetings
- Internship Site Interaction

Employer feedback is actively solicited during the internship contract renewal process on annual and ongoing basis. Employers offer advice and opinions reflecting their current occupational needs. Student Satisfaction Surveys are offered to students upon successful completion of their respective programs. Those surveys solicit student opinions based on their individual experiences within their chosen fields of employment.

Occupational and Organizational advisory boards made up of employers and former students meet regularly and discuss matters of needed improvements thus effectuating quantitative and qualitative changes needed to maintain a high degree of relevance.



Staff meetings offer real-time feedback from students and staff thereby effectuating an almost instant change in qualitative and quantitative performance.

Internship Site Interaction is an ongoing, daily endeavor where our team of internship coordinators receive feedback from the employers in real time there by providing invaluable insight into Qualitative and Quantitative Relevance of our instruction.



GENERAL AND STUDENT ORIENTATION

WELCOME

Welcome to BCI, INC! We are glad that you made the decision to enroll in one of our programs.

The purpose of this Introductory General and Student Orientation course is to provide all information needed for your success as a student.

SCHOOL STAFF DIRECTORY

School Director:

Fred Deihim ----- f.Deihi@BostonCareer.org

Director of Education:

Steve Yanovsky ----- S.Yanov@BostonCareer.org

Director of Compliance:

Joseph Cohen ----- J.Cohen@BostonCareer.org

Program Information; Enrollment and Registration:

Adin Samuel (Sam) Laboy ---- A.Laboy@BostonCareer.org

Naji Charbel ----- N.Charb@BostonCareer.org

Steve Brenner ----- S.Brenn@BostonCareer.org

Malden Admissions Manager:

Nadia Mahboula ----- N.Mahbo@BostonCareer.org

Financial Aid Coordinator:

Karla Lemos ----- K.Lemos@BostonCareer.org

Instructors:

Caroline Jamur ----- C.Jamur@BostonCareer.org



Elena Novak ----- E.Novak@BostonCareer.org
Elizabeth Gomez ----- E.Gomez@Bostoncareer.Org
Rina Berman ----- R.Berma@BostonCareer.org
Soumya Jogi ----- S.Jogi@BostonCareer.org

IT:

Charles De Gennaro ----- C.DeGen@Bostoncareer.Org

Career Development and Internship Coordinators:

Maria Lebron: ----- M.Lebro@Bostoncareer.Org
Jennifer McGrane ----- J.McGra@BostonCareer.org
John Moschella ----- J.Mosch@Bostoncareer.Org

SCHOOL POLICY

ID Badges

ID BADGES MUST BE WORN AT ALL TIMES

Please ensure you have all received and signed all of the policies below during this orientation:

- Our Mission Statement
- Non-Discrimination Policy
- BCI Standard Policies
- Drug and Alcohol Policy
- Statistical Mandatory Critical Disclosure
- BCI Email Policy
- Policy Procedures Financial Aid
- Title IV Refund Policy



Please ensure you have completed the following prior to attendance to any course and you have your class schedule:

- Allied Health
 - OSHA mandated (Occupational Safety and Health Administration)
 - Blood-borne Pathogens and Infection Control
 - HIPAA
- General Orientation

BCI HOLIDAY SCHEDULE

The school will not be open nor will classes be held on the following Holidays:

Jan 1	New Year's Day	First Monday of September	Labor Day	Couple days before Christmas through New Year day	Winter Vacation-
Jan 18	Martin Luther King Day	Oct 10	Columbus Day	Dec 25	Christmas Day
Feb 15	President's Day	Tuesday following first Monday of Nov.	Election Day	Jan 1	New Years Day
Last Monday in May	Memorial Day	Wednesday before Thanksgiving	School closes at 2pm		
Jul 4	Independence Day	Fourth Thursday of Nov.	Thanksgiving Day	Dec 26- Jan 3	Winter Vacation

STUDENT ORIENTATION

All students are required to attend orientation before commencement of the program. During the orientation student will be introduced

- Faculty staffs and their job titles.
- Faculty departments
- School policy
- Attendance requirement
- Internship requirement
- Graduation requirement
- Classroom rules
- IT Introduction and contacts (Technical Orientation)
- Health and Safety Plan

When students are admitted to BCI they are assigned a BCI E-mail Account. Students must login with their user name and password. Students E-mail are used only for the purpose:

- Students-faculty communications
- School announcements
- Education
- Tests and quizzes

Students will be given the following documents:

- BCI School Policies by email
- Enrollment Agreement
- Program Schedule
- List of Supplies and Equipment Provided
- Facilities and Resources
- Internship Requirement and Availability
- Consent Form (for Clinical, Medical Assisting and Medical Office Administration students)



- Healthcare coverage
- Immunization Form and pertinent medical records
- Course Evaluation
- BCI Directory

At orientation, we will discuss Financial Aid, the daily schedule, internship, and job placement. All department representatives will answer any question or concerns of the students. Following the orientation students will sign the Orientation Acknowledge Agreement Form.



ORIENTATION ACKNOWLEDGMENT AND AGREEMENT FORM

I, _____, hereby acknowledge that I have attended the Basic Orientation Class given at the BCI.

I know and understand the School Policies of BCI and agree to abide by them.

I have been informed that I need to submit to the school the required medical information, my Criminal Offender Record Information (CORI) check report, copy of CPR certification, medical terminology and HIPPA quizzes.

I further acknowledged that I received the following documents:

1. BCI School Policies
2. Enrollment agreement
3. Program schedule
4. Internship Requirement and Availability
5. Consent Form (*for Clinical and Medical Assisting students*)
6. Healthcare Coverage During Internship Form
7. List of Required Medical Information
8. Medical Record Release Form
9. Resume Template
10. Request for Certification (*to be submitted upon completion of class or internship*)
11. Course Evaluation Form (*to be submitted with the Request for Certification Form*)

Student's Signature

Date

ADMISSIONS POLICY

GENERAL INFORMATION

BCI takes pride in having an all-inclusive student body. Academic pre-requisites for admissions are very streamlined. All enrollees are required to have a high school diploma or equivalent. In cases where it is difficult to assess the scholastic background of an applicant due to loss of records, closure of schools or nontraditional education, BCI may require the applicant to complete a GED. In exceptional cases, an academic and administrative panel may inquire as to the skills for an applicant. This may entail custom testing to ensure the applicants have the competency and skills necessary to complete the program desired.

All students must maintain a listening, reading, and writing skill in English. Students who are not able to demonstrate minimal English language skills may be required to participate in remedial English courses prior to being matriculated.

All students will undergo a CORI background check in order to determine their suitability for work in the program selection area. The student will be charged a nominal fee for processing the CORI.

If a student does not pass a CORI challenge they will be required to sign an acknowledgment form which will exclude them from statistical completion reporting. (See Appendix

TRANSFER POLICY

All BCI programs are Clock Hour programs. Students are required to attend and participate in the programs on a regularly scheduled basis and complete the required contact hours for the specific program. Any missed classes – excused or not – must be made up prior to graduation.

Notwithstanding the foregoing, in certain cases, with prior authorization, students may be permitted to be excused from a class (course) for the following reasons:

1. They have taken the course work elsewhere and have been able to demonstrate a proficiency acceptable to BCI.
2. The student accepts that she/he will not receive a certificate after completing the program.
3. The Academic Assessment Panel at BCI has authorized a student to bypass taking a course or courses based upon the panel's diligent investigation and belief that the student possesses the requisite skills.

Students who feels that they deserve to bypass contact hours due to one of the above circumstances must make such request in writing to the BCI's Dean of Academic Affairs three weeks prior to their program commencement date. The decision of the Academic Assessment Panel is final and not subject to administrative review.

- Any missed classes – excused or not – will need to be made up prior to graduation.
- BCI will not accept credits or hours from other institutions.

Campus Transfer:

- Students may transfer from one campus to another without losing any contacts hours or credit.

Program Transfer:

Students may transfer from one program to another.

- Students can transfer all courses relevant to the program and the equivalent contact hours.
- Students can **NOT** transfer the core courses.
- Students must attend all core courses relevant to the program transferred to.
- Students will **NOT** be financially penalized.

Students wishing to transfer must complete and submit a “Student Transfer/Additional Course Agreement for the BCI Inc.” form.

Any applicant to BCI who feels that they deserve to bypass contact hours due to one of these three circumstances must make their request in writing to the BCI's Dean of Academic Affairs three weeks prior to their program commencement date. The decision of the Academic Assessment Panel is final and not subject to administrative review.

FOREIGN STUDENT REGISTRATION

BCI accepts internationally originated students through the SEVIS program. Currently, only M1 and M2 visas are available for accepted students and their families. BCI does not discriminate in this process. However, non-US citizens or resident aliens, are not able to participate in financial assistance through BCI sponsored programs or those administered by BCI.

BCI also makes no representation that programs are compatible with foreign licensure or accreditation.

FERPA

What is Ferpa?

Ferpa, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education. Go to www.ed.gov/policy/gen/guid/fpc to learn more.

To which information does Ferpa apply?

Ferpa applies to personally identifiable information in educational records. This includes items such as the student's name, names of family members, addresses, personal identifiers such as social security numbers, and personal characteristics or other information that make the student's identity easily traceable.

What are educational records?

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution (BCI), or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images.

Educational records do not include the following:

- sole possession records -- records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record;
- medical or psychological treatment records that include those maintained by physicians, psychiatrists, and psychologists;
- employment records, provided that employment is not contingent upon being a student;
- law enforcement records; and
- records collected about an individual after that person is no longer a student at BCI.

Does Ferpa apply to everyone?

At BCI, Ferpa rights apply to students. A student is a person who is or has been in attendance at the institution, regardless of the person's age.

What are a student's rights under Ferpa?

Under Ferpa, a student has a right to

- inspect and review his or her educational records;
- request to amend his or her educational records;
- have some control over the disclosure of information from his or her educational records.

BCI notifies students annually of their Ferpa Rights by email. If students believe that such rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpc.

Do students have a right to see and change their educational records?

Upon written request, the university (BCI) shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. A student may obtain copies of his or her educational records at a cost of ten cents per page, an official transcript of academic record for ten dollars, and an unofficial copy of the permanent academic record for ten dollars. Educational records covered by Ferpa normally will be made available within forty-five days of the request. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the custodian of records. The Chief Financial Officer at BCI is the official custodian of records.

Is there some way that I can block my information?

A currently-enrolled student may restrict access to their directory information, or may remove their information from public directories, through a written request to the Chief Financial Officer during the first twelve class days of any semester, or the first four class days of any summer term. (Restricted information remains so until revoked by the student.)

What is directory information?

Ferpa identifies certain information, called directory information **that** may be disclosed without the student's permission. The university has designated the following information as directory information:

- Student's name

- Local, permanent, and email addresses
- BCI public username
- Telephone listing
- Place of birth
- Field of study
- Dates of attendance
- Enrollment status
- Certificates, Degrees, awards, and honors received, including selection criteria
- Most recently attended previous educational institution
- Classification
- Expected graduation date
- Job title and dates of employment when employed by BCI in a position that requires student status

Who has access to student educational records?

According to Ferpa, non-directory information may not be released without prior written consent from the student. Except when the information requested by appropriate BCI administrators, faculty members, or staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid.

What is legitimate educational interest?

Legitimate educational interest is access to educational records by appropriate BCI administrators, faculty members, staff members, appropriate administrators or staff members, or contractors acting on behalf of the school, who require such access in order to perform their legitimate educational and business duties, when such records are needed in furtherance of the educational or business purposes of the student or BCI.

Whom should I contact with questions or concerns? Direct general questions to the registrar, the Vice President for BCI, or the Compliance manager at BCI, as appropriate. Send comments or suggestions to the registrar's office.



BCI GENERAL POLICIES

BCI NON-DISCRIMINATION POLICY

BCI is a Not for Profit Career School having campuses in Brookline and Malden Massachusetts. Offering programs for adult students in the allied health care area.

The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship, and loan programs and athletic and other school administered programs.

BCI exists to educate and to provide students with the skills and experiences necessary to be employable and/or to position themselves to attend, acquire, and take advantage of additional learning opportunities and experiences. This is the goal of BCI for all students regardless of any handicapping condition.

BCI is available to all learners and does not discriminate based upon ability or disability. The BCI policy is published on the institution's website in support for adult students with disabilities. The BCI facilities are such that they meet all regulatory standards as set forth by the Americans with Disabilities Act.

When adult learners come to BCI with Individualized Education Plans (IEPs) or 504 Plans, the noted accommodations are taken into consideration by the appropriate instructor(s) when presenting information and during the assessment phase of instruction.

For all students who request and/or make it known the type of additional support needed to assist them in accessing the curriculum, every effort is made to accommodate those needs within reason.

CONDUCT AND DECORUM

Every student is expected to display professional behavior. Treat your instructors and classmates with respect and courtesy, as you would like to be treated. Honesty and integrity are of utmost importance because dishonesty may cost the life of a patient. Do your work well and make good use of your time while in school.

Students should come to school neatly groomed and dressed in a manner that will command the respect of your classmates and instructors. Tank, tube and halter tops, spaghetti straps, underwear, or nightwear as outerwear, beachwear, work-out clothes and flip-flops are unacceptable. Fingernails should be clipped and there shall be no acrylic nails allowed. Long hair should be tied neatly in a bun and kept away from the face.

Food or drinks are not allowed inside the classroom during laboratory practical time to reduce risk of contamination. Students can take their snacks outside the classroom during breaks. Cellular phones should be switched off or silenced. Taking pictures and video recording of classes is strictly not allowed to protect student privacy.

Teaching tools, material and equipment belong to the school and should not be removed from school premises.

SAFETY FIRST

Here at BCI, Safety Comes First. In the classroom, during internship and in the workplace, you will be performing tasks and procedures that may involve exposure to blood, body fluids, and other potentially infectious material. Knowledge about the ways of protecting yourself and others and avoiding the spread of infections is extremely important. It is for this reason that safety rules and precautions are enforced throughout the school.

An OSHA mandated (Occupational Safety and Health Administration) course in Blood-borne Pathogens is given to all students during orientation. In addition, all students are required to submit proof of immunization and a recent physical examination. Students and instructors must wear personal protective equipment (PPE) at all times when performing procedures that expose them to blood, body fluids and other potentially infectious material. PPE includes gloves, scrubs, gowns, face masks and goggles. A full shoe must be worn to school at all times and at all seasons. It is the school's policy that needles should never be recapped.

Sharps containers are provided for the proper disposal of sharps. A separate bio-hazard waste bin is provided for all other infected material such as blood-soaked gauzes and band-aids. Students should help maintain the classroom and their work area clean by not eating or drinking in the classroom and by wiping the work areas with disinfectant before and after each class.

In the event of an accidental exposure, such as needle stick injuries, splash to the face, or cuts, the Accidental Exposure Protocol is followed. This protocol is posted in all class rooms.

ATTENDANCE POLICY

Constant tardiness and absence will delay one's expected date of completion of the chosen program. More importantly, it does not speak well of a person's work ethic and commitment to learning.

Attendance is a **MUST**. All students must complete all scheduled training hours assigned to a program. Students who incur 3 unexcused absences are dropped from the program. The missed sessions in a modular class will have to be made up within 30 days. The missed sessions of a sequential class will be made up for that specific missed session. If the student fails to make up for the missed sessions within 30 days, a make-up classes can be scheduled and the student will have to pay a fee. Students must present a doctor's letter for an absence to be excused.

Student should always come to class on time. A student must inform the school if he/she will be 15 minutes late. A student who arrives to class 30 minutes after the class starts is considered absent. Students who arrive to class late on more than 3 occasions for unexcused reasons will be dropped from the roll and will not get a refund of the amount they have already paid. The student should call the school if he/she will not make it to school on any day. A make-up class will have to be scheduled.

On national or local holidays, it is best to call the school because BCI does not cancel classes on some holidays.

COMPLAINT RESOLUTION

Students are encouraged to immediately resolve their course-related complaints with the instructor. All other complaints can be addressed with the administrative personnel. In case complaints are not resolved after taking this course of action, student complaints are handled on an individual basis following the outlined chain of complaint management system:

- Step 1: Verbal complaint to the instructor/administrative personnel Step 2: Verbal complaint to the school administrator
- Step 3: Written complaint via website www.bostoncareer.org/alumni or by email to the director f.deihi@bostoncareer.org
- Step 4: If the student is unsatisfied with the school's resolution of the complaint, he/she has the right to contact the Massachusetts Department of Licensure.

This school is licensed by the Massachusetts Division of Professional Licensure's Office of Private Occupational School Education. Any comments, questions, or concerns about this school's license should be directed to:

occupational.schools@state.ma.us or 617-727-5811.

- Step 5: It will be the responsibility of BCI to ensure that all such complaints and grievances receive due process and arrive at a resolution.

All such complaints and grievances shall remain on file at BCI. This shall include the previous four steps and the result of such complaint or grievance.



The student should make any complaints, that they feel are not being properly addressed by the institution to:

"Office of Private Occupational School Education (OSE) Division of Professional Licensure
1000 Washington Street, Suite 710
Boston, MA 02118
Phone: 617-727-5811
occupational.schools@state.ma.us"

or to the:

Council on Occupational Education
7840 Roswell Rd.
Building 300, Suite 325
Atlanta, GA 30350
Telephone 770-396-3898
fax 770-396-3790
www.council.org

BCI IMMUNIZATION RECORDS

The following is an explanation of the required medical/immunization/vaccination records needed for you to start /continue the program:

1. Proof (including date) of a physical examination performed by a physician, nurse practitioner or physician's assistant within the last year (1 year) prior to students start date stating that the student is physically and mentally able to start/continue the program, is free from communicable disease and is in good health.
2. Proof (including date) of Measles, Mumps and Rubella vaccination or immunity within the last ten (10) years from the students start date
3. History of varicella (chicken pox) by a physician or a positive varicella antibody titer or a history of any two (2) varicella vaccine doses
4. Proof (including date) of Hepatitis B vaccination series or a positive Hepatitis B surface antibody titer within the ten (10) years from the students start date
5. Date and result of a PPD test within the last year (1 year) of the student's start date or for those students with a history of a positive PPD test and a chest x-ray within the last year (1 year) of the student's start date
6. Proof of Tetanus/Diphtheria vaccination within the last ten (10) years from the students start

Thank you for your time and attention in this matter, BCI

HEALTH INSURANCE COVERAGE

All students are required to have proof of health insurance coverage, and should maintain this while a student at BCI. Proof of health insurance must be submitted prior to enrollment.

RECORDING POLICY

The audio or video recording of a class, persons in a class or non-public meeting requires the prior consent of the person(s) being recorded.

In Massachusetts, permission to record a classroom lecture requires consent of the **instructor and all members of the class that is being recorded**. Instructor and class permission is not required when a student is granted a reasonable accommodation as defined by the Americans with Disabilities Act.

Students who require recording or other adaptations of lectures as a reasonable accommodation for a disability should contact the Learning Accommodations Office in order to obtain permission for the recording(s). In such cases, the instructor should notify the students, speakers and other lecture attendees in advance that recording may occur. However, every effort should be made to protect the confidentiality of a student with an accommodation, i.e. the instructor will not name the student who is doing the recording when it is due to an accommodation.

The permission to allow the recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed or displayed in any public or commercial manner.

The unauthorized recording, reproduction or uploading of recordings to the Internet may result in a violation of the recorded person's intellectual property rights, may constitute a violation of the Student Code of Conduct, may constitute an Invasion of Privacy and may be subject to BCI Disciplinary action.

Definitions

Course Materials mean lecture notes, outlines, slides, PowerPoint® presentations, readings, or other content made available to students by the instructor or presenter, or through the NECC online learning system.

Recording(s) means a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers, or other devices that record images or sound.



BCI HEALTH CARE COVERAGE

Healthcare Coverage for Accidental Needlestick / Accidental Exposure During Internship

I, _____, do hereby acknowledge and understand the following;

- I am obligated to have a current health insurance plan that meets the Commonwealth of Massachusetts standards for medical coverage.
- I understand that my internship site is not responsible to extend uncompensated care for the cost of treatment incurred after sustaining accidental exposure to blood-borne pathogens during my internship.
- I understand that I am not entitled to any Workers Compensation benefits as I am not an employee.
- I understand that the BCI is not obligated to pay for charges stemming from treatment of injuries sustained in accidental exposure during internship.
- I am currently insured with _____
_____.
- I have been offered a copy of this form
- Date _____ Student _____



BCI CONSENT FORM

Phlebotomy, Intramuscular / Subcutaneous and Intradermal Injections (Clinical Assisting Class)

Faculty: _____

I, _____ voluntarily consent to participate in a laboratory experience on phlebotomy, intramuscular / subcutaneous and intradermal injections. I understand that participation in this activity involves having a fellow student perform the following activities on me: locating the proper site, drawing blood, drawing up sterile normal saline into a syringe, cleansing the skin, piercing the skin with a needle, aspirating of blood, injecting the normal saline, withdrawing the needle, and properly disposing of used equipment. I understand this will be a faculty supervised learning activity.

Possible discomforts include pain as the needle pierces the skin and/or as saline is injected into tissue. The benefits of practicing phlebotomy, intramuscular / subcutaneous and intradermal injections have been explained to me and include increased skill and confidence in performing phlebotomy, intramuscular / subcutaneous and intradermal injections, and better understanding of how it feels to receive an intramuscular / subcutaneous and intradermal injection. Risks of practicing this procedure are nerve damage, hematoma formation, and infection.

I understand that my decision to participate or not participate in these procedures will influence my ability to participate in the program.

I have read the above statements and understand the possible risks of phlebotomy, intramuscular / subcutaneous and intradermal injection. I consent to the intramuscular / subcutaneous and intradermal injections. I have had an opportunity to ask questions and I have been offered a copy of this consent form to keep.

Date _____

Student _____



BCI MEDICAL RELEASE FORM

By _____ Due _____

Dear Student / Applicant:

Please have your physician complete this form and return it to our office promptly.

_____ is in good health and free from any infectious disease or conditions which are incompatible with the performance of his/her occupation.

Date of last physical examination: _____

Result:

Date and immunity status of last vaccine for:

Rubella	Measles
Mumps	Chicken Pox
Hepatitis B	Titer
PPD Test	Result
Chest X-ray	Result
Tetanus	Diphtheria

Today's Date: _____

Physician's Signature _____

Physician's Name _____

Physician's Address _____

Telephone Number _____

STUDENT RIGHTS AND RESPONSIBILITIES

As a student you have the right to:

- Be informed about financial aid application procedures, cost of attendance, and requirements for receiving aid.
- Confidential protection of your financial aid records. The contents of your financial aid file are maintained in accordance with the Family Educational Rights and Privacy Act.

You have the responsibility to:

- Complete applications correctly, accurately, and on time.
- Maintain satisfactory academic progress.
- Read and understand all materials sent to you from the Office of Financial Aid and other federal and state agencies.
- Know and comply with the rules and regulations governing aid programs.
- Register for the number of credits required to receive funds from aid programs.
- Attend all classes.
- Notify the Office of Financial Aid of changes in your credit load.
- Maintain copies of all forms and materials submitted.
- Notify the office of any additional scholarships, waivers, or other aid being received.
- Request assistance from the Office of Financial Aid if you have questions or do not understand the information provided to you.

BCI EMAIL ACCOUNT

When students are admitted to BCI they are assigned an BCI E-mail Account. Students must login with their user name and password. The Office of Financial Aid will communicate with students via their BCI E-mail address.

DRUGS AND ALCOHOL POLICY

PURPOSE OF POLICY:

To comply with the requirements of the Drug Free Schools and Communities Act.

To set forth the standards and regulations associated with the possession, consumption, service, and distribution of alcoholic beverages at BCI.

To set forth the standards and regulations associated with the possession, consumption, service, and distribution of illegal controlled substances at BCI.

To set forth the way allegations of violations of the policy will be addressed at BCI.

To provide resources for those seeking information about, or struggling with, a substance abuse problem.

TO WHOM THE POLICY APPLIES:

The United States Department of Education has issued regulations implementing the provisions of the Drug- Free Schools and Communities Act Amendments of 1989. These regulations require that BCI distribute the following information annually to all students, administrators, faculty, and staff at BCI in writing concerning the possession, use, or distribution of alcohol and illicit drugs. BCI's policies on substance abuse and on alcoholic beverages are set out below, along with related information regarding BCI sanctions for violation of these policies, criminal sanctions for the illegal possession or distribution of drugs and alcohol, the health risks associated with drugs and alcohol, and places to obtain help concerning the use and abuse of alcohol and illicit drugs. BCI policies set forth below apply to all BCI students and to all events or activities which are sponsored by BCI or by a school organization, whether they occur at BCI or not.

GENERAL STANDARDS OF CONDUCT ASSOCIATED WITH ALCOHOL AND OTHER SUBSTANCES:

BCI is committed to creating and maintaining a campus environment that is free of alcohol and substance abuse and views the abuse of alcohol and legal drugs and the use of illicit drugs as being antithetical to the pursuit of educational excellence and the realization of one's full potential as a student and member of this community.

Accordingly, BCI takes very seriously its obligation to address the issue of all forms of substance abuse.

We believe that the best way to maintain an appropriate campus environment with respect to drugs and alcohol is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems. To that end, BCI provides on-campus support programs and services as well as information about related services that are available in the local community.

At the same time, BCI expects that students will conduct themselves in accordance with basic principles of personal responsibility, respect for order, and consideration of the rights of others. Implied in these expectations is the understanding that students are responsible for making their own decisions and accepting the consequences of those decisions. In order to make informed choices about alcohol and other drug use, students should educate themselves about the social, physiological, and psychological consequences of drug use or excessive drinking as well as the policies set forth below.

I. STATEMENT OF POLICY ON SUBSTANCE ABUSE:

BCI policy and practices regarding the possession, use and distribution of substances is based upon federal and Massachusetts laws. The use, possession or distribution of a substance that is designated as a controlled substance according to these laws is prohibited on any BCI campus, facility, function, or sponsored program.

Although BCI policies and practices emphasize a concern for the welfare of individuals, BCI also recognizes the importance of maintaining the safety and well-being of the community. BCI therefore adheres to the following guidelines concerning the unlawful possession, use, or distribution of drugs:

1. The unlawful possession, use, or distribution of drugs will not be tolerated on premises owned or controlled by BCI.
2. Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, BCI will take appropriate disciplinary action, including, but not limited to, probation, suspension, or expulsion.
3. Using regularly established procedures, BCI will take disciplinary action, up to and including discharge, against any member of the faculty or staff found to be unlawfully using, possessing, or distributing drugs on BCI premises.

Faculty, staff, and students should also be aware that, in addition to BCI sanctions, they may be subject to criminal prosecution under federal and state laws that specify fines or imprisonment or loss of federal financial student aid for conviction of drug-related offenses. Where appropriate or necessary, BCI will cooperate fully with law enforcement agencies if a student's use, possession, or distribution of a substance violates the national, state and/or local laws of the country in which the campus where the incident occurred is located.

II. STATEMENT OF POLICY ON ALCOHOLIC BEVERAGES:

BCI Policy regarding the possession, consumption, sale, and service of alcoholic beverages at BCI is based on federal and Massachusetts state law.

A. Possession and Consumption:

It is the policy of BCI that persons under the age of 21 years are prohibited from possessing any alcoholic beverage at BCI or at any event sponsored by BCI or by a BCI organization, whether the event is at BCI or not.

B. Service and Sale:

1. To serve alcoholic beverages shall mean to give away, deliver, or otherwise provide alcoholic beverages to any person by any means other than by sale to such person.
2. Sales of liquor include, without being limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchaser access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.
3. **The following rules are applicable to all events at which alcoholic beverages are served or sold at BCI and to all events or activities, whether or not at BCI, which are sponsored by BCI or by a BCI organization.**
 - a. No person shall be sold or served any alcoholic beverage:
 - if that person is, or appears to be, under the legal drinking age of 21;
 - if that person is, or appears to be, intoxicated, or is known to the server or seller to be a problem drinker.
 - b. No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or be served, or to try to purchase or be served, any alcoholic beverage or in order to gain access, or to try to gain access, to any event or activity at which any alcoholic beverage is being sold or served.
 - c. No person shall in any way misrepresent the age of any other person or help any other person to misrepresent the age of any other person or help any other person to misrepresent his or her age so that such person can purchase or be served, or try to purchase or be served, any alcoholic beverage or gain access, or try to gain access, to any event or activity at which any alcoholic beverage is being served or sold.
 - d. No alcoholic beverage shall be sold to any person unless:
 - a license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and
 - the license or permit sanctioning such sale and any posters, signs, notices, or other material or information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sale.

- e. The individual or group(s) sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the “sponsor”) shall be responsible to make sure that all New York University rules and regulations regarding the sale, use, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:
- Alcoholic beverages should not be served at BCI events attended by students unless it is anticipated that most those in attendance will be of legal age to drink, a mechanism is in place to assure that only attendees who are of legal age to drink have access to alcoholic beverages, and the event is adequately supervised.
 - Each BCI unit is responsible for advising all student organizations recognized by that unit of the public laws and BCI policies regarding the sale, service, and consumption of alcoholic beverages at student events.
 - Each BCI facility is responsible for advising all student organizations recognized by that unit of the procedures and resources available to address any health, safety, security, or behavioral concerns that may arise at an event at which alcoholic beverages are served. U
 - Public laws and BCI policies and guidelines that concern the presence of alcoholic beverages at events attended by students apply to all such events regardless of the sponsoring unit/organization or whether the activity takes place on or off BCI premises.
 - Alcoholic beverages may be served at events held at BCI sites, under the supervision of site supervisors, in accordance with the applicable laws governing legal drinking age in the particular country.
 - No student organizations may use BCI funds, or any other monies derived from other sources of income, including donations, to purchase alcoholic beverages to be served at a student event.
 - All student organizations wishing to have alcoholic beverages served at an on-campus event must use the BCI Catering Vendor which shall provide such service on a cash bar basis only. Events held at an off-campus site must use a licensed private vendor which shall provide such service on a cash bar basis only.
 - Exceptions to the restrictions on the use of BCI funds and the cash bar requirements can be granted on a case-by-by case basis for graduate student organizations provided that all of the other conditions set forth in this document are met.

III. STATEMENT OF POLICY ON BCI INTERVENTIONS

A. Any member of BCI Community who feels that a student's possession, use, or distribution of alcohol or controlled substances places that student or BCI community at risk, or violates the BCI's Policy on Substance Abuse and Alcoholic Beverages, and who wishes BCI to intervene is encouraged to report the situation to one of the following officials:

- Director of Education
- Managing Director

B. Considerations for Self-Reporting and Good Samaritans:

BCI recognizes that there may be health or safety emergencies related to the use of alcohol or other substances in which the potential for disciplinary action by BCI may serve as a deterrent to students who want to seek assistance for themselves or to "Good Samaritans" who want to get help for another member of the BCI community. In all such matters, the health and safety of the student at risk will be the BCI's top priority.

Accordingly, should a student him/herself, or another individual on behalf of that student, voluntarily come forward seeking assistance in a situation involving the over-consumption or abuse of drugs and alcohol, the BCI's student conduct response regarding that overconsumption will be primarily focused on medical treatment, counseling, and/or educational interventions. However, BCI reserves the right to address any associated acts that compromise the well-being of the community and its members such as harassment, violence, damage, harm to self/others, or distribution of illegal substances on a case by case basis as deemed appropriate/necessary.

Reporting a Personal Concern: Students who have concerns about their personal use of alcohol and/or other drugs, or students who are concerned about a friend's use, are encouraged to seek assistance through BCI support services by calling (617) 383-6058. Confidentiality in these circumstances will be protected in compliance with BCI policy and applicable law (e.g. FERPA, HIPAA, etc.)

C. **Student Groups:** If BCI policies are violated at an event sponsored by a student organization, the student organization, along with its members, may be held responsible for such violations. A variety of

sanctions can be imposed on the organization, including loss of funding or other privileges, denial of access to BCI facilities and services, and dissolution

D. **Student Conduct Intervention:** The BCI's disciplinary response to incidents involving the use, possession, or distribution of alcohol and other drugs within BCI community is formulated on a case-by- case basis.

1. BCI considers the abuse or inappropriate use of alcohol and other drugs to be hazardous to an individual's health and safety and an impediment to his/her academic and personal success. The BCI's response in matters involving alcohol and illegal drugs strives to balance the interests of individual students who may be engaged in the use, possession, or distribution of alcohol or other drugs with that of the larger community that may adversely be affected by such behavior. While the use/abuse of alcohol and other substances can present personal, social, and academic consequences to the individual, the behavior frequently associated with the use of alcohol and other drugs can be disruptive and - compromise the interests of others within BCI community as well. Accordingly, BCI views the use/ abuse of alcohol and other drugs as a matter of both personal and community wellness and believes that any such behavior warrants decisive intervention.
2. When allegations of the distribution, use, and/or possession of alcohol and other drugs in violation of BCI policies or federal, state, or local laws are presented to BCI officials (i.e. administrators, faculty, and

staff members) who are not health and/or mental health professionals, the BCI may act on that information, including using it in educational, administrative, or disciplinary responses in accordance with the nature and severity of the circumstances including the preferences of

the individual making the report, the well-being of the student whose behavior is of concern, and the interests of BCI community. If the information is credible, BCI will endeavor to identify and confront student/s who are illegally possessing, using, abusing, and/or distributing drugs or alcohol. In doing so, BCI will attempt to maintain the confidentiality of the complainant's identity consistent with the goal of conducting a thorough and complete investigation. While every effort will be made to preserve the privacy of all persons involved, anonymity cannot be promised when the information is disclosed to a non-confidential source and/or when the well-being of an individual student or of BCI community is at serious risk.

3. BCI draws clear distinctions between the possession, use/abuse and the distribution of alcohol or illegal drugs and will take decisive and potentially more severe action, in matters involving the distribution of substances.
 - a. BCI will consider various factors when determining its response to cases involving the distribution of illegal drugs including the type of substance being distributed and the nature and magnitude of the distribution. Removal of a student and/or suspension or dismissal from BCI are likely outcomes where it is determined that a student is engaged in the distribution of illegal drugs.
 - b. In matters involving the distribution of alcohol to underage persons, BCI will take into consideration the impact of the distribution upon the individuals to whom the alcohol is provided and upon BCI community.

Those who provide alcohol to underage persons may be subject to disciplinary sanctions of a more severe nature than those imposed for possession or consumption up to and including a suspension from the residence halls and/or BCI.

4. In cases involving the possession or consumption of alcohol by an underage student or the possession or consumption of illegal drugs, depending upon the nature of the circumstances, BCI may elect to implement educational, administrative, medical, counseling, disciplinary action, or a combination of interventions. Disciplinary sanctions can include dismissal (i.e., expulsion) from BCI, suspension from classes and other activities or privileges, or other penalties permitted by BCI codes. For example, a student can be expelled from BCI housing or barred from participating in athletic or other extracurricular activities such as the Study Away Program. Students may also be required to undergo an assessment and/ or complete an appropriate course of education, counseling, or rehabilitation.
5. In addition to this policy, student who live in a BCI designated residence also are subject to housing policies regarding the possession, consumption, and being in the presence of alcohol and/or illegal substances.
6. Disciplinary sanctions become part of a student's permanent academic record and may be noted on the student's transcript.
7. BCI may (in accordance with the Federal Educational Rights and Privacy Act - FERPA) choose to contact parents or legal guardians of students who have violated BCI policies on substance abuse.

8. Finally, students are urged to be mindful of the fact that they are subject to all federal, state and local laws related to the use, possession, and distribution of alcohol and other drugs – whether on or off the campus – and BCI reserves the right to involve local law enforcement agencies as the situation warrants.

9. Employees alleged to be in violation of BCI Policies on Substance Abuse and Alcoholic Beverages may be subject to disciplinary action through the applicable Human Resources venue.

10. **Guidelines for Student Conduct/Disciplinary Interventions** - The following chart reflects possible options BCI may exercise and relevant outcomes when responding to certain types of alcohol or other drug violations by students. Actual responses and sanctions may vary in accordance with the unique circumstances of each case.

Nature of Behavior	Responses for Initial Violation May Include, but are not limited to:	Responses for Repeat Violations May Include but are not limited to:
Possession or use of alcohol or other drugs in	<ul style="list-style-type: none"> • Written Warning • Campus Service 	<ul style="list-style-type: none"> • Campus Service • Probation
violation of BCI policy or federal, state, or local law (see definitions below)	<ul style="list-style-type: none"> • Probation • Educational Project • Voluntary referral for counseling or education 	<ul style="list-style-type: none"> • Educational Project • Mandatory Health Referral or Evaluation • Parental Notification • Restriction of Privileges • BCI Level Disciplinary Action (in addition to Res. Life sanctions - depending upon the circumstances)

<p>Possession or use of alcohol or other drugs in violation of BCI policy or federal, state, or local law in a manner involving aggravated circumstances (e.g. actual/potential harm to self or others, disruption of BCI community, repeated offenses)</p> <p>(see definitions below)</p>	<ul style="list-style-type: none"> • Written warning • Campus Service • Probation • Educational Project • Restriction of Privileges • Mandatory Health Referral or Evaluation • Notification of Dean • Parental Notification <ul style="list-style-type: none"> • BCI Level Disciplinary Action (in addition to Res. Life sanctions - depending upon the circumstances) 	<ul style="list-style-type: none"> • Campus Service • Probation • Educational Project • Restriction of Privileges • Mandatory Health Referral or Evaluation • Notification of Dean • Parental Notification
<p>Distribution, or intent to distribute, a controlled substance in violation of BCI policy or federal, state, or local law</p> <p>(see definitions below)</p>	<ul style="list-style-type: none"> • BCI Level Disciplinary Action (in addition to . Life sanctions - depending upon the circumstances) • Referral to appropriate law enforcement agencies <p>(response to be determined depending upon the circumstances)</p>	<ul style="list-style-type: none"> • Referral to appropriate law enforcement agencies <p>(response to be determined depending upon the circumstances)</p>

a. Definition of Terms:

Possession: Unlawful holding or controlling of alcohol, other drugs, or associated paraphernalia.

Use: Unlawful personal use of alcohol or other drugs.

Abuse: Repeated unlawful use of alcohol or other drugs; or use accompanied by other aggravating behavior, including but not limited to:

- Disorderly, disruptive, or aggressive behavior that interferes with the well-being, safety, security, health, or welfare of the community and/or the regular operations of BCI
- Engaging in, or threatening to engage in, any behavior that endangers the health, safety or well-being of oneself, another person, or property;
- Physical violence, actual or threatened, against any individual or group of persons

Distribution: The unlawful sale, exchange, or giving of alcohol or other drugs to one or more persons. Factors that will be considered when determining the BCI's response include, but are not limited to:

- The health and wellness of the responsible student;
- The interests of BCI;
- The impact on the community;
- The type, quantity, and packaging of the substance;
- The number of persons to which the substance was distributed;
- The amount of revenue associated with the distribution;
- The existence of any other aggravating or extenuating circumstances;

- b. **Definition of General and BCI Level Sanctions:** may be applied to all students. Sanctions include, but are not limited to:

Educational Interventions: The student is assigned to participate in “Informed Choices” or “Substance Abuse Feedback and Evaluation (SAFE)” or assigned a project designed to increase awareness about alcohol or other drugs and one’s responsibilities within the community.

Campus Service: The student is required to complete a specified number of hours of service to BCI community. A specific administrator is designated to coordinate the service and ensure its satisfactory completion.

Persona Non-Grata: The student is prohibited from entering a specified campus building for a designated period of time.

Mandatory Health Evaluation: The student is required to participate in individual sessions with a professional staff member from the Student Health Center to assess the circumstances of his/her use of alcohol and other drugs for the purpose of determining whether such use represents a significant hazard to the health and safety of that student or other members of BCI community.

The student and staff member will discuss health and wellness issues related to the student’s use of alcohol and/or other drugs and collaborate to develop strategies for making more effective and healthy decisions. The results of the evaluation may be shared with BCI administrators and considered in determining the BCI's response, as appropriate.

Parental Notification: In an effort to provide support or assistance to students, BCI (in accordance with the Federal Educational Rights and Privacy Act - FERPA) may notify the parents or legal guardians of students who have violated BCI policies or federal, state, or local laws pertaining to alcohol or other drugs or in situations in which there is a health and safety emergency. The decision to notify parents or legal guardians will be made according to the professional judgment of the appropriate staff. Whenever possible, students will be consulted in the notification process. The primary goal of notifying parents or legal guardians is to promote the health and wellness of the student and others in the community.

Referral to Law Enforcement Authorities: BCI reserves the right to refer any case that involves criminal activity to local law enforcement agencies. The decision to notify such agencies shall be made by senior administrators of BCI.

Warning: A notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action.

Censure: A written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of a BCI regulation within a period of time stated in the letter of reprimand.

Disciplinary Probation: Exclusion from participation in specified privileges or BCI programs and activities as set forth in the notice of disciplinary probation for a designated period of time.

Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Monetary Fine: For any offense.

Suspension/Restriction of Privileges: Exclusion from extracurricular activities or other privileges as set forth in the notice of disciplinary probation for a specified period of time. (e.g. sign-in guests to a residence hall, participate in a student club activity or event, etc.)

Suspension from BCI: Exclusion from classes and all related student privileges as set forth in the notice of disciplinary probation for a specified period of time.

Dismissal from BCI: Separation from BCI with the option to reapply at a future point and in accordance with certain performance objectives.

Expulsion from BCI: Permanent separation from BCI without the option of reapplication at any future point.

IV. RELEVANT LAWS AND RELATED CRIMINAL SANCTIONS

All members of BCI community should also be aware that, in addition to BCI sanctions, they may be subject to criminal penalties under certain circumstances for the possession, service, or sale of controlled substances and/ or alcoholic beverages – particularly for serving or selling an alcoholic beverage to a person under the age of 21 years. Where appropriate or necessary, BCI will cooperate fully with law enforcement agencies.

A. Brookline Campus

1. Regarding Illicit Substances

The unlawful possession, use, or distribution of illicit drugs and alcohol in Massachusetts is punishable by criminal sanctions authorized by the Federal government and by the State of Massachusetts. These sanctions can include imprisonment, fines, assigned community service, and loss of federal student financial aid eligibility.

The seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold. A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances, including marijuana, in open view in a room under circumstances demonstrating an intent to

prepare the substance for sale is presumptive evidence of knowing possession of such substance by anyone in close proximity.

Examples:

a. In Massachusetts

The criminal possession of 500 milligrams of cocaine is a class D felony, punishable by sentences up to 2 ½ years in prison. The sale of less than one-half an ounce of cocaine is a class B felony, punishable by sentences up to 9 years in prison. The criminal possession of eight to sixteen ounces of marijuana is a class E felony, punishable by sentences up to 1 ½ years in prison, as is the sale of more than 25 grams of marijuana. Possession or sale of larger amounts of marijuana is punishable by more severe penalties. Judges have some discretion to consider the circumstances in sentencing. In Massachusetts, a gift of drugs, including marijuana, is treated as a sale.

b. Under U.S. Federal Law

Possession of illicit drugs can be punished by jail terms of up to 20 years and minimum fines ranging from \$1,000 to \$5,000. Federal possession and trafficking convictions can also lead to the forfeiture of property (e.g. your car), the denial of federal benefits such as student loans and grants, and a criminal record which may prevent an individual from entering certain career fields.

2. Regarding Alcoholic Beverages

a. Serving/Selling

Under federal and Massachusetts laws, if you give or sell an alcoholic beverage to a person less than 21 years old, you are committing a misdemeanor punishable by a fine, a jail term, or both. Any sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term, or both.

b. Under 21

If you are under the age of 21, you are prohibited from possessing an alcoholic beverage with the intent to consume it. Each violation is punishable by a fine of up to \$50 and/or completion of an alcohol awareness program and/or up to 30 hours of appropriate community service. You can also be fined up to \$100 and/or be required to perform community service and/or be required to complete an alcohol awareness program if you are under 21 and present falsified proof when purchasing or attempting to purchase alcoholic beverages. Your driver's license may be suspended for three months if you are under 21 and use a driver's license to try to purchase alcohol illegally. Fines and license suspension periods may increase with subsequent violations.

NOTE: These above are only examples of the penalties that can be assessed against you for the illegal possession, use, or distribution of alcoholic beverages and/or drugs. You should also know that it is the BCI's policy to discourage violations of Federal, State, and City laws by its students. Where appropriate, BCI will refer students who violate such laws for prosecution by the relevant government authorities and will cooperate fully with such authorities

B. BCI Off Campus

The possession, use, or distribution of alcohol and other substances at any BCI center is subject to the national and local laws of the country and city in which that facility is located. Students should be aware that some nations have different, and potentially more severe penalties for violating their laws regarding alcohol and controlled substances. Thus, students are strongly advised to familiarize themselves with the laws of the countries in which they will be living and traveling while studying away from Massachusetts

C. Loss of Student Eligibility for Federal Aid due to Drug Conviction (All Students/Locations)

- a. Section 484 of the Higher Education Act of 1965 (as amended in 1998) provides that a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received.
- b. Federal aid can be grants, student loans, and/or college work study.
- c. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period.
- d. Rehabilitation. - A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if –
 - the student satisfactorily completes a drug rehabilitation program that – complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and
 - includes two unannounced drug tests;
 - or the conviction is reversed, set aside, or otherwise rendered negatory
- e. The suspension of eligibility for financial aid due to drug-related offenses and rehabilitation is set forth in the following table:

If convicted of an offense involving:		
The possession of a controlled substance:		
Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite
The sale of a controlled substance:		
Ineligibility period is:	First offense	2 year
	Second offense	Indefinite

V. HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG USE AND ALCOHOL ABUSE

Below are summaries of the health risks and the signs and symptoms associated with illicit drug use and alcohol abuse. This is an overview and not a complete list. Each individual will experience the drug in a different way depending on individual characteristics such as body size, sex, and other physical and psychological factors. (Source of drug-related information: National Institute on Drug Abuse).

A. Terminology:

Tolerance: Development of body or tissue resistance to the effects of a chemical so that larger doses are required to reproduce the original effect.

BCI PROGRAMS INFORMATION AND POLICIES

PROGRAM CALENDAR

The courses at the BCI are set up in a modular system where course content is fractionated into weekly or bi-weekly segments, and each segment stands on its own. This makes it possible for a student to be enrolled into a course on a weekly / bi-weekly basis without missing on overall course content. (*See appendix for overall course content*)

Each student is provided a schedule upon admission. This schedule comports with the program calendar and should be referred to for all scheduling matters.

CLINICAL/MEDICAL ASSISTANT AND DENTAL CLASS POLICIES

Clinical/Medical Assisting and Dental Assisting students are required to wear scrubs.

Standard precautions, hand washing and wearing PPE should be observed. Dispose of sharps and bio-hazardous material and waste in the containers provided.

All injections, blood draws or punctures, EKG, all other laboratory procedures, and dental procedures should be performed only under direct supervision of the instructor. Clinical Assistant students are asked to sign a consent forms for injections and blood draws. This form shall be kept in the student's file.

Never recap needles! If a needle cap has been removed and the student is not ready to use it, dispose of the needle in the sharps container and prepare another one when ready.

Avoid wasting disposable materials such as syringes, gauzes, alcohol swab, needles, and gloves. Not only is this helpful to the environment, it helps the school keep the cost of the programs affordable.

Do not remove practical laboratory equipment and materials from the classroom. Removing syringes from the school premises will result in immediate and permanent dismissal from the program.

Do not use any equipment, such as loaded syringes, that is not personally prepared by you. Use proper technique in handling sharp instruments such as knives and burrs to avoid injuries.



In the event of accidental exposure to blood and body fluids as a result of a cut, splash or needle stick injury, follow the BCI Accidental Exposure Protocol.

CPR CERTIFICATION

All students enrolled in the medical assisting and dental assisting program must take our CPR certification class unless they can produce a valid CPR certification 24 months current.

CPR programs are weekly. A student should schedule a class in consultation with an admission advisor as soon as they have enrolled. Failure to gain CPR certification within 3 weeks of class commencement will cause the student to be placed on academic probation.

GRADING AND SATISFACTORY PROGRESS

Each student must attain a grade of 75% or higher and pass a visual performance evaluation in order to complete the training and to graduate from the program.

The students are evaluated by means of a standardized visual performance test, as well as a written test where they must obtain a minimum score of 75%. A midterm evaluation gauging the progress of the student will be performed in all programs. This test does not affect the GPA reported for the student. Notwithstanding, if the Midterm results are below the 75th percentile, required remedial action will be mandated. The final grade is made up of attendance, quizzes, and the final written and final visual performance (practical) test scores.

A final grade below 75% is considered a failing grade. The student is allowed one make-up test. In case the student fails the make-up test, he/she will be offered remedial classes for a prorated fee based on the number of sessions that he/she will need to gain mastery of the subject matter.

Students are encouraged to obtain reports of their progress from the respective instructors at any point during the program. Final grades are issued after the student has completed the final written and final practical exam, as the case may be for the course.

Periods of enrollment, financial, academic, and current academic/educational progress for each student, shall be on file and available to the student.

All students will have access to their personal files, including, but not limited to coursework, test results and other such records. Strict confidentiality will be enforced at BCI. Students must request access in person only and files may not be removed from the presence of an authorized staff member at BCI. The director shall identify those staff member authorized to allow students access to their files.

Upon request by the student to an authorized staff member, BCI shall provide such files as transcripts, or such procedure for obtaining transcripts, of which the document shall include the following: program of study; period of enrollment; courses completed; and final grades for such.

INTERNSHIP

BCI is affiliated with many medical and dental practices in Massachusetts. These facilities serve as the internship sites for the medical assisting, dental assisting, and central service technician programs. The internship sites are not exclusive to BCI students and most of them have competitive criteria in admitting or selecting interns. That is why the BCI student should always put their best foot forward when applying for internship, and while in internship.

Many students get hired in the facility where they had their internship. So, treat internship seriously like it is a real job. At the same time, make it an opportunity for you to enhance your work skills and to network with people for your professional advancement. Be punctual and professional.

Students are supervised by the person designated by the internship facility and by the program preceptor of BCI. In case a student must interrupt internship for health or other reasons, he/she must inform BCI immediately.

Internship Requirements

After a student completes all the classroom hours for a program, passes the final examination, is issued a grade, and settles financial obligations in accordance with the Financial Agreement, he/she is ready to begin internship. All programs require internships. However, internships may be waived upon receipt of a written assessment from a supervising physician or dentist attesting to the clinical skills of the student. The decision to accept this waiver is the sole prerogative of the Dean of Academic Affairs.

Before being placed on an internship, the student must submit the following to the Internship Coordinator in BCI:

- Medical Release Form – shows evidence of required immunizations
- Criminal Offender Record Information (CORI)
- Copy of CPR card/ certificate
- Resume

The Internship Coordinator assists the prospective intern in selecting an internship site and in applying for internship. Resumes and required documents are sent to the selected site and the internship coordinator follows up the sites for their responses. Most sites require an interview as part of their



admission/selection process. Once accepted, the student must abide by the professional code of conduct, rules, and regulations of the facility.

Internship Requirement and Availability Form

Name: _____

Date: _____

The student is required to turn in the following items:

Shots: Hep B ___ Td ___ PPD ___ CPR ___ RESUME ___

**I. Student must complete the Career Development Seminar prior to placement.
_____ Initials**

The student is responsible to meet the requirement weekly deadline in order to process the Internship. If requirements are not met by dead line the student will be placed on a waiting list for _____ days. Once all requirements are in record the internship site placement will start. Please turn in the req. before or by dead line. YOUR INTERNSHIP process will not start until they are in!

AVAILABILITY

Flexibility! The more flexible you are with your schedule the easier it is to secure an internship site. **Keep in mind that you must do a minimum of 20 hours per week.**

Do you have a car? YES / NO

Do you rely on the public transportation? YES / NO

Are you employed PT/ FT Where (city) _____

MON _____ TUE _____ WED _____ THU _____ FRI _____ SAT _____

Languages _____ Read _____

_____ Speak _____

Write _____

If the student declines an Internship Site HE/SHE is responsible for finding their own.

Date: _____

Signature _____

GRADUATION REQUIREMENTS

After a student completes the required hours for internship, the internship evaluation and attendance form is sent to the school by the internship supervisor on site. Students should have at least a rating of “Satisfactory” during internship for a certificate of completion to be issued. Students must make sure that all documents pertaining to internship (i.e. time tracking sheet and clinical/ dental skills evaluation sheets) are filled out by the internship supervisor and sent to the school. Upon completing all the requirements, a student is issued a Certificate of Completion of the program.

JOB PLACEMENT

BCI offers job placement services assistance. To this end the institute does, offer a full complement of career services including, but not limited to:

- Resume Development
- Resume Distribution
- Career Counseling
- Interview Preparation
- Internship Placement
- Assistance with converting from Internship to Employment

Contact our career development specialists to schedule an appointment to take advantage of the above-mentioned services.

RESUME PREPARATION

What is a resume?

Resume is your primary marketing tool when conducting a job search. It is also a useful tool to help you focus on your strengths and qualifications that will help you organize your interview presentation.



Resume should be clear and concise reflecting your most current and pertinent employment history, education, and skills.

When describing your employment duties, use basic terms that everyone can understand without industry specific jargon, abbreviations, and acronyms.

Education history should not include High School unless you are under 21 years of age.

When formatting your resume make sure to set the font size not smaller than 11CPI. Use standard fonts such as Arial or Times New Roman.

Do not use italics since they become distorted when the resume is faxed or scanned.

Leave lots of “white space” for the human resources people to write comments on the resume. Use of bullets to highlight points of interest is strongly recommended.

Never use the “space bar” to align text on the page. Use the tab key and other available formatting resources in the word processor to align the text.

Do not use multi-color paper with designs. Use of linen based paper with watermarks is encouraged (bond / resume paper).

Prepare a brief cover letter to accompany your resume.

References should be contacted prior to submitting the resume. One must be certain that the people used as references will provide only the best possible recommendation and that their contact information is current. List of references should be submitted on a separate sheet. Cover letter, resume and the reference page should be on matching paper.

Resume Template

Fill in The Following:

Name:
Address:
Telephone # Home and / or Cell

Employment:



- No Need to go over the past 10 years
- If you worked for just a couple of months, don't bother putting it in (Unless you've been taking temporary assignments)
- Last thing you want to do is appear like you are jumping around from job to job

Name of Co.	Years Employed (ex: 1999 – 2002)
City & State	Job Title:
Basic Job Description: (Not too much)	

Name of Co.	Years Employed (ex: 1999 – 2002)
City & State	Job Title:
Basic Job Description: (Not too much)	

Name of Co.	Years Employed (ex: 1999 – 2002)
City & State	Job Title:
Basic Job Description: (Not too much)	

Name of Co.	Years Employed (ex: 1999 – 2002)
City & State	Job Title:
Basic Job Description: (Not too much)	

Running out of space? Use the back of this sheet.

Education:

If you are over 20, High School is NOT necessary List all the schools you've attended

Name of School	Years Attended (ex: 1999 – 2002)
City & State	Major or Course of Study:
Basic Description:	

Name of School	Years Attended (ex: 1999 – 2002)
City & State	Major or Course of Study:
Basic Description:	



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Name of School	Years Attended (ex: 1999 – 2002)
City & State	Major or Course of Study:
Basic Description:	

Name of School	Years Attended (ex: 1999 – 2002)
City & State	Major or Course of Study:
Basic Description:	

Name of School	Years Attended (ex: 1999 – 2002)
City & State	Major or Course of Study:
Basic Description:	

Name of School	Years Attended (ex: 1999 – 2002)
City & State	Major or Course of Study:
Basic Description:	

Skills:

Be Logical. Don't mix skills from different areas of employment and education.
List as many skills as you can even if you think they don't apply, we can always take some out.

Clinical / Dental / Billing

•	•
•	•
•	•

Computer: (Various software packages)

•	•
•	•
•	•

Languages: (languages you speak or have knowledge of)

•	•
•	•

Other:



•	•
•	•
•	•
•	•



BCI COURSE EVALUATION

Instructor: _____

Course: _____

Name: _____



CERTIFICATES RECEIVED ON: ___/___/___

STUDENT SIGNATURE _____

(DON'T FORGET TO TURN IN YOUR COURSE EVALUATION WHEN YOU PICK UP YOUR CERTIFICATE)

1. This program:

Exceeded my expectations Met my expectations Did not meet my expectations

2. I took this course to

Improve current job skills Prepare for additional/future job responsibilities

3. The objectives/competencies of this program were met: Yes No

4. After attending this program, I feel that ... (check all that apply)

- My skills/competencies improved as a result of this program
- I have learned skills to help me prepare to assume additional/future job responsibilities
- I would recommend this program to others for competency development.

Please evaluate the effectiveness of the instructor:	Very Effective	Effective	Somewhat Effective	Not Effective
Knowledge of subject				
Organization and preparation				
Style and delivery				
Responsiveness to participants				

- 5. At the end-point of this program, was there anything you would have liked the instructor to spend more time on? If so, please explain:**

- 6. Additional comments: (Please use space in back for additional comments).**

FINANCIAL

FINANCIAL ASSISTANCE

The Office of Financial Assistance provides excellent service to the students of BCI by anticipating and responding to their individual and diverse needs.

TUITION PAYMENT

All tuition balances must be paid in full according to the Financial Agreement that the student signed upon enrollment. Payment can be made in cash, check, credit card or money order, or scholarship when available.

Suspended or dropout students who have paid all or part of their tuition but are not subject to refund are not guaranteed that they can reenroll with credit for previously paid tuition. The Bursars office shall evaluate each situation on a case by case basis and determine what amount, if any, may be credited towards re-enrollment.

CANCELLATION, TERMINATION, AND REFUND POLICY

If the Student wishes to cancel enrollment any time after signing the Enrollment Agreement he or she may do so in writing. In the event of cancellation more than five days after application, any money the Student paid the school, other than the Application/Administrative Fee, will be refunded.

Applicants other than international students (SEVIS), who have not visited the school prior to enrollment will have the opportunity to cancel enrollment without penalty (receive a refund of all money paid) within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Termination Policy

The school reserves the right to terminate any student at any time for failure to meet tuition payment, academic requirements, unsatisfactory clinical learning, lack of interest, improper conduct (i.e. drugs,



alcohol, and rudeness), infraction of established rules and regulations, excessive absenteeism/tardiness, failure to meet the objectives of a specific learning experience, for physical or emotional health problems which interfere with academic/clinical learning or lack of progress.

Refund Policy

The following policy has been established and approved by the Governing Board of BCI and reviewed by its Institutional Advisory Committee.

The \$50.00 administrative fee is not part of the tuition. Additionally, the costs for uniforms and other supplies which may be included in the tuition is non-refundable.

BCI is a Massachusetts Department of Professional Licensure (DPL) licensed and complies with the refund policy requirements set forth by the DPL.

BCI is a not for profit school; as such, it is not subject to refund provisions of M.G.L. Chapter 255 Section 13k. Notwithstanding, BCI provides full paid in tuition refunds to students who withdraw prior to their program commencement date. Detailed cancellation and refund policy information is contained further herein.

Student requests and withdrawals must be made in writing and addressed to the Education Director and the Business Manager.

I acknowledge that I have received a copy of this Cancellation and Refund Policy on:

Date

(Typed Student Signature)

Satisfactory Academic Progress (Sap) Policy

To establish and retain eligibility for student financial aid, you must be meeting BCI's financial aid Satisfactory Academic Progress (SAP) requirements. SAP will be evaluated once a year for all students, after the Spring semester or Summer I (if the student attends). All courses except remedial courses and English as a Second Language (ESL) courses in the student's academic history, including Transfer credits from other institutions, will be counted in the attempted and earned credits, even if the student paid for classes with his/her own resources. If the student fails to meet the minimum policy standards, the student will not be eligible for financial aid. However, the student will have the right to file an appeal one time at BCI and eligibility will be determined on a case by case basis. The standards are defined below:

Grade Point Average (Qualitative Measure)

The qualitative component is measuring the quality of the student's SAP by conducting a review of the student's cumulative College Grade Point Average (GPA). To meet the qualitative SAP requirement, the student must have a minimum college GPA of at least a

Specific federal, state grants and scholarships may require a different GPA for renewal (example: NJ STARS). There may be a separate requirement for continued eligibility for those funds.

Quantitative Measure

The quantitative component is measuring the pace at which the student must progress through his or her program of study to ensure completion within the maximum period permitted and provides for the measurement of the student's progress at the end of each evaluation. The pace is calculated by taking the cumulative number of college credit hours the student has successfully earned and dividing it by the number of attempted credit hours. Credits accepted from other schools are counted in the calculation as both attempted and earned credit hours. To meet this requirement, the student's completion pace must be 67% or higher. **Example:** During an academic semester, a student who attempted 30 credits and earns 24 credits would meet SAP, this 80% and the student is passing the SAP quantitative measure. The benchmark is 67%. Generally, all periods of the student's enrollment count when assessing whether a student is passing the quantitative measure, even in periods in which the student did not receive financial aid. In addition, credits transferred to BCI affect the 67% completion ratio calculation and the maximum number of credit requirement.

Maximum Time Frame Measure (maximum number of credits)

The Maximum Time Frame – A student may attend and continue to receive aid, but cannot exceed 150% of the published length of the student's program required for graduation. For example: if the student's program of study requires 66 credits for graduation, the student may not receive financial aid for more than 99 attempted credit hours ($66 \times 150\% = 99$ credits). This policy is true even if the student changes his or her major. When a student has reached, or exceeded the maximum number of credits, the student is no longer eligible for financial aid unless he or she successfully appeals. A student may appeal

maximum time frame only one time. An appeal must be filed with a Counselor/Advisor and must document extenuating circumstance for filing an appeal. The decision of the Office of Financial Aid is final.

Effects of Remedial Credits

Development credits (remedial and English as a Second Language (ESL) credits) will be excluded from the attempted credit count. When the student reaches the maximum time frame limit for their program of study, eligibility for aid ends. Remedial (0 level credits) or ESL courses will not be counted in the calculation of the credits attempted and earned (quantitative component) in the SAP requirements at BCI. Although these credits are excluded from the attempted credit count, the student who is enrolled in all remedial credits, must maintain a 2.0 GPA for that semester to make SAP

Maximum Number of Remedial Credits

Federal aid will pay for a maximum of 30 remedial credits, English as a Second Language (ESL) courses do not count against the limit. Once a student attempts 30 remedial credits, aid will only be paid for college level credits.

Part-Time Students

Students enrolled less than full-time will be required to meet the same minimum standards outlined for SAP.

Repeated Courses

All repeated courses are counted as attempted. A repeated course is only counted toward progression if it replaces a previous course for which the student received no credit. In accordance to federal regulations, financial aid will pay for only 1 repeated course for which the student has already passed. However, if the student repeats a course in which all previous attempts were failures, federal regulations allows for funding of those courses.

Grades and Credit Evaluation

Passing grades are A, B, C, D, P, and M. These grades and credits by examination will count as credits attempted and earned satisfactorily. Non-passing, unsatisfactory grades are W, I, F, N, AU. Repeated courses will be counted as credits attempted. You may repeat a failed course until you pass it. However, you may repeat a previously passed course only once.

Effects of Withdrawal and Incomplete Grades

If the student withdraws from a course during any given semester (e.g. student receives a grade of W for the course), the course credits are included in the count of attempted credit hours. Therefore, withdrawn courses are calculated in the pace ratio calculation and maximum time frame measures.



Credits for an incomplete course (e.g. student receives a grade of “I” for the course) are always counted as credits attempted for quantitative and maximum time frame measures, but are not included in the GPA or credits earned count until the incomplete grade changes to a passing or a failing grade.

Effects of Changing Majors

If a student changes majors, the credits the student earns at BCI and other schools under all majors will be included in the calculation of qualitative, quantitative, and maximum time frame measures for the new major. However, a limitation of one major switch will be permitted in the SAP calculation.

Merit-Based Scholarships & Grants

Most merit-based programs require that you be enrolled as a full-time student and maintain a minimum Grade Point Average (GPA) based on program requirements. Most scholarships are renewable, but some are not. In order for you to continue receiving the scholarships, you must continue to meet the scholarship criteria. You must also meet the minimum standards specified in the financial aid SAP policy.

Alternative Loan Programs

BCI provides access to unsecured educational loan programs as well as the pay as you learn (PAYL) programs.

COST FOR THE ACADEMIC YEAR

The Office of Financial Aid constructs yearly cost of attendance (COA) budgets that include tuition, fees, room & board (or living expenses), books, supplies, transportation, and miscellaneous expenses. The table below is an example of a COA budgets for the 2015- 2016 academic year for a full-time student:

Budget Component s	In-County (Living with Parents)	In-County (Living Alone)
Tuition & Fees	\$11,500.00	\$11,500.00
Room & Board	4056.00	14,076.00
Books and Supplies	1600.00	1600.00
Transportation	2700.00	2700.00
Miscellaneous	1860.00	1860.00
Total	\$21,760.00	\$31,736.00



PAYMENT PROCESS

Student Billing

The Bursar's Office sends bills to students before the start and during the semester. The bill reflects any scholarships, grants, and loans as awarded by financial aid at the time of registration.

PAYMENT POLICY FOR TUITION & FEES

Your registration for a semester is not complete until all charges are paid or until acceptable payment arrangements have been made with the Bursar's Office. If you do not pay in full or make acceptable payment arrangements by the billing due date, your classes may be canceled for non-payment. If you are depending on financial aid to cover all of your charges, you must file your FAFSA and submit all required documentation for verification. BCI accepts credit card payments, personal checks, cash and money orders for tuition and fees. Additionally, BCI offers a Pay as You Learn (PAYL) as described below.

BCI PAYL PLAN

In lieu of paying your bill in full, you can pay it in monthly installments through the BCI PAYL plan. The payment plan provides the option to divide your charges into weekly or bi weekly installments to make your payments more manageable. The installment plan is available to all qualified students. To sign up for the payment plan, follow the instructions on the Payments and Policy page when enrolling. If you are receiving financial aid, you can still participate in the BCI College Payment Plan if you have a balance after your aid has been applied to your charges.

The Office hours:

Fall and Spring

DAY	TIME
Monday Thursday	9:00 a.m. – 5:45 p.m.
Friday	9:00 a.m. – 2:00 p.m.



Summer Sessions

DAY	TIME
Monday-Thursday	9:00 a.m. – 6:00 p.m.
Friday	Closed

Telephone and Website Directory

OFFICE STAFF E-MAIL ADDRESSES

Last Name	First	Title	Officer Student Caseload (Subject to Change)	E-mail Address
Deihim	Fred	Director		f.deihi@bostoncareer.org
Laboy	Adin S.	Admissions Specialis		a.laboy@bostoncareer.org
Charbel	Naji	Financial Support Assistant	Unemployment Waivers	n.charb@bostoncareer.org



STATISTICAL, EMERGENCY, MANDATORY, AND CRITICAL DISCLOSURES

BCI'S PROMISE:

BCI is committed to presenting an accurate and binding recitation of its activities and obligations. This section sets out that information important to students and potential students. BCI updates this section as required and as changes dictate. Always request the most current disclosure section.

EQUITY IN ATHLETICS:

BCI does not sponsor any athletic programs at this time. Consonantly, no benefits or financial aid are available to any student for their athletic ambitions. If and when BCI incepts an athletic program all programs will be equitably provisioned and ensure that all students, regardless of age, gender, affiliation, will be able to participate solely gauged upon their ability to participate.

COMPLETION RATES:

The following table reflects the previous two years' statistics as to Completion rates of full time students of BCI. However, as BCI had not tracked data until 2015, this table is unpopulated. Please refer at a later time to check our completion rates.

Full Time Students - 2013	Full Time Students - 2014	% Completers as	% Dropped or

PLACEMENT STATISTICS:

The following table reflects the previous two years' statistics as to Placement Statistics of full time students of BCI. However, as BCI had not tracked data until 2015, this table is unpopulated. Please refer later to check our Placement Statistics.



2013 Mandatory Disclosures

Program Name	Number Completers	Number Employed in field of study	Number Employed out of field of study
Medical Assisting			
Dental Assisting			
Medical Office			
HCST			

GAINFUL EMPLOYMENT:

The Admissions office at BCI is responsible for maintaining records related to the Gainful Employment of graduates of the School. The following table reflects the previous two years' statistics as to Gainful Employment rates of full time students of BCI. However, as BCI had not tracked data until 2015, this table is unpopulated. Please refer later to check our Gainful Employment rates.

Currently, BCI has the following programs monitored for Gainful Employment:

Dental Assisting	http://www.bls.gov/oes/2003/may/oes319091
SOC Code	31-9091
On time Graduation Rate	
Normal Completion Time (Weeks)	50
Tuition and Fees	11,600.00
Job Placement Rate	
Median loan debt (title IV)	\$0.00
Median loan debt (private)	\$0.00
Median loan debt (institutional)	\$0.00

Medical Assistant	http://www.bls.gov/oes/2003/may/oes319092.htm
SOC Code	31-9092
On time Graduation Rate	
Normal Completion Time (Weeks)	38
Tuition and Fees	11,400.00
Job Placement Rate	
Median loan debt (title IV)	0.00
Median loan debt (private)	\$4,000.00
Median loan debt (institutional)	0.00

HCST	http://www.bls.gov/oes/2003/november/oes319093.htm
SOC Code	31-9093
On time Graduation Rate	
Normal Completion Time (Weeks)	36
Tuition and Fees	\$11,300.00
Job Placement Rate	
Median loan debt (title IV)	\$0.00
Median loan debt (private)	\$0.00
Median loan debt (institutional)	\$0.00

Medical Office Administrative Practice	http://www.bls.gov/soc/2010/soc119111
SOC Code	11-9111
On time Graduation Rate	
Normal Completion Time (Weeks)	32
Tuition and Fees	\$9,800.00
Job Placement Rate	
Median loan debt (title IV)	\$0.00
Median loan debt (private)	\$0.00
Median loan debt (institutional)	\$0.00

DIVERSITY:

BCI maintains a diverse student body. The following table reflects the previous two years' statistics as to Diversity of full time students of BCI. However, as BCI had not tracked data until 2015, this table is unpopulated. Please refer later to check our Diversity statistics.



2013 Demographics:

#Black	#Cauc	#Amerind	#Asian	#other	#Male	#Female	#other

2014 Demographics:

#Black	#Cauc	#Amerind	#Asian	#other	#Male	#Female	#other

CAMPUS SAFETY:

Purpose

BCI is a welcoming and inclusive community. Its location, a vertical campus in the heart of a vibrant urban environment, calls for a campus access and security policy that balances ease of access with practical and common-sense procedures to help protect students, faculty, employees, and guests. This policy, the joint recommendation of a committee of BCI faculty, staff, and students, is intended to expedite campus access for authorized individuals, to enhance the personal safety of all members of the BCI community, and to protect the personal property of the School and of individual community members.

Policy

- It is the policy of BCI that authorized community members and guests who comply with the parameters contained herein will have access to BCI facilities. This policy defines those individuals eligible for building access privileges.
- This policy describes how eligible individuals gain authorized building access privileges (usually by possessing a valid ID card or by being the Guest of a School Host).
- This policy describes when building access privileges might be suspended or revoked.

Definitions

Guest – any individual, not a student, faculty, staff member or affiliate of BCI, who is hosted by a student, faculty member, or staff member.



Affiliate – non-employee, non-student member of the BCI community that includes, but is not limited to: vendors, volunteers, retirees, alumni, summer scholars, and conference attendees.

Resident Student – any BCI student who has a current room assignment in one of the School residences.

Non-Resident Student – any enrolled BCI student who does not reside in a BCI residence hall. **Host** – any BCI faculty member, staff member, or student who requests that a Guest be granted access to BCI facilities.

Guest Registration Form – a form that faculty and staff may use to pre-register Guests. The Guest Registration Form is located at administration area of the Brookline campus. Pre-registered Guests will pick up their Guest Badge at the security desk in the lobby of the building in which their Host is located.

Overnight Hours – defined as Monday through Sunday, 11 p.m. to 7 a.m. During Overnight Hours only those with authorized BCI ID Cards can enter the main (street) entrances to BCI buildings. **Note:** Not all ID cards give access to all buildings. An BCI ID Card holder must have authorization to enter the building that she or he is attempting to access.

Acceptable Forms of Identification – defined as a valid photo Identification (ID) with the individual's name on it. The following types of ID are generally deemed to be acceptable: Driver's License, Passport, Military ID, ID card issued by another BCI with photo of student, Resident Alien Card.

Access Procedures

General

All community members and guests are expected to abide by BCI policies and procedures.

Each person entering the BCI should use his or her BCI ID card or Guest Badge to enter. To ensure speed of entry and to avoid backlog, each person should have his or her ID card or Guest Badge ready to use *before* entry into the BCI facility.

The security of our buildings is a shared responsibility of all community members. Therefore, disabling or propping open of secured doors, community members' improper use of their BCI ID cards, allowing unauthorized persons into one of our buildings or the purposeful attempt to circumvent this policy are all acts in violation of this policy and subject to disciplinary action and revocation of building access privileges.

Students' Guests

Guests must be signed in by the BCI student who will be their Host while they are visiting. The Host must present his or her current BCI ID Card when signing in their Guest, and the Guest must present an Acceptable Form of Identification and legibly sign the guest log at the security desk. All guests must be approved through the admissions department or campus manager.

Revocation of Building Access Privileges

This Campus Access and Security Policy describes normal campus access policies and procedures. It is an unfortunate reality that, from time to time, the BCI may need to adjust its normal procedures to protect the BCI community and property. The following are representative (but not exhaustive) examples of when building access privileges may be altered or revoked:

- In the case of an emergency requiring the evacuation or lockdown of one or more campus buildings.
- In the case of legal process, such as a no-contact order issued by a Massachusetts District or Superior Court.
- In the case where the BCI through the Brookline Police Department exercises its authority to issue a No-Trespass Order.
- In the case where the BCI Human Resources Department, or Academic Affairs limits or revokes access privileges for a disciplined or terminated employee.
- In the case where the Dean of Students limits or revokes access privileges in connection with the student discipline process.
- In the case where the Brookline Police Department or the BCI's Emergency Management Team determines that it is in the BCI's best interests to limit or revoke access privileges.

Authority:

BCI staff and faculty do not have the authority to make any arrests, however, staff is empowered to contact the Brookline or Malden Police Department and register formal complaints on behalf of the School, its students, faculty, or staff.

This policy is formalized with the Brookline Police Department and exists within its records. Additionally, the Police department has an updated faculty and staff list, as well as contact information and emergency plan for each facility.

BCI encourages complete and prompt reporting of all crimes by any persons occurring at any facility under the control of BCI or any event in which BCI participates. Faculty, staff, and students are mandatory reporters of all suspected criminal activity. Failure to make a formal report is grounds for termination and/or expulsion.



Crime rates in Brookline by year

Type	2009	2010	2011	2012	2013
Murders (per 100,000)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Rapes (per 100,000)	4 (7.2)	3 (5.4)	1 (1.7)	4 (6.7)	6 (10.1)
Robberies (per 100,000)	30 (54.2)	30 (53.8)	29 (49.1)	31 (52.0)	16 (26.9)
Assaults (per 100,000)	N/A	128 (229.6)	94 (159.1)	47 (78.8)	63 (106.1)
Burglaries (per 100,000)	103 (185.9)	149 (267.3)	178 (301.2)	148 (248.1)	107 (180.2)
Thefts (per 100,000)	636 (1,148.0)	656 (1,176.7)	634 (1,072.9)	637 (1,067.8)	549 (924.5)
Auto thefts (per 100,000)	24 (43.3)	23 (41.3)	20 (33.8)	18 (30.2)	20 (33.7)
Arson (per 100,000)	3 (5.4)	2 (3.6)	0 (0.0)	0 (0.0)	1 (1.7)
City-data.com crime index (higher means more crime, U.S. average = 294.7)	126.0	145.1	122.7	106.2	96.0

Read more: <http://www.city-data.com/crime/crime-Brookline- Massachusetts.html#ixzz3iRZjYtVj>

EMERGENCY PREPAREDNESS

Emergency Notification System (ENS)

BCI utilizes a state-of-the-art **Emergency Notification System (ENS)** to communicate with students, faculty, and staff in the event of a major emergency on the Brookline or Malden campus. It simultaneously transmits messages by, email, and SMS (text messaging). The School strongly encourages all students, faculty, and staff to provide up-to-date contact information by completing the [ENS registration form](#).



Emergency Closing and Delayed Opening - Severe Weather

In case of severe weather the BCI will announce a closing or delayed opening on <http://www.bostoncareer.org/> home page, and on local radio and TV stations. Please read the [Emergency Closing and Delayed Opening Policy](#) for more information.

7 News NBC, one of the options BCI uses to announce the closing, delayed opening for severe weather offers a feature to receive notifications on your cell phone. To sign up please visit www.whdh.com and click on "Closings Alerts." You will need to input your cell phone number, the name of your carrier and can then choose the schools you want to be updated about.

Contact Us

Main Line: 617-383-6058

24-hour line (non-emergency requests and information): 617-383-6058

BCI SAFETY PROTOCOL

Purpose

This plan is intended to develop protocols to ensuring the health and safety of staff, students, and visitors to BCI campuses or while at BCI sponsored activities at off-campus locations. Many of the areas covered in this plan are addressed in much more detail as part of procedures maintained by BCI. This plan is intended to summarize those plans and procedures in a single document readily available to staff, students and visitors, and to comply with standards of our accreditation agency (COE). Staff members are expected to be familiar with all policies, procedures, and plans applicable to their positions, and not just this document.

EMERGENCY ASSISTANCE

In a medical, fire, or other emergency requiring immediate assistance, students are asked to notify the closest staff member. If no staff member is readily available, and an emergency exists, students may dial "911" directly from any phone, to contact the appropriate emergency services agency.

Staff members who receive a report or who discover an emergency are encouraged to call for assistance. This action will set in motion the school's emergency response procedures. If for any reason an immediate answer is not received, the staff member may always dial 911 directly, and follow up with notification to the Principal's office or other member of the crisis management team.

All staff members who are working after normal business hours, or on offsite locations, should have a current copy of the “After-hours Emergency Contacts” list for use as needed. That list is updated as needed and the master copy is located on the “BCI Docs” drive, which is accessible to all staff members.

ACCESS TO FIRST AID AND CPR

First Aid kits are provided in every program area and in each work area. They are available for student or staff use to treat minor injuries or illnesses. Each BCI Campus has at least one automated external defibrillator for emergency use. In case of an emergency Call 911!! However, almost all BCI staff members have been trained in at least “hands only” CPR and AED use, and are permitted to respond within the scope of their training and abilities.

While trained staff members will respond and assist whenever available, AEDs may legally be used by any individual. Massachusetts does not require formal certification for the use of an AED. Any student, staff member, or visitor may access and use an AED. They are to be used on any individual who is unresponsive and not breathing, or unresponsive and not breathing normally (gaspings). To use our AEDs, bring AED to victim, open lid, turn on using power button if required, and then follow the verbal and/or screen directions.

HAZARD ASSESSMENT AND REDUCTION

To assist in maintaining a campus environment that is safe for students, staff, and visitors, the Maintenance Manager will conduct a periodic inspection of each campus, at least twice per year. BCI receives annual fire and safety inspection by the local fire department and the building department. That report will be shared with the manager, and violations will be corrected promptly. All reports are submitted to Mass DPL for annual licensing

Fire Extinguishers – Fire extinguishers are provided throughout each campus, in accordance with the Massachusetts Fire Prevention Code (MFPC).

Fixed Fire Extinguishers – Not required

Fire Alarms - To provide early detection and prompt evacuation during fire conditions, most campus buildings are provided with a fire alarm system. Each fire alarm system will be inspected and tested by a licensed fire alarm contractor on an annual basis.

Fire alarm is connected to the local fire department. However, 911 should be called as a backup.

CHEMICAL HAZARD COMMUNICATION

Employees must be informed of and receive information about hazardous chemicals in their workplace. To meet this requirement the following practices will be followed:

- All hazardous chemicals will be maintained in their original container that is properly labeled with both the chemical name and the appropriate safety labels.
- A Material Safety Data Sheet (MSDS) will be obtained from the manufacturer for each chemical purchased for use on any BCI Campus. A master copy of each MSDS

will be provided to the Maintenance Manager and maintained on file in his/her office.

- A binder with a MSDS sheet for each hazardous chemical present in the work area will be provided in each program area. It is the responsibility of each instructor and/or the program manager to ensure that the binder contains up to date copies of MSDS sheets for all chemicals located in the program area.
- Staff members shall receive awareness training about the chemicals in their work area, the location of the MSDS binder, how to read an MSDS sheet, and any chemical specific physical and health hazards and how to work safely with those chemicals.
- Students shall also receive awareness training about the chemicals in their work area, the location of the MSDS binder, how to read an MSDS sheet, and any chemical specific physical and health hazards and how to work safely with those chemicals. This training shall be provided as a part of the curriculum by the program instructor.

PERSONAL PROTECTIVE / SAFETY EQUIPMENT

Staff – staff shall be provided with all safety equipment required for their assigned tasks. Such equipment may either be individually issued or provided in a “pool” of equipment for “as needed” use. As a training facility for career and technical education, it is the responsibility of all our staff members to not only use PPE to provide for their own safety, but to set the standard for our students. Proper use of safety equipment by staff members is the best way to ensure that our graduates leave with the highest level of competence in meeting industry safety standards for their chosen field. Staff members who fail to wear personal protective equipment in accordance with this or other BCI policies may be subject to disciplinary action and/or denial of workman’s compensation coverage.

Students – Each program will set specific standards for the amount and type of safety equipment that each student will be expected to provide for their individual use during the program. When appropriate, the program may provide certain PPE items that are used infrequently, to be shared by all students within the program.

Eye Protection – Many program areas have frequent use of tools or equipment that produce or are likely to produce flying objects that pose a hazard to eyes. These areas shall be marked with appropriate signage, and all staff members, students, and visitors will be expected to wear safety glasses approved by ANSI or a similar organization when in these areas. Program instructors in these areas shall maintain a pool of approved safety glasses readily available for use by other staff or visitors who need to enter these areas. Safety glasses do not need to be worn when the area is not in use and there are no activities in progress which pose an eye hazard. Approved safety glasses shall also be worn when in the immediate area of or while operating any power tools likely to produce flying objects that may pose an eye hazard. These include but are not limited to weed eaters, mowers, edgers, power drills, power saws including chain saws, any other similar equipment.

Ear protection – hearing protection devices specifically designed for the purpose shall be worn whenever operating or while in the immediate vicinity of equipment that produces or is likely to produce sound levels over 85 dB. Equipment which shall be presumed to be over 85 dB for purposes of this

policy will include air compressors, lawn mowers, gas powered edgers, gas powered weed eaters, chain saws, tractors, and other similar gas powered equipment. (Deaf persons who have existing total hearing loss may be exempted from this requirement.)

Clothing and footwear – Clothing and footwear worn by staff and students shall be consistent with industry standards for the profession whenever engaged in hands on activities. Loose or flowing clothing shall not be worn when operating machinery in which it may become entangled. Sturdy closed toe footwear shall be worn whenever operating power equipment or machinery, or when performing activities which are likely to result in hazards from falling tools or other items.

Other PPE – Many program areas will have task and industry specific PPE requirements, including firefighting, welding, and the health care programs. Program staff will be expected to teach students about industry standards for use of these various types of PPE, and to require compliance with industry standards regarding when each type of PPE shall be used.

TOOLS AND EQUIPMENT

All tools and equipment used at BCI are expected to be maintained in a safe operating condition. □

Tools and equipment shall be operated consistent with the manufacturer’s instructions, with special attention to item specific safety procedures.

- Tools or equipment shall be maintained so that all manufacturer recommended safety guards, shut-offs, or similar safety features are working as intended, and have not been removed, bypassed, or disabled.
- Electrical equipment shall have power cords that are undamaged, with intact insulation and plugs that have the appropriate ground connections. Extension cords shall be used only for temporary connections, and not in place of adding permanent outlets.
- Tools or equipment shall be inspected before each use, and those that have safety features that are removed, bypassed, or otherwise disabled shall be “red tagged” and removed from service. They shall not be returned to use until the item has been repaired to safe condition.
- Instructors shall be responsible for insuring that tools and equipment in their program areas are maintained and used in compliance with this section.

ACCIDENT REPORTING

All accidents to a student, staff member, or visitor must be reported to any staff member who will then initiate a report available online at www.bostoncareer.org. This report is sent automatically to the general manager and the director of education for rapid action.

Staff members shall always be aware that any on the job injury / illness that is a worker compensation case requires that the employee be treated only by a licensed physician.

EMPLOYEE SAFETY TRAINING

New Employee Training – before starting work, each new employee shall receive training in at least the following areas:

- Blood-borne Pathogens
- Bullying policy
- BCI's Emergency Operations Plan
- Common Health Problems
- Sexual Harassment / Understanding Diversity

Annual Refresher Training - Each new returning employees shall receive refresher training in the following areas:

- Bloodborne Pathogens
- Bullying policy
- BCI's Emergency Operations Plan
- Common Health Problems

Monthly Safety Review - Each month at the "all staff" meeting there shall be a review of at least one safety procedure / topic.

STUDENT SAFETY TRAINING

Orientation - Students shall receive basic training covering this plan in their initial orientation. For students in programs not having an orientation, the instructor shall cover this plan and its contents within the first week of instruction.

Program Specific - Instructors are expected to provide program specific safety training as a component of their curriculum. In all cases, students shall receive task specific safety training before engaging in any hazardous activities, including the use of power equipment, cutting equipment or equipment posing a puncture hazard (needles). Students shall not operate any power equipment or perform any hazardous activity or task for which they have not received the appropriate safety training.

Accidental Exposure / "Needle Stick"

Employees / Students may sustain an accidental exposure to a needle stick and or a splash in the eyes.

Eye Exposure:

- All sinks in BCI are equipped with an emergency eye wash station.
- In case of an accidental exposure involving the eyes please notify the nearest staff member
- Dial 911.
- Emergency eye wash stations should be utilized until emergency personnel arrive.
- Fill out an incident report form.

Accidental Needle Stick:

In case of accidental needle stick notify the instructor immediately and follow the emergency protocols posted in each clinical area.

- Dispose of all “sharps” in a sharps container
- Clean the wound thoroughly with alcohol-based hand sanitizer (containing at least 60% alcohol, which kills HIV, HBV, and HCV).
- Seek immediate testing and treatment in a local Emergency Department
- Document the event using the accidental exposure form at www.bostoncareer.org

Communicable Disease / Illness Prevention

Employees – In addition to the Blood-borne Pathogens training as noted elsewhere in this policy, all BCI employees are offered free of charge the Hepatitis B vaccination series. Employees who are covered by the district’s health insurance program also receive other disease prevention screenings or services.

Certain instructional or other staff who participate in clinical care activities may have to maintain documentation of current immune status for various diseases to comply with clinical facility requirements.

Students – Most students at BCI are not provided with health insurance, but in accordance with Federal guidelines are expected to have their own health insurance coverage.

Vaccinations – students who seek enrollment in most of the health care related programs must have and maintain documented current immune status for various diseases through vaccination or immune level testing. Students should review program specific guidelines for applicable requirements.

Response to Emergency Incidents

- Activate the buildings fire alarm system.
- Dial “911” from any phone.
- Evacuate the building and report to a staff member at a rally point, so all persons may be accounted for.
- Cooperate with all emergency services personnel\

Hard Lockdown – A “hard lockdown” may be called for some type of threat on campus, or due to law enforcement activity in the general area of the campus that may pose a threat to campus staff, students, or visitors. If a “hard lockdown” is called for, all persons shall –

- Cease all instruction or other activities of any kind
- Follow staff member’s directions to report to a classroom or other location that can be secured
- Sit quietly on the floor, away from doors and windows
- Do NOT move around campus (persons moving around may be perceived as a potential threat that will need to be assessed.)
- Ignore any fire alarm sounding after a lockdown has been called for.

Soft Lockdown – A “soft lockdown” may be called for some type of threat on campus, or due to law enforcement activity in the general area of the campus that may pose a threat to campus staff, students,

or visitors, but is deemed not to require a full lockdown. If a “soft lockdown” is called for, all persons shall –

- Cease all **outside** instruction or other activities of any kind
- Follow staff member’s directions to report to a classroom or other location that can be secured
- Staff members will secure exterior doors to buildings to prevent further entry, and campus entrances will be secured when feasible.
- Instruction or other activities should continue inside classrooms
- Ignore any fire alarm sounding after a lockdown has been called for.

HOSTILE INTRUDER / WEAPONS –

- Under Massachusetts Statutes and school district policy, firearms and other weapons are prohibited on campus (on their persons or within a vehicle). No exception is provided in Massachusetts Statutes for persons licensed to carry a concealed weapon. On or off-duty law enforcement officer may carry weapons on campus in accordance with their agency policy.
- If an individual on campus is acting in a hostile manner or is perceived to be carrying a weapon (concealed or otherwise), you should report that to the nearest staff member.
- Students, visitors, and general staff members should not confront a hostile visitor or person suspected of carrying a concealed weapon. You should report your observations, and remain with the staff member to provide further details as needed. Other students or staff should avoid the area.
- Designated staff members and/or law enforcement officers will handle the response in accordance with standing procedures.

BOMB THREAT –

- Report any bomb threat to the nearest staff member or the Main Campus switchboard
- Stay away from and do NOT handle any suspicious box, bag, or item.
- Building evacuations will occur only as directed by the School Commander and/or law enforcement.

MEDICAL EMERGENCIES –

- Contact the nearest staff member for assistance.
- Notify any staff member
- Dial “911” from any phone.



- First Aid Kits and AEDs are distributed around campus for use as needed. Trained staff members will respond to the location of an injured or ill person to provide first aid consistent with their level of training.
- BCI does NOT maintain a clinic or school nurse office Call 911
- BCI staff will NOT transport any student or visitor to a medical facility. If appropriate, Fire / Rescue personnel will transport injured / ill persons to an emergency room.
- Ill / injured adult students may be released to transport themselves to seek medical treatment.

CHEMICAL EMERGENCIES –

- Contact the nearest staff member for assistance.
- Dial “911” from any phone.
- Chemical emergencies may be on campus or from an off campus leak that results in a vapor cloud traveling near the campus
- Stay away from the area on any on campus spill or leak
- If directed to do so, “shelter-in-place” by moving to a location inside a building. Doors and windows will be closed, and outside make up air intakes will be closed if feasible, to reduce the potential for exposure to dangerous fumes.
- If directed to do so, evacuate the campus to a safe distance.
- The decision to “shelter-in-place” or evacuate will be made in consultation with appropriate public safety personnel. In many cases sheltering in place will result in less danger of chemical exposure than an evacuation.

INFORMATION DISSEMINATION POLICY:

BCI has dedicated its administrative staff to being responsive to information requests from its students. Our Brookline administrative clerk is the point of contact for all dissemination requests. The clerk may be reached by calling 617-383-6058 during regular hours or by appointments only in person. The clerk maintains electronic versions of all required disseminatable materials and will reproduce them as needed.

APPENDIX ADMISSIONS POLICY

Pre-Admission Meeting:

BCI Admissions process is easy and streamlined with the help of our knowledgeable admissions department where a representative can tell you everything you want to know about our exciting programs and schools. They can help you find the right career path. They will walk you step by step through the admissions process. They will answer any questions you may have regarding program availability, schedule, and putting you in contact with a financial Aid representative who can help decide how to finance your future. Students will also learn about our internship process, job assistance placement and our student mentoring program. Students will be directed to BCI website www.bostoncareer.org where they will review program descriptions, course syllabi, equipment, services provided, technical competencies, cost and time it takes to complete.

Admission Requirements:

- All enrollees are required to have a high school diploma or equivalent.
- English conversational skill, reading and writing skills are required.
- All students will undergo a CORI background check in order to determine their suitability for work.

Admission Procedures:

Potential students, who wish to attend BCI will complete and submit the following documents:

- BCI Student Information, (Demographic Data)
- Enrollment Agreement
- Payment Plan
- CORI Authorization and Disclosure
- Emergency Contact Form
- Consent Form (Clinical Assisting Class)
- Health Insurance Coverage Form
- Internship Immunizations Form
- Internship Requirement and Availability Form

Notification and updates:

Students will be notified if any changes to their schedule, financial statement, school cancellation, holidays, and any changes to the school policy.