



HESTER SCHOOL of Dental Assisting, Inc.

1045 Williamsburg Road

Deland, Florida 32720

386-740-7272

www.hesterschool.com

STUDENT CATALOG

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"Licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400 Toll Free Telephone Number (888-224-6684) Fax Number (850-245-3234) License Number - 4703"

This catalog together with the Student Enrollment Agreement and Application constitutes a binding contract between the student and HESTER SCHOOL of Dental Assisting, Inc. The right is reserved to change fees, programs of study, academic requirements, faculty, the academic calendar, and other items described herein without prior notice.

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Dear Expanded Functions Dental Assistant Student:

On behalf of our faculty and staff, HESTER SCHOOL of Dental Assisting, Inc. (HSDA), I would like to take this opportunity to welcome ***YOU*** to our Dental Assisting with Expanded Functions program. It is our hope that your choice to pursue the dental assisting formal education and hands-on training at our school will prove rewarding and challenging.

Our aim is to provide students with the hands-on skills and knowledge to embark upon a successful career in the dental healthcare profession. We achieve our desired results by offering our students quality post-secondary education in Dental Assisting with Expanded Functions program in an atmosphere of personalized attention.

HSDA is fully committed to helping each student recognize and develop their short and long-term goals. HSDA's faculty work under the guiding principle that all members of our dental professional academic community share a responsibility for establishing, implementing and evaluating our Dental Assisting with Expanded Functions Program and the students. With this perspective in mind, HSDA has developed a strong appreciation for our students and their goals, hopes and dreams in life.

It is my hope that each student will embrace the learning process, open themselves up to the information of their DA Courses, and particularly dedicate themselves to the profession of Dental Assisting and the wealth of experience accumulated over the past 30 plus years as a Certified Dental Assistant, Dental Instructor and Director of a Dental Assistant Program with a Bachelor of Science in Biology.

If there is anything that HSDA's faculty and staff or I can do to help you achieve and succeed, do not hesitate to bring it to our attention. **YOUR SUCCESS IS OUR SUCCESS!**

I look forward to meeting and working with each of you in the months ahead.

Best wishes in all your endeavors,

Elicia R Hester, EFDA, CDA, CPFDA, BS
Director of HSDA

LICENSURE & BOARD APPROVAL

“Licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, Toll Free Number (888) 224-6684 and Fax Number (850) 245-3234. License Number 4703.” “Additional information regarding this institution may be obtained by contacting the Commission as well.”

Approval for Expanded Functions on October 24th, 2011 by: Division
of Medical Quality Assurance
Board of Dentistry
4052 Bald Cypress Way, #CO8
Tallahassee, FL 32399-3258 (850)
245-4474
www.doh.state.fl.us/mqa/dentistry

Legal Status

HESTER SCHOOL of Dental Assisting, Inc. is a private post-secondary school registered as a corporation with the State of Florida Secretary of State. The name of the corporation is HESTER SCHOOL of Dental Assisting, Inc. The school assumes full responsibility for any agreement reached between the student and the school.

Governing Body

HESTER SCHOOL of Dental Assisting, Inc. is a privately Held Business Corporation and its governing body is as follows: Elicia R. Hester, is 51% Owner/President and Robert J. Hester, IV, is 49% Owner/Vice President. Together, the Hester's of HESTER SCHOOL of Dental Assisting, Inc. has legal control and 100% combined ownership.

Institutional Philosophy

The philosophy of HESTER SCHOOL of Dental Assisting, Inc. (HSDA) is to provide a quality post-secondary education in Dental Expanded Functions and Radiography. To educate and train select students in the methodology of dental assisting with a “hands-on” approach and to prepare the student to be a competent Dental Assistant in a dental office or clinical setting in the dental healthcare profession.



To provide high quality, affordable dental assisting with expanded functions education to those seeking a career in the dental healthcare field.



To provide a learning atmosphere that encourages the students to acquire knowledge, gain technical competency and experience professional growth.



To provide extensive, “hands-on” laboratory experience with classroom lectures, guest speakers and community involvement, as well as, externship that focuses on strengthening individual student skills and needs by providing a maximum 12 students to one instructor ratio.



To provide language communication and patient skills to prepare the student with basic job skills and/or career advancement opportunities.



To maintain a commitment to excellence in the community's intellectual, educational, cultural and economic development.

GENERAL INFORMATION

Facilities & Equipment

HESTER SCHOOL of Dental Assisting, Inc. is located north in DeLand, on the corner of 15A (Spring Garden Avenue) and U.S. Hwy. 17 next to the McDonald's in the old bank building at 1045 Williamsburg Road, DeLand, Florida 32720. HSDA has 4200 square feet dedicated to the Expanded Functions Dental Assisting program with Radiography and Digital Imagery. The program course delivery mode is residential and does not have a blended or distance education class.

HSDA has included a Dental Museum to honor the beginnings of Dentistry and past professionals. HSDA has 4 fully operational dental treatment areas including Dexter heads for hands-on learning, instrumentation and equipment for all dental procedures and specialties, including Radiography with Digital Imagery, Restorative and Preventive Dentistry, Pediatric Dentistry, Prosthodontics, Orthodontics, Endodontics, Periodontics, and Oral and Maxillofacial Surgery.

HSDA's laboratory consists of dental vibrators, a vacuum former, a dental lathe and grinder for student hands-on laboratory procedures. The sterilization center has a one-way flow for safety and comprehension of cross contamination procedures with a standard and digital sterilizer autoclave with ultrasonic cleaning, tray systems, and supply and inventory area. HSDA's lecture hall includes seating for theory and computers plus a library center. HSDA welcomes all potential students in our Admissions / Finance Office. **HSDA's facilities are handicap accessible with convenient marked parking.** HSDA is located off U.S. Hwy. 17 and 15A in the Brandywine Plaza next to McDonald's and close to Hwy. 11, 40, 44, International Speedway and Interstate 4 for public transportation and easy access.

School Hours of Operation

Administrative hours are from Monday to Friday, from 8:00am to 5:00pm (except observed holidays). Day Classes are from Monday to Thursday, 8:30am to 3:30pm. Evening Classes are from Monday to Friday, 5:30pm to 10:30pm. Library is available to students during scheduled class time and from 3:30pm to 5:00pm Monday to Friday.

Class Enrollments

The enrollment period for both "DAY" and "EVENING" Class registration is ***continuous*** right up until the start of the first scheduled class. HSDA starts both "DAY" and "EVENING" classes approximately every nine months with in a calendar year with no period break other than the recognized school holidays.

School Holidays

The school observed legal holidays include: Columbus Day, President's Day, Veteran's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day through New Year's Day. Unless otherwise stated by the Director.

Faculty & Staff

All faculty and staff at HSDA have distinguished themselves through education, career commitment and dedication to the dental healthcare field. All faculty and staff are dedicated to HSDA's mantra: **Smiles Worldwide** and policies in the Faculty handbook.

FACULTY:

NAME	DEGREE	TITLE
Elicia R Hester – Full time	Bachelor in Biology from University of Central Florida	President/Owner 51%
	Associate in Arts in Gen Edu from Valencia Community College	
	EFDA, Radiography from Southern Community College, Certified Dental Assistant and Certified Preventative Functions Dental Assistant from DANB.org	Program Director and Instructor

STAFF:

NAME	DEGREE	TITLE
Robert J Hester, IV – Part time	Bachelor in Fine Arts from University of Central Florida	Vice President/Owner 49%
	Associate in Arts in Gen Edu from Valencia Community College	Finance Director
Myrna Eichler – Part time	EFDA and Radiography from Southern Community College	Admissions Representative

Definition of a Clock Hour: “One clock hour is equivalent to 55 minutes of direct instruction with a five (5) minute break.”

PROGRAM TITLE: Dental Assisting with Expanded Functions (1230 hours)

Program Description: The 1230 hour, 49.2-week, Dental Assisting with Expanded Functions program consists of 430 hours of theory, 500 hours of clinical laboratory, and 300 hours of Externship with a minimum of two general dental offices and or a specialty office to allow the student the required hands-on experience as a dental assistant with expanded functions and radiography. This program has classes available both day and evening. Course delivery mode is Residential.

Program Objective: To graduate competent dental assistants with expanded functions that have completed all required 1230 hours with a final minimum grade of 70% (C) and an overall minimum attendance rate of 80%. Tuition accounts must be satisfied prior to the start of Externship. Upon completion of the program, students are eligible for employment in a dental healthcare setting. A Diploma is awarded for the satisfactory completion of the Dental Assisting with Expanded Functions Program. State of Florida Radiography Certification. Perfect Attendance and Honor Roll are rewarded.

Program Cost:	
Tuition	\$8,000.00
Registration Fee	\$150.00
Books & Supplies	\$500.00
Labs	\$1,350.00
TOTAL	\$10,000.00

Registration Fee is non-refundable.

Estimated Expenses not covered: Required Physical and all shots / tests, FDLE Background Screening \$35, ADA Professional Dues \$45, Professional CPR Certification \$30, Radiography Certification \$35, 8 CEU's HIPAA / OSHA \$40 and uniforms with clean white socks and clean white shoes.

Course Numbers, Course Titles, Course Description, Delivery Mode

*HSDA follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered and assigned as letter prefix depicting the program title.

*******DELIVERY MODE is Residential for entire program*******

DA 101: Introduction to Dental Assisting (Theory hours 75/Lab hours 25) Description:

Introduce the student to the Dental Assistant Profession to become familiar with strategies to work and communicate effectively with patients and health professionals. The student will understand the Ethics, Jurisprudence, and the Health Care Portability and Accountability Act. The student will learn the aspects of dental office management and begin their employment strategies as a dental assistant. Prerequisite: No requirements. Total Credit Hours Awarded: 100 hours.

- Introduction to the Dental Profession
- Psychology, Communication, and Multicultural Interaction
- Ethics, Jurisprudence, and the Health Information Portability Accountability Act
- Dental Office Management
- Employment Strategies

DA 103: Biomedical Sciences (Theory hours 105/Lab hours 50)

Description: The student will receive a basic understanding of body structure and function, disease concepts, and dietary considerations of the dental patient. The student will understand in-depth level in blood borne pathogens and hazard communications standards, OSHA, 4 CEU's.

Prerequisite: DA 101. Total Credit Hours Awarded: 155 hours

- Microbiology
- Infection Control
- Management of Hazardous Materials
- General Anatomy & Physiology
- Nutrition
- Oral Health & Preventive Techniques

DA 105: Dental Sciences I (Theory hours 75/Lab hours 75)

Description: Provides the student with an understanding of the development, form, and function of the structures of the oral cavity and of oral disease; pharmacology as they relate to dental assisting procedures and emergency management. Professional Cardiopulmonary Resuscitation (CPR), Basic Life Support (BSL). Prerequisite: DA 103. Total Credit Hours Awarded: 150 hours

- Head & Neck Anatomy
- Embryology & Histology
- Tooth Morphology
- Pharmacology
- Emergency Management
- Anesthesia & Sedation
- Oral Pathology

DA 106: Dental Sciences II (Theory hours 75/Lab hours 150)

Description: Provides the student knowledge in preparation for patient care, patient instruction and dental charting. The knowledge and application of the scientific principles of dental radiography with specific Radiography requirements for certification with The State of Florida. Prerequisite: DA 105. Total Credit Hours Awarded: 255 hours

- Preparation for Patient Care
- Dental Charting
- Introduction to Dental Radiography & Equipment
- Production & Evaluation of Dental Radiographs
- Extra Oral & Digital Radiography

DA 107: Clinical Sciences I (Theory hours 50/Lab hours 100)

Description: Prepares the student for preclinical and clinical experience which includes introduction to the different dental office setups as well as opening and closing a dental

office, daily, weekly and monthly. Basic chairside assisting with instrument transfer and maintaining the operating field with knowledge of restorative instruments, restorative materials and laboratory materials and techniques. Prerequisite: DA 106. Total Credit Hours Awarded: 150 hours

- Introduction to the Dental Office & Basic Chairside Assisting
- Instrument Transfer & Maintaining the Operating Field
- Basic Chairside Instruments & Tray systems
- Dental Cements, Bases, Liners and Bonding Agents
- Restorative Materials, Dental Dam, Matrix & Wedge
- Laboratory Materials & Techniques

DA 108 Clinical Sciences II (Theory hours 50/Lab hours 100)

Description: Provides the student knowledge in the Dental Specialties with hands- on clinical experience for practice procedures in each Dental Specialty. Recognition of specialty instruments, the use of the instrument and materials associated with each specialty procedure. Prerequisite: DA107. Total Credit Hours Awarded: 150 hours

- Fixed Prosthodontics & Gingival Retraction
- Removable Prosthodontics
- Periodontics & Coronal Polish
- Cosmetic Dentistry
- Pediatric Dentistry
- Orthodontics
- Endodontics
- Oral and Maxillofacial Surgery

DA 109 Clinical Externship (Total hours 300)

Description: Rotation I: General Dentistry in a private or clinical setting with weekly evaluations by the dentist and or staff. Instructor evaluations will be once per rotation. A minimum 25 hours per week is required with “signed” time sheets and DR. Evaluation forms faxed at the end of each week to receive full credit.

Return to HESTER SCHOOL of Dental Assisting, Inc. for scheduled seminar with team members and evaluation before second rotation. View Journals of Experience. Prerequisites: DA 101, 103, 105, 106, 107, & 108 Rotation II: General Dentistry in a private or clinical setting and or a Specialty of Dentistry of student choice and availability with weekly evaluations signed by the Dentist. Instructor evaluations will be once per rotation. A minimum of 25 hours per week is required with “signed” time sheets and DR. Evaluation forms faxed at the end of each week to receive full credit. Return to HESTER SCHOOL of Dental Assisting, Inc. for scheduled seminar with team members and evaluation of experience before employment. Prerequisites: Successful Completion of Clinical Externship Rotation I, a Resume for Employment and a completed Journal of Experience for Rotations I & II. Completion/Exit Plan and Diploma. Total Credit Hours Awarded: 300 hours

Admission Requirements

Admission to HESTER SCHOOL of Dental Assisting, Inc. is open to all applicants who will be 18 years of age.

- ❖ Provide proof of a High School Diploma, GED or its equivalency.
- ❖ Complete and sign an Application Form with essay. ESSAY: What made you choose the profession “Dental Assisting with Expanded Functions” at HSDA?

- ❖ Complete and sign a Student Enrollment Agreement with appropriate fees.
- ❖ Provide from a doctor a General Health Statement with immunization against and/or tested for infectious diseases, such as mumps, measles, rubella, Hepatitis B and tuberculosis prior to contact with patients and dental personnel.

Admission Procedure

HESTER SCHOOL of Dental Assisting, Inc. prefers a personal interview with each applicant prior to acceptance and encourage a parent, spouse, or family member, as is appropriate, to attend the interview and/or Orientation. Orientation is the Saturday before the Monday Class start date and a MUST for the student. This gives everybody the opportunity to become familiar with each other and serves as a “question and answer” period for students, family, instructors,

and faculty alike. An Admissions Representative will be available Monday through Friday between the hours of 8:00am to 5:00pm.

Statement of Non-Discrimination

HSDA admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Transfer of Credit

HSDA reserves the right to accept credits obtained by the student from previous course work completed at another educational institute. HSDA's Director will determine if the student's course work is satisfactory and applicable to HSDA's Program curriculum. Transferability of credit is at the discretion of the accepting institute accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). HSDA will consider on a case by case basis transferability of credit from a non-accredited educational institute. At the minimum documentation of previously completed course work with a grade point average of 70% or higher and the ratio of didactic theory to lab hours studied is necessary to compute transferability, if eligible. Maximum amount of credit transfer from another institute that will be accepted is 75%. Academic time limits for transfer for general education is indefinite and for health science courses is within ten (10) years of completion, military training and or state occupational license and certifications are limited to the expiration date. It is the student's responsibility to confirm credits will be accepted by another institution of the student's choice.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Financial Aid

Currently, HSDA has no financial aid, title IV available. However, HSDA will accept a student's tuition over the course of the program subject to the terms on the Student Enrollment Agreement and the “signed and notarized” Promissory Note and Unconditional Guarantee for a 1-year, 2year, and 3-year payment plan with an interest rate. An “initial” Processing fee of \$125.00 for financing a payment plan. Late fee of \$25.00 after the 15TH of every month as well as a NSF charge of \$25.00 for any returned checks. HSDA does accept Career Source funding and VA funding for those who qualify.

ACADEMIC STANDARDS

Progress & Grading System

All student records are kept permanently at the school. Student records are available upon prior request.

Students are notified of academic progress on a regular basis and at the completion of each DA Course. To graduate, students must have an accumulative average of at least 70% C. Students will not graduate until all dental assistant program requirements have been met satisfactorily. The Final Performance Report, Graduation Checklist, Final Examination Totals and Externship Evaluations are permanent records of HSDA. Attendance and progress reports are given after each course is completed within the dental assistant program. The full 1230 hours of completion of the dental assisting program are required for graduation at an average of 70%.

Grading Scale:

A	100-90	Class Participation	5%
B	89-80	Professionalism	5%
C	79-70	Skills Assessment/Labs	30%
D	69-60 (not passing)	Midterm Exam	25%
		Written/Oral Report	5%
		Final Exam	30%
		TOTAL	100%

Satisfactory Academic Progress

HSDA has a Satisfactory Academic Progress (SAP) policy that maintains standards for academic quality, assessment and attendance requirements that are applied to all students equally regardless of financial status.

HSDA's SAP policy determines the quantitative and qualitative standards by using Grading and Attendance forms that compute Professionalism at 5 percent, Class Participation at 5 percent, Skills Assessment/Labs at 30 percent, a Midterm Exam at 25 percent, a Final Exam at 30 percent and a Written/Oral Report at 5 percent for a 100 percent TOTAL possible grade for each DA Course. At the completion of each DA Course each student signs and receives a copy of his or her Progress Report.

The minimum Satisfactory Academic Progress standard for Grading required is 70 percent "C" for each DA Course and for Attendance required 80 percent for each DA Course, except for DA Course/DA109: EXTERNSHIP requires 100 percent attendance, a TOTAL of 300 hours, NO exceptions.

ALL HSDA students must meet the SAP policy at the completion of each DA Course or be placed on Academic Probation, Attendance Probation and or both.

*Academic Probation – requires a scheduled meeting with the student, Instructor and Director to determine the problem and establish a course of action to bring the overall Academic total of the DA Course up to a minimum of 70 percent "C". The student's study habits, Grading form for Professionalism and Class Participation, Midterm Exam, Final Exam and Skills Assessment/Labs are reviewed with in the first week of Academic Probation for retake to earn a maximum of 70 percent "C". If the student is successful with retake of Exams and remediation of Labs, within a week of probation, the student is successfully removed from Academic Probation. However, if the student fails to successfully comply, a 2nd chance is given and scheduled for retake of Exams and remediation of Labs within 30 days. If the student fails the 2nd chance, a 3rd chance is at the discretion of the Director and Instructor, but that does not exceed the timeframe of 150 percent the normal length of the program of 1230 hours with possible termination of the program.

*Attendance Probation – requires a scheduled meeting with the student, Instructor and Director to determine the problem and establish the course of action to make up the any unexcused absences recorded in the daily sign in and the student's Grading form for the DA Course to maintain the minimum requirement of 80 percent attendance for successful SAP policy requirements. Students

must schedule make up hours after class and not during scheduled class hours with the permission of the Instructor and Director. If the student is successful within a week of probation, the student is successfully removed from Attendance Probation. However, if the student fails to successfully comply, a 2nd chance is given with the probation extended to 30 days for compliance to make up the required minimum 80 percent hours. If the student is successful the student is removed from Attendance Probation. If the student fails to successfully comply, a 3rd chance is given at the discretion of the Director and Instructor, but that does not exceed the timeframe of 150 percent the normal length of the program of 1230 hours with the possible termination of the program.

Withdrawal

Students wishing to withdraw from the Dental Assisting with Expanded Functions program at HSDA must meet with the Director to discuss alternatives and consequences by appointment within one week prior to withdrawal. HSDA does not credit previously completed DA Courses unless the Director has granted a Leave of Absence (LOA) and on a case by case base.

Termination

Students that have been terminated from HSDA, without re-admission for the reasons listed.

1. Not completing a program within the specified clock hours.
2. Failure to maintain Satisfactory Academic Progress
3. Violation of HSDA's Attendance Policy
4. Academic dishonesty
5. Violations of proper student conduct (i.e. fighting or bullying – verbally or physically, insubordinations, negative attitudes, argumentative to faculty, staff, dentists, and/or other professionals involved.
6. Failure to meet Clinical/Externship requirements.
7. Failure to meet Financial obligations signed in enrollment Agreement and Promissory Note.

However, at the discretion of the Director, or other infractions or violations may also be grounds for termination. Students that have been terminated from HSDA will be notified in writing and if 40% of the program has been completed, the student will be responsible for the entire costs of tuition, books, labs and any other fees associated with the program as well as interest fees, late fees and any fees associated with collection and attorney fees associated. Students may appeal to the Director of the program in writing one week of receiving written termination.

Appeals Process

Students who wish to appeal the determination of an unsatisfactory grade and/or attendance must submit a letter to the Director of the program explaining any circumstances and documentation relevant to the situation. The Director of the program will evaluate the circumstances and the student's record will be amended to reflect the results of the appeal. The student's status will be revised, as is appropriate. If the student has been terminated and wishes to appeal may do so in writing with all documentation one week after receipt of written termination. A plan of action for Satisfactory Academic Progress written by the student may be considered and student could be reinstated by the Director.

Reinstatement

A student may be reinstated if the Satisfactory Academic Progress was terminated. A student may be reinstated once in a lifetime at the discretion of the Director. All documentation, plan of action for Satisfactory Academic Progress and any other pertinent documentation necessary to prove student reinstatement.

Leave of Absence (LOA)

Students may be granted a leave of absence for a reasonable amount of time (no more than 30 days) as determined by the Director of the program. A request for the LOA must be given in writing with the date of expected return to class must be specified. A student may take NO MORE THAN two (2) LOA's within the time frame of the program not to exceed 150%. Justification for said leave must be presented and the leave is NOT a vacation!

Approval for LOA's will be made on a case by case basis and are highly DISCOURAGED. All documentation must be provided for consideration. Failure to provide documentation or return on the expected date will result in termination and default of any scholarship monies allotted to the student as reported to the agency providing the scholarship.

Attendance & Tardiness Policy

Attendance is taken daily with student sign-in and Grading Forms.

All absences are recorded and made a permanent part of the student's record.

Perfect attendance is expected of a student just as an employer expects perfect attendance from an employee. Perfect attendance will be rewarded! A student who is habitually absent from class cannot hope to benefit from the instructor's knowledge, supplementary materials and personal hands-on help necessary to receive satisfactory progress. Attendance is continuous from time class starts to the end of class, at the dismissal of the instructor, ONLY! Attendance is also continuous throughout the entire program theory, lab and Externship. A student who chooses to leave without the dismissal of the instructor or prior approval will receive an unexcused absence for the day. A student must notify the instructor if he/she is going to be late or absent from the program. Students will be allowed one unexcused absence per COURSE for the entire program; however, the Externship requires 100% attendance or will NOT graduate.

More than one unexcused absence is grounds for dismissal from the program.

An absence may be excused if the student provides proper documentation for missing class.

Examples of ACCEPTABLE excused absences with documentation, ONLY:



Doctor's note for an ill student, dependent child, or significant other.



Court (Jury Duty, Subpoena, etc.)



Family Services Appointment



Funeral

Examples of NON-EXCUSED absences:



Car Problems (responsibility to have alternate transportation)



Depending upon another person for ride (Taxi or bus) Job/working



Late (Commitment to program upon enrollment)



Child care problems (Back-up plan established)

A student who is absent more than 20% of the scheduled course in any calendar period will be subject to dismissal. A student dismissal for non-attendance will not be reinstated unless the nonattendance was due to a serious medical problem or a personal tragedy.

HSDA must be notified immediately when such a problem occurs. In order to graduate from the program, a student must have a minimum attendance rate of 80% of the theory and lab portion and 100% of the externship portion.

Tardiness

Students arriving 15 minutes after class start time (8:30am-day class or 5:30pm evening class) is considered tardy and will only be admitted in class at the discretion of the instructor. The student must make up any class work missed.

If a student is tardy three (3) times or more, this will count as one unexcused absence.

Veteran's Attendance Policy

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence. Students exceeding 20% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Maximum Program Completion Time

HSDA's Dental Assisting with Expanded Functions program has a maximum time frame not to exceed 150% of the normal program length of 1230 hours / 49.2 weeks. Student attendance and progress is monitored daily with student sign-in and Grading forms. Students approaching the maximum time frame are counseled by the Director of the program and recommendations (i.e.: obtaining a LOA) are exercised accordingly. Should a student exceed the maximum time frame, termination from the program will occur.

Graduation Requirements

To graduate, students must complete all requirements with a final minimum grade of 70%C with an attendance rate of 80%. Tuition accounts must be satisfied prior to the start of Externship Rotations, unless arrangements with the Finance Director have been made, documented and signed.

Completion of 100% of the externship hours with student journal documentation and evaluation/time sheets are necessary for graduation. Students sign an "Externship Etiquette" that if not followed can be terminated. Unprofessional behavior at an Externship site, student being dismissed from Extern site and or Extern site refusing further student externship participation with HSDA is cause for termination.

Diploma, Certificates & Awards

HSDA will award a "Diploma" for the Dental Assisting with Expanded Functions Program. The State of Florida will provide the Radiography Certification after successful completion of the program.

Perfect Attendance and Honor Roll will be awarded with a certificate or pin.

Student Rules

- A. Materials – Each student is responsible for his/her book(s) and supplies.
Books and supplies must be brought to class every day and could result in losing points if not prepared. Students who have lost their books must purchase replacements available in Admission Office.

- B. Tests – Students will be tested during and at the end of each course with a MIDTERM EXAM and FINAL EXAM, quizzes, competencies and other requirements specific to each course. Radiography Exam after satisfactory completion of competencies and course requirements, but before Externship Rotations and Certificate of Radiography. Make-up exams are expected to be taken the first day back after the “excused” absence unless arranged with the instructor. Ten (10) points will be deducted from the final score of a “make-up” exam due to an unexcused absence.
- C. Cheating – Cheating of any type is grounds for a student’s **immediate dismissal** from the program. See Cancellation & Refund Policy, page 18. Dishonesty is not tolerated in any work profession especially the dental healthcare field! Examples of cheating: talking anytime during exams, reading and or looking at other student’s exams, using notes, books, tapes, headsets, phones or any other unauthorized materials or devices.
- D. Student Conduct – Certain offenses will lead to disciplinary actions and may result in immediate expulsion. Examples are: use of profanity, noisy or boisterous threatening conduct, hazing, gambling, dishonesty, use of drugs or alcohol, discussion or solicitation of illegal drugs with classmates, vandalism, and any behavior in the classroom, lab, or externship causing distraction or disruption to the instructor, students, or other professionals. It is the policy of HSDA to provide an atmosphere conducive to learning, any verbal or physical threats against faculty/staff or students, otherwise intimidating or mocking behavior will most likely result in immediate dismissal as will any conduct within or outside HSDA which may reflect negativism or discredit upon HSDA.
- E. Probation & Dismissal – The instructor will counsel the student that displays negative attitudes or inappropriate behaviors. First offense will result in verbal counseling recorded in the student’s permanent record. Second offense will result in the instructor documenting on a “Student Counseling Forms” and the student will be placed on probation and the Director will be informed. Third offense will result in the Director’s review of probation offense and make recommendations with possible dismissal/termination. All documentation will be placed in the student’s permanent record.
- F. Clinical Externship – Students are required to have received a Tuberculosis test (PPD), Hepatitis B inoculation, CPR Certification, HIV/AIDS Training, and HIPPA training prior the EFDA program and the beginning of Externship Rotation I.
Clinical Externship starts immediately upon satisfactory completion of theory and lab of the dental assisting program. There is NO authorized break/vacation between classroom and clinical externships. Classroom and clinical externship may not be completed simultaneously. Students also understand and agree to fulfill the obligations of clinical externship, including being placed at sites deemed appropriate by HSDA. Change of clinical externship site may or may not be approved and will be considered on an individual basis with justifications. Students are NOT paid during clinical externships and their clinical externship assignment cannot be concurrent with their employment.
- G. Dress Code – HSDA’s dress code is **mandatory**! Students are required to be in full uniform, freshly bathed, use deodorant and practice oral hygiene daily when reporting to class or clinical Externship. HSDA Uniform:
Light Blue “Ceil” Scrubs (clean and wrinkle-free), white, supportive tennis shoes or completely closed toe. White clean socks or stocking is required. White clean, stain-free, wrinkle-free lab coat. Print Lab coats for the holidays may be permitted by the instructor. A plain solid white T-shirt or turtleneck jersey for warmth may be added under the light blue scrub top. Students must secure hair off the collar and away from the face. Extreme unnatural hair color or styles not permitted. Only close shave facial hair. Male students must shave daily. Fingernails are to be short and clean. No hats, bandannas, dew rags, visors, etc. One set of post earrings are allowed with a wedding band and watch with

second hand, only. Make-up must be applied lightly and tastefully. Tattoos must be covered and body piercing of any sort are not allowed to be seen. Students that report to class or Clinical Externship out of uniform will be required to LEAVE, and return in proper uniform. If students do not return to class or Clinical Externship in proper uniform, an absence will be recorded and the student must report to the Director. Dismissal of program could be possible.

- H. Payments – Unless otherwise previously arranged, financed program tuition payment is due the fifteenth (15TH) of every month in the morning before class starts or a \$25 late fee will occur. Students who do not meet this requirement will not be allowed to attend class, lab or clinical externship and must report to the Director. Returned checks will result in a NSF of \$25. Problems will be reported to credit agency for continued delinquency and or NSF charges as well as termination
- I. Anti-Hazing Policy – HSDA does not sanction the activity of hazing or otherwise allow abusive student behavior or bullying of any kind. Any student found guilty of hazing or bullying behaviors may be terminated from HSDA without recourse, appeal, etc.
- J. Sexual Harassment – HSDA strongly defends and strictly enforces a student’s right to be free from sexual harassment while attending class, lab and clinical externships. All HSDA students, faculty and staff as well as professionals in clinical externship sites are strongly encouraged to abide by this requirement.
- K. Smoking, Drugs & Alcohol – HSDA is a smoke-free facility inside and outside the HSDA campus. Smoking in all healthcare professions is highly frowned upon. NO alcoholic beverages or illegal drugs of any sort will be allowed or consumed on HSDA premises. Medications legally prescribed by a licensed physician are only allowed but must be made aware of to the Instructor and or Director.
- L. Gum Chewing, Eating & Drinking – No chewing gum during class, lab and clinical externships. Eating and drinking are permitted on the veranda at the tables. Water with a secure lid is allowed in class. All trash is to be placed in the designated receptacles. Recyclables are recycled at HSDA.
- M. Cellular Phones – Cell phone usage is NOT permitted in the classroom, lab and clinical externships without special permission from the instructor. Students are instructed to leave HSDA’s number (386-740-7272) with family members for emergency situations. Cell phones may be used at break and lunch.
- N. Laptop Computers – Laptop computers are allowed in class. HSDA is not responsible for lost or stolen personal property of a student.
- O. Tape Recorders – Students must request prior permission from the instructor to tape lectures. All students and instructors must be informed of the recording. Recordings cannot be made of anyone without their permission. Radios, headsets, Cd players, etc. are not allowed in class, lab or clinical externship.
- P. Automobiles & Parking – HSDA is not responsible for lost, damaged or stolen property from vehicles belonging to students or damage to vehicles belonging to students. Parking is available in designated areas. HSDA does have cameras on site.

STUDENT SERVICES

Placement Assistance

HSDA assists graduates in obtaining employment in the dental healthcare professions; however, does NOT guarantee employment. Instructors assist students with resumes, interviewing skills and professional appearance for employment.

Student Advisement

The faculty and staff at HSDA are always available to assist students with academic advisement, tutoring, career advising, and facilities, specifically regarding disabled students. Admissions office hours are Monday - Friday 8:00am to 5:00pm. Faculty office hours are by appointment and 30 minutes before class for student advisement.

Student Records

A permanent record showing all academic records and progress is kept for each enrolled student by HSDA. All materials submitted in support of students' applications including transcripts from other institutions, letters of reference and related documents become the property of HSDA. A signature of the student is required before the release of student records and applicable fees.

REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Withdrawal can be made in person, by United States Postal Service, Certified mail or by Termination.
2. All monies including registration fees and the book and supply fees will be refunded if HSDA does not accept the applicant or if the student cancels within three (3) business days (excluding Sundays and legal holidays) after signing the Student Enrollment Agreement and Application as well as making initial payment. NOTE: Books must not be opened (packaged in original cellophane with barcode cannot be broken)
3. Withdrawal after the third (3) business day (excluding Sundays and legal holidays), but before the first class, will result in a refund of all monies paid, except for the registration fee and the book and supply fees and the lab fees.
4. Withdrawal after attendance has begun, but prior to forty percent (40%) completion of the program, will result in a prorated refund computed on the number of weeks completed to the total program weeks, less the registration fee, the book and supply fees and the lab fees.
5. Withdrawal after completing forty percent (40%) of the program will result in NO refund.
6. Withdrawal Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received by HSDA.
7. Refunds will be made within thirty (30) days of withdrawal of student's enrollment or receipt of HSDA's Student Enrollment Withdrawal Form from student.
8. A student's enrollment can be terminated at the discretion of the Director and or governing board of HSDA for unsatisfactory academic progress, non-payment of academic costs, or

failure to comply with Rules as set forth by HSDA. Termination from the Director and or governing board will result in NO refund after 40% completion of program and at time of termination. The student is responsible for full tuition, books and supply fees and the lab fees, as well as any interest fees, late fees and collection or attorney fees as well as court costs associated with the student's account including garnishing of wages if deemed necessary.

9. All equipment used in school, labs and Clinical Externship must be returned in good working order as received or must be replaced for cost by the student prior to the final day of class/ Clinical Externship and to receive Diploma. Any student's Diploma will be withheld until all accounts are reconciled including but not limited to any loss occurred by student during classes, labs and the Externship, DA 109 course.
10. Late fees, Returned Check Fees, Non-Sufficient Funds Fees, Broken or Lost/Replacement Equipment Fees, Remedial Course Fees will be applied as HSDA deems necessary and fair. If HSDA must collect any unpaid portion through a collection agency or attorney, the student is 100% responsible for all fees associated with the collection as well as court fees incurred and may result in garnishing of wages.
11. **Veteran's Refund Policy.** The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course.

*Veteran's Refund Policy continued.....*The proration will be determined on the ratio of the number of weeks of instruction completed by the student to the total number of weeks in the course and must be pro-rated.

GRIEVANCE PROCEDURE

Students with grievances must make a reasonable effort to resolve the grievance on an informal basis with the instructor and the Director of the program within the first week of the grievance. Should the grievance not be satisfactorily resolved within 30 days of the stated grievance, students will be referred to the Director of the program and be required to submit a written statement outlining the grievance within one week after the grievance was not satisfactorily resolved. If the grievance is still not resolved after 60 days of the stated grievance, the Director of the program will review the grievance with all parties involved and attempt to resolve the grievance no later than 90 days of stated grievance.

Any concerns not satisfactorily resolved should be brought to the attention of the HSDA's licensing board at:

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-Free Number (888) 224-6688 or (850) 245-3200