



College of the Redwoods

Dental Assisting Program Student Handbook

Academic Year: 2022-2023

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Welcome

Welcome to the Dental Assisting Program, our faculty and staff are committed to the highly skilled career of dental assisting. Anticipate growth both professionally and personally over the next ten months. As members of our Program you are expected to have integrity, responsibility and compliance. You are expected to be knowledgeable and accountable for all policies, guidelines, and requirements provided in this Handbook.

Handbook Disclaimer Notification

The Program reserves the right to amend, modify, or otherwise revise any provision for reasons such as changes in governing, administrative, and accreditation regulations or Board policies. These changes may be made without prior notice and may supersede this publication. New versions will be posted in CANVAS.

Accreditation and Approval Information

College of the Redwoods is accredited by the Accrediting Commission for Community Colleges of the Western Association of Schools and Colleges, located at 10 Commercial Boulevard, Suite 204 Novato, CA 94949, (415) 506-0234, an instructional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

College of the Redwoods Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA), located at 211 East Chicago Avenue, Chicago, IL 60611, (312)440-4653, www.ada.org/en/coda, a division of the American Dental Association nationally recognized by the United States Department of Education as the sole agency to accredit dental and dental-related education programs conducted at the post-secondary level.

College of the Redwoods Dental Assisting Program is an approved educational program by the California Dental Board (DBC) at 2005 Evergreen Street, Suite 1550 Sacramento, CA 95815, (916) 263-2300, www.dbc.gov.

A copy of the Commission on Dental Accreditation (CODA) Standards, Procedures, and Policies as well as the California Dental Practice Act with Related Statutes and Regulations are available upon request from the Program Coordinator. If you have a complaint or comment pertaining to the established Standards or Regulations set forth by the Commission or Dental Board as they relate to the current College of the Redwoods Program contact the address(s) provided above. The next site visit is scheduled for 2025.

College Catalog Information

A copy of the College of the Redwoods Catalog is available to students at www.redwoods.edu or is available upon request from the Program Coordinator.

Admissions and Records Notification

The process of becoming a student at College of the Redwoods requires that the student apply.

Students wishing to withdraw can do so prior to the census date listed in the catalog or www.redwoods.edu. Students who stop attending a course without officially withdrawing may receive an "F" (Failure) on their academic records. Faculty may drop students for excessive absences.

Students who have experienced extenuating circumstances can complete & submit the **Excused Withdrawal Petition** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Program Admissions Notification

Students eligible for the Dental Assisting Program must be 18 years or older upon graduation, and have earned a high school diploma or equivalency from an accredited institution. Eligible students must include a valid College of the Redwoods student identification number on the completed Dental Assisting Program application. The completed application must include official high school transcripts or equivalency from an accredited institution for admittance. Eligible students must have a current 2.0 academic standing or better at the college, former college, or high school stated on their official transcripts. Additionally, students are strongly advised to meet with the Health Occupations Advisor to devise an Education Plan.

College of the Redwoods Dental Assisting Program admits 24 students per year on a first come first serve basis. The application filing period is February 1- August 1 of each year. Applications are not held year to year and a new application is required for readmission.

Repeatability Notification

Readmission to the Program for students failing or withdrawing will be limited to a maximum of one and is contingent upon available space as well as completion of current Program admission requirements. Students applying for readmission must successfully complete the nutrition and communications requirements prior to readmission. Eligible students must not be on Academic Probation or Progress Probation to be readmitted to the Dental Assisting Program. Those students dismissed from the Program for unsafe practices or disruptive behavior and/or dismissed from the College are ineligible for readmission.

Petition to Graduate Notification

In order to obtain a degree or certificate from College of the Redwoods, students must first submit a petition to graduate or a petition for certificate during their last semester at the college. The Dental Assisting Program will petition as a class during the spring semester prior to March 1. Students completing communication and nutrition requirements in the summer following the Dental Assisting Program of Study will be delayed in graduating, postponing Registered Dental Assistant licensure.

Dental Assisting Program Course Transferability Information

College of the Redwoods Associate of Science Degree and the Dental Assisting Program general education requirements, such as (HO 15) Nutrition, (COMM 1) Public Speaking, (COMM 6) Small Group Communication, and (COMM 7) Interpersonal Communication are transferable to the California State Universities and Universities of California system. Additionally the degree is transferable to private institutions or other institutions accredited by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).

However, College of the Redwoods Dental Assisting courses are non-transferable and only count as electives when transferring credits.

The following Dental Assisting Program courses are not transferable:

DA 150, Dental Assisting Orientation; DA 153, Dental Assisting Science; DA 154, Dental Assisting Materials and Duties; DA 155, Dental Radiography; DA 156, Dental Assisting Fundamentals (Chairside); DA 156 C, Dental Assisting Fundamentals Clinical Laboratory Experience; DA 163, Advanced Dental Assisting Science; DA 164, Advanced Dental Assisting Functions in Dental Specialties; DA 165, Advanced Dental Radiography; DA 166, Dental Assisting Functions in Dental Practice Management; DA 167, Advanced Dental Assisting Functions and Duties (Clinical Experience).

Eligibility for State Licensure and National Certification Notification

Students not completing the Dental Assisting Program of Study successfully, including the communications and nutrition course requirements are not eligible for licensure exams.

Graduates are eligible to take the written Dental Board of California examination for State licensure as a Registered Dental Assistant (RDA) and the written Dental Assisting national Board examination for national certification as a Certified Dental Assistant (CDA) upon successful completion with a 75% or better, in all courses listed in the Program of Study (990 hours within 34 weeks). Please note that these are computerized examination that require an application process, additional fees, and require travel out of the area.

Graduates are awarded a "Certificate of Achievement", as well as certification in California Radiation Safety, Infection Control, and Dental Practice Act. This allows for employment as a dental assistant in California upon completion of the program. Additionally, graduates will receive a coronal polish certificate as well as a pit and fissure certificate that are validated at time of licensure as a Registered Dental Assistant. Upon graduation, the majority of graduates become licensed as soon as reasonably feasible, typically June. Students are subject to hard due dates, following written protocol, and paying additional fees in the Dental Board of California application process.

The Program Coordinator assists graduates in completing the required paperwork the last week of the spring semester to qualify as candidates for the State and National exams prior to the filing due date in June. To qualify for either exam the candidate must possess a valid social security number, valid driver's license or identification card, valid CPR card, and will be required to have a Live-Scan transmitted to the California Department of Justice and Federal Bureau of Investigations.

Candidates having convictions (in any State or U.S. Territory) including infractions, misdemeanors, felonies, or bench warrants will be allowed to take the exams, but may be denied licensure. The Director of Consumer Affairs decides if the applicant is eligible for licensure on a case-by-case basis. It is the responsibility of those with convictions to contact the Dental Board of California for further instruction and clarification.

Emergency Preparedness / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

In the event of an evacuation students of the Dental Assisting Program are to follow the posted maps at the marked exits and evacuate to Area 3, behind the Applied Technology Building. Keep areas streets and walkways clear and do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined by College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with first responders, etc.)
6. If safe to do so notify key administrators, departments, or personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Student Support Services Notification

All students are eligible for support services.

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)
- [Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, etc.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

Community College Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Academic Dishonesty Notification

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive Behavior Notification

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language Notification

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Harassment Notification

College of the Redwoods is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular activities, and other programs of the District, whether those programs take place in the District's facilities or at a class or training program sponsored by the District at another location, such as an internship site.

Definitions:

General Harassment: Unwelcome verbal, written, online, and/or physical conduct based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy.

Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be

adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity.

Gender-based Harassment: Unwelcome verbal, written, online, and/or physical conduct based on actual or perceived sex, gender, sexual orientation, gender identity/expression, or sex-stereotyping that creates a hostile, intimidating or abusive environment, not necessarily involving conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above.

Harassment comes in many forms. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Equal Opportunity Notification

Students have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color.

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact the Dental Assisting Program Coordinator or contact [Disability Services and Programs for Students](#). Students may make requests for alternative media by contacting DSPS located in the Student Service Building, 1st floor or 707-476-4280.

Accessibility and Accommodation Notification

College of the Redwoods complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies in making reasonable accommodations for qualified students. Students who discover access issues with this class should contact the instructor. College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on the Eureka campus, Student Services Building, 1st floor, or by calling 707-476-4280.

For the purpose of Program compliance, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential functions for participation in the program. Note that admission to the Program is not based on physical requirements. Rather, the standards are used to as objective measures to assist in determining whether accommodations or modifications are necessary.

Disabled Services and Programs for Students (DSPS) staff will review concerns and determine with the student and possibly the Program Coordinator what accommodations are necessary and appropriate. All information and documentation are confidential. Approved written accommodations requests for face to face instruction must be presented to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

Confidentiality Notification

Federal law, Health Insurance and Portability and Accountability Act of 1996 (HIPAA) is known as the “privacy rule”, allowing for protection and confidentiality of medical information and patient rights. Student participating in the Dental Assisting Program must follow all HIPAA requirements and safeguards, maintaining strict confidentiality of patient information in the Dental Health Center and assigned office of intern. No patient information should be discussed outside the clinical setting, internship setting, or electronically transmitted by students. Students compromising safeguards or breaching confidentiality by impermissible use or disclose will be immediately dismissed from the Program.

Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education 20 U.S.C. § 1232g; 34 CFR Part 99. Family Educational Rights and Privacy Act (FERPA) applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the U.S. Department of Education. A student 18 years of age or attends a postsecondary institution, is an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records, and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

Occupational Exposures Notification

Student participating in the Dental Assisting Program curriculum have the potential for occupational exposure. Students can be exposed to bloodborne pathogens through direct or indirect contact. Risk for droplet infection through permucosal (contact with mucous membranes, such as mouth, nose, and eyes) or percutaneous infection (through the skin, such as cut, needle stick, and puncture) exists due to the nature of clinical dental assisting. Students are routinely exposed to blood and saliva and are determined to be Category 1, requiring all Standard Precautions and the use of Personal Protective Equipment or attire. Due to the potential risk of infection, students are strongly advised to have current vaccinations and the flu shot. Please note due to the nature of dental assisting students can be exposed to both bacterial and viral infections such as Covid-19, H1N1 Flu Virus, HIV, Hepatitis A – E, Herpesviruses, Tuberculosis, Legionnaires' Disease, Tetanus, Methicillin-Resistant Staphylococcus Aureus (MRSA), etc. This is the nature of the occupation and students participate at their own risk.

Additionally, students participating in the curriculum have the potential to come in contact with hazardous chemicals and radiation.

The Program complies with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standards, OSHA Hazard Communication Program, Environmental Protection Agency (EPA) Waste Management Protocols, California Department of Public Health Radiologic Branch Regulations, and the Dental Board of California Statutes and Regulations. Additionally, guidelines specified by the Center for Disease Control and Prevention are followed.

Specific protocols and written directions are specified in the Clinical Manual. Students are further trained on the policies, procedures, and guidelines in the Dental Assisting Program curriculum.

Exposures must be reported immediately to the instructor, office staff, or Program Coordinator. Forms must be submitted to the College of the Redwoods Personnel Office within 24 hours of the exposure in order for the student to be covered by the College's Worker's Compensation provider. At the time of exposure the student will be advised on post-exposure follow-up protocols.

Students compromising safeguards, disregarding safety protocols, statutes, or regulations will be immediately dismissed from the activity and placed on program probation, continuing to compromise safety, safety protocol, statutes, and regulations will result in dismissal from the program.

Human Subject Notification

All students will be required to have peers perform common dental assisting procedures during laboratory and clinical sessions. Students will be assigned partners by the faculty. No students are exempt from this requirement. Pre-medication, medical or dental clearance may be required in some circumstances. Students requiring pre-medication or needing medical or dental clearance need to inform the faculty and/or Program Coordinator prior to the scheduled activity. It is the student's responsibility to follow through having the pre-medication prescribed and/or receive medical clearance from their physician and/or receive dental clearance from their dentist. Those not complying will be dismissed from the activity and receive an absence. Students' grades are compromised from absences and can result in failure from missed activities and/or a deficiency in required hours. Students refusing to participate in requirements will be dismissed from the Program.

Essential Functions Notification

Students eligible for the Program must possess skills and abilities essential to perform as a clinical dental assistant. Students are required to provide safe and satisfactory patient care with minimal adverse risks to patients or themselves when completing the assigned curriculum with or without reasonable accommodation or modification. Students must have a current completed Physical Examination Form on file.

<u>Function</u>	<u>Standard</u>
Mobility	<ol style="list-style-type: none"> Standing/Walking: 75-95% of workday spent standing/walking on carpet, tile, linoleum, and cement while providing and managing patient care, maneuvering in small spaces, and promptly retrieving and returning equipment/supplies and sterilizing. Approximate distance: 3-5 miles. Sitting: 5-25% of workday spent sitting while assisting, communicating with and teaching patients, operating computers, answering the telephone, documenting, confirming patients, and scheduling appointments. Stooping/Kneeling: 10% of workday spent stooping/kneeling while retrieving supplies from sterilization, operatories, bathrooms, storage rooms, etc. Crouching/Crawling: 2% retrieving patient belongings. Climbing/Balancing: 15-25% of workday spent climbing stairs entering, exiting, and maneuvering.
Physical Strength	<p>Stamina and flexibility sufficient to sit and/or stand in ergonomically correct positions for 4 hour increments to provide dental treatment requiring frequent twisting, rotating, and reaching. Some specific physical requirements must be a minimum of: trunk flexion at least 30°, neck flexion at least 25°, left and right upper trunk rotation at least 30°, back, neck, and arm strength/steadiness for sustained instrumentation.</p> <ol style="list-style-type: none"> Twisting: 15% of workday spent twisting at the waist while gathering supplies and equipment, administering care, and operating equipment. Reaching/Stretching: 75% of workday spent reaching/stretching assisting in dental procedures, gathering supplies, operating the computer, disposing of equipment and disposables, assisting with patient positioning, connecting equipment. Cleaning office equipment. Retrieving patient files. Bending: 20% of workday spent bending at the waist while performing patient assessments and treatments, gathering supplies, and assisting. Carrying: 65% of workday spent carrying at waist level. Pushing/Pulling: 40% of workday spent pushing/pulling, using carts, opening and closing doors, and moving equipment and furniture. Lifting: 10-15% of workday spent floor to knee, knee to waist, waist to waist and waist to shoulder level lifting while handling supplies (50 lbs), using trays (5-10 lbs), and assisting with positioning patient (average weight 200 lbs).
Motor Skills	<ol style="list-style-type: none"> Manipulating: 90% hand-wrist movement, hand-eye coordination, simple firm grasping required and 90% fine and gross finger dexterity required to assist, manipulate materials, safely and steadily operate equipment and instruments.
Hearing	<ol style="list-style-type: none"> Hearing: 95% ability to hear and interpret many people and correctly interpret what is heard; auscultation, dentists orders whether verbal or over telephone, client reports and patient inquiries, fire and equipment alarms, etc. ,
Visual	<ol style="list-style-type: none"> Seeing: 95% acute visual skills necessary to observe, assess, and perform dental procedures with the capability to discriminate colors and see peripherally in conjunction with wearing safety glasses when required. Interpret written word accurately, read characters and identify colors in the client record and on the computer screen.
Tactile	<ol style="list-style-type: none"> Feeling: 90% normal tactile feeling required to safely and steadily grip/ grasp when performing dental assisting procedures/duties with the use of examination and/or utility gloves.
Communication	<ol style="list-style-type: none"> Communicating in verbal and written forms: 95 % ability to communicate and follow verbal and written directions, interact with others, and provide documentation. Interpreting patient responses, directives, instructions, and written word accurately. Ability to retain verbal and written instructions/directions given. As well as the abilities to safely function under stress, having control over emotion.

Program of Study - Dental Assisting Certificate

Prerequisites: Must Apply to the Dental Assisting Program February 1- August 1

Advisory enrollment Math 301

Requirements: Certificate of Achievement, Dental Assisting		TOTAL UNITS 32.0	
DA 150	Dental Assisting Orientation	0.5 Units	9 Hours
DA 153	Dental Assisting Science	2.0 Units	36 Hours
DA 154	Dental Assisting Materials and Duties	3.0 Units	90 Hours
DA 155	Dental Radiography	2.0 Units	72 Hours
DA 156	Dental Assisting Fundamentals (Chairside)	3.0 Units	90 Hours
DA 156C	Dental Assisting Fundamentals Clinical Laboratory Experience	1.5 Units	81 Hours
DA 163	Advanced Dental Assisting Science	2.0 Units	36 Hours
DA 164	Advanced Dental Assisting Functions in Dental Specialties	3.0 Units	90 Hours
DA 165	Advanced Dental Radiography	2.0 Units	72 Hours
DA 166	Dental Assisting Functions in Dental Practice Management	1.0 Units	18 Hours
DA 167	Advanced Dental Assisting Functions and Duties (Clinical Experience)	6.0 Units	288 Hours
HO 15	Nutrition	3.0 Units	54 Hours
COMM	Communications 1 or 1V or 6 or 7 or 8	3.0 Units	54 Hours

Program of Study - Dental Assisting Degree

Prerequisites: Must Apply to the Dental Assisting Program February 1- August 1

Advisory enrollment Math 301

Requirements: Associate of Science Degree, Dental Assisting		TOTAL UNITS 6.0	
DA 150	Dental Assisting Orientation	0.5 Units	9 Hours
DA 153	Dental Assisting Science	2.0 Units	36 Hours
DA 154	Dental Assisting Materials and Duties	3.0 Units	90 Hours
DA 155	Dental Radiography	2.0 Units	72 Hours
DA 156	Dental Assisting Fundamentals (Chairside)	3.0 Units	90 Hours
DA 156C	Dental Assisting Fundamentals Clinical Laboratory Experience	1.5 Units	81 Hours
DA 163	Advanced Dental Assisting Science	2.0 Units	36 Hours
DA 164	Advanced Dental Assisting Functions in Dental Specialties	3.0 Units	90 Hours
DA 165	Advanced Dental Radiography	2.0 Units	72 Hours
DA 166	Dental Assisting Functions in Dental Practice Management	1.0 Units	18 Hours
DA 167	Advanced Dental Assisting Functions and Duties (Clinical Experience)	6.0 Units	288 Hours
HO 15	Nutrition	3.0 Units	54 Hours
COMM	Communications 1 or 1V or 6 or 7 or 8	3.0 Units	54 Hours
	General Education Requirements Core Courses (Areas A, B, C, D1, D2, D3)	15.0 Units	

Program Faculty and Staff

Hillary Reed, RDAEF, CDA, COA, CDPMA, CPDA

(707)476-4253

Program Coordinator

Office: AT 102

Graduated from College of the Redwoods Dental Assisting Program. She has worked as a clinical assistant in general dentistry, pediatric dentistry, orthodontics, and oral surgery. Additionally, she has worked front office. Hillary has continued her education and received her RDAEF from University of California San Francisco, as well as multiple certificates from Dental Assisting National Board. She earned her BS in Healthcare Management in 2009. Hillary has been part of the College of the Redwoods Dental Assisting Program Team since 2003, and has taught all courses offered in the Dental Assisting Program. Her favorite courses to teach are; DA 153, Dental Assisting Science; DA 154, Dental Assisting Materials and Duties; DA 156 C, Dental Assisting Fundamentals Clinical Laboratory Experience; DA 163, Advanced Dental Assisting Science; DA 164, Advanced Dental Assisting Functions in Dental Specialties; DA 167, Advanced Dental Assisting Functions and Duties (Clinical Experience).

Raynell Tindall, RDA, CDA

(707)476-4250

Associate Faculty

Office: AT 101

Graduated from College of the Redwoods Dental Assisting Program. She has worked as a clinical assistant in both general and pediatric dentistry. During her career she has had hospital privileges assisting with extensive sedation cases. Currently, she works as a clinical assistant in a general dental office. Raynell has continued her education and received additional certifications. She has been part of the College of the Redwoods Dental Assisting Program Team since 2013 and has taught DA 156 Dental Assisting Fundamentals; DA 156 C, Dental Assisting Fundamentals Clinical Laboratory Experience DA 164, Advanced Dental Assisting Functions in Dental Specialties; DA 167, Advanced Dental Assisting Functions and Duties (Clinical Experience).

Teresa Moore, RDA, CDA

(707)476-4250

Associate Faculty

Office: AT 101

Graduated from College of the Redwoods Dental Assisting Program. She has worked as a clinical assistant in both general dentistry and endodontics. Teresa worked as a lead clinical assistant in an endodontic practice until Dr. Burke's recent retirement. Teresa has continued her education and received additional certifications. She has been part of the College of the Redwoods Dental Assisting Program Team since 1997, she has taught DA 155, Dental Radiography; DA 156 C, Dental Assisting Fundamentals Clinical Laboratory Experience; DA 165, Advanced Dental Radiography; DA 167, Advanced Dental Assisting Functions and Duties (Clinical Experience).

Amber Hunt, RDA

(707)476-4250

Instructional Aide

Office: AT 101

Graduated from College of the Redwoods Dental Assisting Program. She has worked as a clinical dental assistant in orthodontics. Amber has been part of the College of the Redwoods Dental Assisting Program Team since 2020 and enjoys helping students develop their skills in laboratory to gain confidence in the clinical setting.

Carla Santsche

(707)476-4250

Administrative Office Assistant

Office: AT 101

Graduated from College of the Redwoods Dental Assisting Program. She has worked in general and pediatric dentistry as an office manager, front office assistant, and back office assistant. She enjoys serving patients. Carla has been part of the College of the Redwoods Dental Assisting Program Team since 2021 and enjoys facilitating in Clinical Experience and assisting the students.

Mission

Our Program mission is to put student success first by providing accessible and relevant career technical education in dental assisting, preparing graduates for the local workforce as competent, safe, and employable Registered Dental Assistants.

Graduates will earn a Certificate of Achievement or an Associate's Degree to qualify for California licensure examination for the Registered Dental Assistant (RDA) and the Dental Assisting National Board certification examination for the Certified Dental Assistant (CDA).

Program Learning Outcomes

Students will be able to do the following upon successful completion of the Program:

1. Adheres to protocol and safety guidelines, and cognizant of ethical and professional responsibility.
2. Assimilation of foundational knowledge when demonstrating essential dental assisting skills, chairside dental assisting functions, and Registered Dental Assistant Permitted Duties in patient care to the required clinical competency level for a minimum of 300 clinical hours.
3. Achieves 75% or better, completing the necessary minimum 900 hour obligation and the specified requirements in infection control, radiation safety, coronal polish, pit and fissure sealants, and Dental Practice Act to qualify for employment, State licensure exam (Registered Dental Assistant) and/or national Certification (Certified Dental Assistant).

Dental Assisting Program Required Grading Scale

The Commission on Dental Accreditation and the Dental Board of California require Lecture, lab, and clinical grades must each be 75% or better. Dental Assisting Program courses are sequential and have co-requisites. Students not passing a course(s) cannot continue.

Grade	Percentage	Definition
A	96-100	Outstanding progress
A-	90-95	Outstanding progress
B+	87-89	Above average progress
B	84-86	Above average progress
B-	81-83	Average Progress
C+	78-80	Satisfactory Progress
C	75-77	Lowest acceptable Progress
D	65-74	No progression,
F	<65	Failure
W	N/A	Official Withdrawal

The Commission on Dental Accreditation and the Dental Board of California determine all eligibility requirements for State Licensure and National Certification. If a student does not meet the requirements, the student is ineligible for the RDA and CDA exams application process.

Dental Assisting Program Requirements and Policies

If a student cannot adhere to Program requirements & policies, the student is subject to dismissal.

Supervision Policy:

Faculty and staff are obligated to supervise and enforce the policies, requirements and rules specified in this handbook. Faculty and staff have the right to identify liability risks consisting of unsafe, unethical, and unlawful activities. Faculty and/or staff have the right to openly cease all unsafe, unethical, and unlawful activities and dismiss the student(s) from the classroom, clinical, or internship settings.

Faculty and/or staff as well as students have the right to the discipline process for activities jeopardizing the learning environment. Please refer to the College of the Redwoods Catalog "Student Conduct and Disciplinary Procedure" or to the website www.redwoods.edu

Professional Liability Policy:

The College of the Redwoods arranges and provides professional liability insurance coverage at no charge for students while enrolled in the Dental Assisting Program. This covers laboratory, clinical, and internship activities. Students are directly supervised by faculty, staff, and internship site staff when completing allowed infection prevention and Registered Dental Assistant duties in the clinical setting. Unsafe, unethical, and/or unlawful activities will be immediately stopped, and the student will be dismissed from the activity and placed on program probation, continuing to act unsafe, unethical, or unlawful will result in dismissal from the program. Compromising safety and ethical standards or disregard for laws and regulations are not tolerated.

Compliance Policy:

Non-compliance is a liability and jeopardizes the integrity of the Program. Students must **always** adhere to strict infection prevention policies, protocols, and guidelines, violations of these policies, protocols, and guidelines jeopardize the health and safety of students, staff, faculty, and patients. Due to the danger of violating OSHA, EPA, FDA, and Waste Management policies and protocols the student will be automatically dismissed. Furthermore, due to the seriousness of violating the CDC guidelines students will be placed on immediate probation and dismissed immediately upon a second violation. Please note Program dismissal can occur fall or spring semesters whenever the violation(s) occur. Safety is the priority for the Program.

Additionally, students must always adhere to HIPAA requirements, it is the law. Dental care professionals as well as students must be extremely careful to avoid compromising any personal information about patients in the Dental Health Center or assigned internship office. Respecting a patient's privacy is a legal and ethical obligation. Students violating HIPAA at College of the Redwoods or any contracted site will be automatically dismissed. Compliance is required for continued enrollment in the Program.

Cardio-Pulmonary Resuscitation (CPR) Policy:

Basic Life support approved by the American Red Cross or American Heart Association at the Healthcare Provider level, including adult, child, and infant CPR is required to participate in lab, clinical lab, and internship as well as to qualify to become a candidate for the Registered Dental Assistant Licensure Exam upon completion of the Program. This is a requirement of federal (CODA) and State (DBC) mandates. Students will need to complete this requirement in DA 150, Dental Assisting Program Orientation.

Cardio-Pulmonary Resuscitation (CPR) Requirement:

Basic Life support approved by the American Red Cross or American Heart Association at the Healthcare Provider level, including adult, child, and infant CPR is required prior to patient care in the clinical sessions. As a service, the Program Coordinator schedules the CPR training during DA 150, Dental Assisting Program Orientation, fees are also collected at orientation for this service. Students not possessing a valid CPR card will not be able to participate in Program resulting in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Uniform Dress Code Requirements Policy:

Instructors and/or office staff have the authority to determine compliance with the uniform and professional dress code requirements. Appearance needs to reflect a sense of self respect, attention to detail and professionalism. Students not conforming to the requirements will be dismissed from the activity. Students' consistently not complying with the dress code will be placed on program probation. Missing activities due to improper attire compromises grades from absences and can result in failure from missed activities and/or a deficiency in required hours. Not participating in lecture, laboratory and/or clinical sessions will result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Uniform Requirements:

Uniform requirements and professional dress code must be adhered to in all laboratory, lecture, and clinical sessions. Those not adhering will be dismissed. CDC Guidelines and OSHA regulations are observed.

Uniforms can be purchased on-line, locally, or in Redding, or Santa Rosa.

- **1 Black** Cherokee Workwear Snap Front Warmup Jacket with round neckline and seams.
- **5 Black** Cherokee Long Sleeve Under Scrub Knit Tee.
- **5 Black** Cherokee Workwear Unisex Scrub Top, V-Neck.
- **5 Black** Cherokee Workwear Uniform Pants (straight leg) with no colored stitching or embellishments. Cargo pockets must be limited to on and **no** tight cuffs. If needed, black medical uniform skirts can be substituted.
- **1 Black** pair of leather or vinyl medical type shoes with closed toe and closed heel with non-slip bottom such as Nurse-Mates, Klogs, Cherokee, Spring Step, Dansko, or Sanita. **No colored prints or patterns, solid black only!** For your safety none of the following are allowed: lace-up shoes (athletic/ skater), fabric type shoes (Toms/ Bobs), dress shoes (Dockers), vented clogs (Crocs).
- **5 Black** pairs of crew length socks. Socks must be in good repair and worn above ankle. No fluorescent details or multi-color socks are allowed.

Textbook Requirements:

Textbooks can be purchased at the College of the Redwoods Online Bookstore or on-line.

- Modern Dental Assisting, 13th Edition by Bird/ Robinson (ISBN: 978-0-323-62485-5)
- Instrument Pocket Guide, 7th Edition by Bartolomucci-Boyd (ISBN: 978-0-323-67243-6)
- California RDA Combined Examination Prep Book, by FADE Institute

Textbook Requirement Policy:

Students are required to have read assigned reading provided in the syllabi prior to lecture, laboratory, and clinical sessions. Additionally, students are to bring textbooks to lecture, laboratory, and clinical sessions they are utilized in lecture, and sometimes in laboratory as well as clinical activities.

Students are not allowed to read assigned reading from another class in the clinical or laboratory setting. Textbook information such as task analysis may be referenced any given day. It is encouraged to highlight and make notes in your textbook during lecture and lab.

Textbooks are typically allowed to be referenced during an exam in lecture, laboratory, or clinical sessions.

Students are permitted to purchase “used” textbooks, but only if they are the current edition being used. Content can change drastically from edition to edition and information for laboratory and clinical task analysis may not be available in previous editions. Students not having current editions will not be prepared for lecture, laboratory or clinical sessions. Students arriving habitually unprepared are subject to disciplinary action.

Dental Supply Requirements:

- Darby Dental-Redwood 2022 Dental Assisting Kit (information given at orientation).
- Darby Dental green non-latex examination gloves (information given at orientation).
- The California RDA Combined Preparation Book
- Clinicwear Procedure Gown (paid for at orientation, Program Coordinator orders).
- Eureka Rubber Stamp Nametag (paid for at orientation, Program Coordinator orders).
- Uniform (information provided above).

Refer to your Dental Assisting Program Student Fees that was sent in acceptance letter packet by Certified mail for all fees associated with Program.

Dental Supply Policy:

Fees are collected from students in DA 150, Dental Assisting Program Orientation for the purchase of a Clinicwear Teal Clinical Gown, nametag, CPR class, and The California RDA Combined Preparation Book. Students failing to provide payment are dismissed from the Dental Assisting Program and are not allowed to continue.

Additionally, students are required to purchase a complete dental supply kit with gloves through Darby Dental. ***Students are not permitted to purchase previously used kits from past students or share kits.*** Newly purchased complete kits are required to participate in laboratory and clinical sessions. Students are required to bring their receipt for purchase Thursday, September 8th. Faculty are made aware of any legitimate delays from the company, such as backorders. Failing to bring the newly purchased kit will result in dismissal from the Program.

Students will be required to additionally purchase necessary items destroyed, damaged, or wastefully consumed to participate in laboratory or clinical sessions. Extra expenditures are the responsibility of the student and can become very costly. Not participating due to not having requirements will result dismissal.

Drawer and Locker Policy:

Students are assigned drawers and lockers to keep their marked (color-coded) belongings in a designated place. Peers are not allowed to borrow or use others clinical coats, uniforms, shoes, textbooks, binders, notepads, safety glasses, personal protective equipment, or dental supplies. Borrowing is not allowed; faculty and staff do not tolerate rummaging through lockers or drawers not assigned to the student. Those assigned to the same labs or clinical sessions as well as those assigned to the opposite labs or clinical sessions cannot borrow or share. Students are responsible for any damaged or missing items from their assigned drawer or locker. Faculty and staff cannot determine which students have permission and which students do not. Stealing is not permitted. Students participating in theft will be dismissed from the Program.

Dental Clearance Requirements:

All students will have an examination by one of the licensed dentists on staff or faculty in the Dental Health Center free of charge. This may include x-rays. Students must have clearance prior to participating in laboratory activities scheduled for mid-fall semester.

Students identified as needing treatment such as cleanings and/or basic restorations are eligible to have treatment completed in the Dental Health Center on a fee-for-service basis.

Dental Policy:

Students needing urgent care due to abscesses, loose teeth, gross caries, and advanced periodontal disease will be referred to a local dentist and/or clinic. For safety and liability risk issues a student presenting the conditions listed above will not be able to participate in laboratory activities until treatment is sufficient for clearance from the student's dentist. Students' grades are compromised from absences and can result in failure from missed activities and/or a deficiency in required hours. Not participating in lecture, laboratory and/or clinical sessions can result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Physical Exam and Immunization Requirements:

Physical exam form completed by a physician, physician's assistant, or family nurse practitioner and a proof of immunity for PPD (tuberculosis) are required to participate in the Dental Assisting Program as a full-time student.

Due to the risk of communicable disease exposure in dentistry proof of immunity for MMR (measles, mumps, and rubella), Varicella (chicken pox), TD/Tdap (tetanus, diphtheria, pertussis), Hep B (Hepatitis B), Covid-19 (Severe Acute respiratory Syndrome Coronavirus 2/ SARS-CoV-2) by either immunization or blood titer is strongly advised. For those students opting out of immunizations a waiver must be signed prior to participation in laboratory or clinical sessions. A waiver can be obtained in the Health Occupations Office located in Applied Technology Building AT 118.

Physical Exam and Immunization Policy:

Students are required to have all program provided physical forms or waivers completed at orientation, prior to class beginning. Students not in compliance with federal (CODA) and State (DBC) mandates will be dismissed.

Furthermore, students must sign a "Release of Medical Information" form to authorize the program to release immunization and physical exam information to clinical internship or employment agencies as required by HIPAA.

Medical Clearance/ Physical Restriction Requirements:

Students are obligated to report any temperature, flu like symptoms, illness, conditions, or medications that may affect their ability to complete Program requirements or participate in patient care safely. This includes but is not limited to a temperature 100.4, skin lesions, oozing rashes, contagious illness/infection, conjunctivitis (pink eye), physical injuries (broken bones/ sprained ankle), chest pain, surgery, or pregnancy.

Medical clearance written by a physician, physician's assistant, or family nurse practitioner is required for continued participation. Students will not be permitted to participate without authorized permission. Furthermore the medical provider must document any physical limitations and/or restrictions to safely participate. Not participating in lecture, laboratory and/or clinical sessions can result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Medical/ Physical Restriction Policy:

When illness, conditions, limitations and/or restrictions have been identified by a health care provider, students will be asked to obtain medical clearance from a physician, physician's assistant, or family nurse practitioner prior to participation this is for safety of the student as well as others. Additionally, a negative Covid-19 test may be required upon returning to class.

Students are **not** given "excused absences" from activities missed due to illness, conditions, limitations and/or restrictions. Students' grades are compromised from absences and can result in failure from missed activities and/or a deficiency in required hours. Not participating in lecture, laboratory and/or clinical sessions will result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Impaired Policy:

Students observably impaired due to being under the influence of prescribed medications, over the counter medications, alcohol or illicit drugs while participating in Program activities and/or at internship sites will be immediately dismissed from the activity and placed on program probation, continuing to compromise safety from impaired judgement will result in dismissal from the program. Compromising safety is not tolerated.

Please note that some internship sites require drug testing prior to assignment and routinely while assigned.

Absence Notification Requirement:

Students are responsible for reporting their own absence and must contact the Program Administrative Office Assistant at 707- 476-4250 ½ hour prior to any scheduled class or clinical day. Voice messages are permissible. This allows the student to be notified of what steps need to be taken next for missed hours and/or activities. In addition, prepares students for proper workplace etiquette.

Peers are not allowed to report absences for fellow students. This is to prepare the student for the workforce as a responsible employee.

Students are discouraged to report absences by text or e-mail. This is to prepare the student for the workforce as a responsible employee.

Attendance Requirement:

College of the Redwoods is required by the Commission on Dental Accreditation and the Dental Board of California to participate in 990 program hours, including 300 clinical hours. Classes begin at 7:30/ 8:30/ 9:30 AM and end at 4:35/ 5:15 PM. Students need to plan accordingly. Absences are not excused.

- Appointments, work schedules, interviews, and extra-curricular activities are not excused.
- Absences due to illness, conditions, limitations and/or restrictions are not excused.
- Absences due to pre-scheduled vacations, honeymoons, or weddings are not excused.
- Dependable childcare 5 days a week is required. Student's children are not allowed in the classroom.

Student hour verification is required by the Commission on Dental Accreditation (CODA) and the Dental Board of California (DBC) to qualify for graduation and licensure exams.

Attendance Policy:

Students are expected to arrive on time and sign-in immediately. Sign-in with date, time, and signature is required.

Student attendance is recorded and kept. This includes absences, tardiness, and leaving early. Allowed make-up activities are at the discretion of the Program Coordinator and dependent on the "Absence Notification Requirement" as well as the nature of the activity missed. Laboratory and clinical testing is difficult to administer at an alternate times and dates because of set-up and scheduling, therefore laboratory and clinical testing is typically ineligible for make-up.

Students must attend both lecture and laboratory sessions on the assigned day. Special permission prior is required to attend the alternate lab session and is dependent on the lab activity planned for the given day. Students missing more than 27 hours in the fall semester will be dismissed. Students missing more than 27 hours in the spring semester will be dismissed. Students are not allowed to graduate if 54 hours total are missed.

Additionally, students can miss no more than 15 hours of clinical or internship sessions. Clinical absences cannot be made-up during school holidays or breaks. Students assigned to internship offices that are closed are required to return to clinic to complete the number of hours required to graduate.

Attendance is cumulative semester-to-semester and hours are reported to federal (CODA) and State (DBC) agencies. CODA and DBC have required hourly mandates for student attendance.

Furthermore, students having excessive absences, including tardies or leaving early, at the third week in the semester will be dropped by the faculty at “census”. Students having absences after census in the first 8 weeks of the Program will jeopardize participating in the clinical settings. This is because content is substantial and covered quickly; copious hours of one-on-one instruction is not feasible.

Students’ grades are compromised from tardiness and absences resulting in failure from missed activities and/or a deficiency in required hours. Not participating in lecture, laboratory and/or clinical sessions will result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Schedule Accommodation Policy:

Occasionally students may be permitted to take quizzes or exams at an alternative time in the event of an unavoidable emergency which is absence due to severe illness, hospitalization, auto accident, etc. Students must contact the administrative office assistant prior to class by telephone at 707-476-4250 and leave a message or submit a request in writing to the Program Coordinator. Please note that special scheduling accommodations are at the discretion of the Program Coordinator and are dependent on the circumstance as well as the nature of the exam or quiz, and schedule of the faculty. The Program Coordinator and/or faculty reserve the right to determine if the scheduled exams and quizzes are eligible for alternative scheduling accommodations.

Special accommodations are reserved for emergency circumstances, unforeseen, unavoidable incidents that occasionally arise during the duration of the Program. Schedule accommodations are **NOT** for habitual absences, pre-paid vacations, honeymoons, personal holidays, and events such as concerts or entertainment venues that are poorly scheduled during the academic calendar.

Additionally, students must participate in the lab activities of the assigned lab and cannot do alternative tasks such as radiographs. Radiographs are scheduled in radiography lab or clinical settings with a given appointment.

Those not notifying prior to class or those frequently needing scheduling accommodations due to poor attendance and/or poor planning and/or poor prioritization are ineligible to take exams or quizzes at alternative times. Students consistently needing alternative accommodations are unprepared for the workforce. Continuously requesting alternative accommodations is perceived as unfair and is additional work for faculty.

Academic Calendar Policy:

Students are to reference the hard-copy Academic Calendar posted as well as the electronic version located at <http://www.redwoods.edu/academic-calendar> or Webadvisor to determine school closures and holidays.

Students are required by the Commission on Dental Accreditation and the Dental Board of California to participate in 990 program hours, including 300 clinical hours.

Early Start Spring Semester Requirement:

Approximately two weeks prior to the “official” start of the semester DA 166, Dental Assisting Functions in Dental Practice Management is held in early to mid-January. Students are expected to attend the early start class. Students not in attendance will not be able to participate in the spring semester and will be dismissed from the program.

The Program Coordinator will provide scheduling details at orientation for the spring semester. Additionally, yearly schedules are available online through <http://www.redwoods.edu/academic-calendar> or Webadvisor, as well as posted in the classroom. This is so students can determine school closures and holidays for planning purposes needed throughout the academic year students.

Transportation Requirements:

Students must have reliable transportation 5 days a week. Absences occurring due to relying on others or unreliable transportation will not be excused. Free bus passes are available.

Off campus activities such as field trips and clinical placement sites will be required. Students will be expected to arrive 10 minutes early to off campus activities in required uniform. The Program Coordinator cannot guarantee the location and hours of the internship at the clinical placement. Students are responsible for working with the Program Coordinator to coordinate the internship office assignment and bus schedule.

Transportation Policy:

Students without reliable transportation resulting in tardiness and absences will not be excused from class. Students' grades are compromised from tardiness and absences resulting in failure from missed activities and/or a deficiency in required hours. Not participating in lecture, laboratory and/or clinical sessions will result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Student Privacy Policy:

Due to FERPA permission to give academic information, including scheduling information requires a formal request in writing by the student prior to providing agencies, spouses, parents/guardians, landlords, insurance companies, employers, etc. with any academic information.

Students needing forms filled out or letters written need to prearrange an appointment and make a request in writing. Requests will be returned within 5 business days from the day of the initial request for letters or applications for housing, scholarships, employment, insurance, or child-care.

Contact Notification Requirement:

Students must provide a current telephone number where they can be reached directly or by message. Any changes in telephone numbers, e-mail, or address should be reported in writing to the Program Administrative Assistant within 24 hours.

Occasionally the Program Coordinator and/or the Program Administrative Office Assistant and/or instructor needs to contact the student by telephone, e-mail or mail. Additionally, current contact information is helpful when employers contact the Dental Assisting Program Coordinator for a list of potential employees.

Faculty Communication Policy

E-mail and phone messages are checked daily during the work week. During vacations and breaks email and phone messages are checked on a periodic basis. Questions and clarifications are easily answered through email, but for absences the Program Coordinator prefers phone conversations.

E-mails and phone calls will be returned within two business days by the Program Coordinator. In an event of an emergency the Dental Assisting Program Administrative Assistant or Health Occupations Administrative Assistant can be notified, and they will promptly inform the Program Coordinator or faculty if required. Please note that grade inquiries and general program matters are not considered emergencies. Students will need to utilize regularly scheduled office hours or make a prearranged appointment to meet with the Program Coordinator.

Associate faculty prefer to be contacted by phone 707-476-4250 and are typically only available when on campus.

Faculty Modification Policy:

Faculty have the right to modify all Program documents such as but not limited to handbooks, semester schedules, clinical schedules, syllabi, assignments, seating charts, grading criteria rubrics, and clinical evaluations forms at any time during the duration of the Program. Modifications are at the discretion of the instructor and/or Program Coordinator and are at times necessary due to unforeseen circumstances or complications or coordination efforts that arise throughout the duration of the Program.

Students will be given advance notification. Occasionally due to guest speakers, special activities, or exam schedules the syllabi schedule will be modified. Please note some Friday afternoon labs may begin at 10:00 AM, rather than 10:30 AM to accommodate guest lecturers and/or special activities.

Please note that the College of the Redwoods has a “Final Exam Schedule” requiring students to arrive at alternative times during the last week of the semester. The “Final Exam Schedule” will be provided on the homepage at www.redwoods.edu and a written schedule listing both practical lab finals and lecture written finals will be provided by the Program Coordinator one week prior to the scheduled finals.

Students are to be adaptable, those students unwilling or unable to adapt to schedule changes will not be able to participate in the presentation, special activity, or exam.

Faculty Availability Policy:

Regularly scheduled office hours are held weekly and are posted. During this time students can “drop-in” for quick questions or assistance. Students wanting to meet with faculty regarding questions or inquiries outside of office hours will need to schedule an appointment through the Administrative Office Assistant or the Program Coordinator. Students are not excused from class, lab, or clinical participation to meet with another faculty member or the Program Coordinator.

Students need to be mindful that faculty have additional responsibilities. Students arriving minutes before class or monopolizing an instructor’s time while preparing for class will be turned away because they did not prearrange an appointment. Students need to prearrange an appointment so that the Program Coordinator and faculty can focus on the issue(s) at hand and can have an informed conversation with the student at a time convenient for everyone.

Student questions regarding course content, assignment assistance, or scheduling clarification will be answered during class time or after class, time permitting. Faculty will request students make an appointment if the inquiry is involved or requires additional information gathering and/or coordination.

Conversation Policy:

Students must use volume control appropriate for a professional office setting when in lecture, lab, or clinical sessions. Additionally, conversations must be kept suitable for a professional setting and on topic, refraining from HIPAA violations, slanderous talk, slang, and foul language when conversing with peers, patients, faculty, and/or staff. Furthermore, topics on sensitive subjects such as pay, religion, sex, and politics should be avoided.

When participating in patient care students must be respectful to all, mindful of making eye contact, smiling, and using appropriate mannerisms and language when admitting and dismissing patients. Students’ must be self-reliant and accurate using a professional tone when giving instructions, explanations of treatment, and post-op care. Patients must be brought to the front desk for dismissal. Students will communicate to the receptionist what procedures occurred in the clinic and what treatment is needed next. This is done verbally as well as by submitting a completed Routing Slip to the receptionist. Refer to the Clinic Manual for further detail.

Social and Electronic Media Policy:

Students must adhere to current legislation and HIPAA regulations. Students communicating electronically via social networking sites are held responsible for the content posted. Students will not photograph or post any information or images regarding the Program or internship sites. This includes facilities, faculty, staff, patients, procedures, curriculum content (exams), and fellow students, posting comments about faculty, staff, patients, procedures, curriculum content (exams), and fellow students, will result in program probation, continuing to engage in inappropriate social/electronic media communications will result in dismissal from the program.

Additionally, faculty and staff strongly advise limiting content posted to only include modest behavior. Content posted in poor taste, such as vulgarity and destructive behavior can prevent a student from participating in the internship experience or gaining employment. Dental professionals frequently search social media sites and the internet prior to allowing students the opportunity to intern or graduates the opportunity for employment. Be mindful of what you post, what you have posted in the past, and what others post about you, use censorship and good judgment when communicating electronically through all social media sites.

Cell Phone Policy:

Students must place cell phone in designated cell phone containment device in the beginning of class or clinic. If cell phone is in visible site, in a pocket, or the student is checking or engaging in text messaging, posting or photographing the student is subject to disciplinary action.

In the event of a family emergency the student should have others utilize the office phone 707-476-4250. Students in class or clinic will be notified immediately if an emergency occurs. Students can retrieve their cell phones when the lecture, laboratory, or clinical session is dismissed; this is at lunch hour and the end of the day.

Grading Policy:

Students must achieve a 75% or better, in all lecture, laboratory, and clinical components of a course, earning a "C" or better to progress. Additionally, nutrition and communications courses require a "C" or better. Satisfactorily completing all courses identified in the Program of Study is mandated to qualify for licensure and certification exams.

Students earning a 74%, or lower in any course components cannot progress. Additionally, all competency exams must be passed with a 75% or better to participate in clinical sessions.

Grades are non-negotiable and based on test scores as well as rubrics for assignments and activities participated in by the student in lecture, laboratory, and clinical sessions. Refer to course syllabi for further details.

Grades are entered in Canvas as a convenience to the student in assisting with determining their grade. Failing exams and assignments in lecture, laboratory, and clinical sessions is detrimental to students' grades and can result in failure of the course as well as Program dismissal due to federal (CODA) and State (DBC) mandates not being met.

Assignment Policy:

Students are required to turn in assignments at the beginning of class or clinic. Late assignments will not be accepted and extra-credit will not be offered.

Students arriving late or absent will not be able to turn-in assignments for credit. Fellow students are not permitted to turn-in assignments for peers. Students must be present to turn in assignments and must stay for the duration of the class to receive credit.

Exam Policy:

No talking or distracting behavior is allowed during lecture or laboratory exams. Students participating in discussion during an exam or quiz will receive a zero and disciplinary action will be taken.

Students sharing or copying answers during an exam or quiz will receive a zero and disciplinary action will be taken.

Students sharing content or revealing exam questions to others prior to the test will be given a zero and disciplinary action will be taken. This is considered cheating.

Students altering scantrons by not properly bubbling in with a #2 pencil or not adequately erasing bubbled in answers will not receive additional points once the exam have been handed back in class. Students are advised to keep a working pencil with a proper working eraser during all exams and quizzes, including practical exams. Students deceptively altering scantrons or bubbling in multiple answers to try to enhance their grade are subject to disciplinary action.

Students are not given additional time for practical (hands-on) tests, where a specific skill or duty is required. Lecture exams and some portions of practical exams qualify for special accommodations Please note that practical and written exams can be timed; students will be notified prior to the exam that it is a “timed test” and will be given the amount of allotted time prior to the beginning of the exam.

Students arriving late will be allowed to take the exam or quiz but will not be given extra-time to complete their exam or quiz. When the faculty indicates that allotted time is up, the student must turn in the exam. Students are not permitted to finish the exam at the end of the class period or skip class time to finish the exam.

Students absent are not permitted to take exams or quiz unless special accommodations have been prearranged. Laboratory and clinical exams cannot typically be made-up due to the nature of these types of exams.

Final Exam Policy:

Students unable to earn a 75% or better in one or more of the Dental Assisting Program co-requisites do not qualify to sit for the Final Exams in all co-requisites courses. Students cannot successfully complete part of the full-time curriculum cohort and repeat only portions of the full-time curriculum the following year. All full-time co-requisites must be passed in the same semester. This is requirement of the Dental Board of California and the Commission on Dental Accreditation.

Student Work Return Policy:

Faculty will enter grades in to Canvas within a two week period after the exam is administered or the assignment is collected. However, if an observed Holiday falls within the two week period, the faculty have an additional week to return the graded exam or assignment.

Please note that quizzes, exams, final exams, and assignments are not permanently returned to the students. Student work is kept by the Program Coordinator for assessment and CODA/DBC requirements. The program is mandated due to federal (CODA) and State (DBC) requirements to show student work during scheduled site visits and periodically when randomly audited. Student work is kept for five years as required.

Work Readiness Policy:

Students enrolled in the Program are being prepared for employment. To be successful in the workforce, students must develop skill sets and healthy work habits necessary for lasting employment.

Students are awarded five Pay Day Points for full participation in the activities and tasks assigned to each class, this includes lecture sessions and lab sessions, where all requirements, policies, and rules are followed as stated in the Program Handbook. Students begin the course with zero Pay Day Points. Pay Day points will be factored into the final course grade.

Students not participating in activities or tasks or not following requirements, policies, and rules or who are absent will not acquire any Pay Day Points for that class session(s). This includes those that are tardy or leave early.

Additionally disciplinary action for multiple offenses will affect the Work Readiness grade negatively. Students having work readiness points subtracted from their grade will be given written notification and meet with the Dental Assisting Program Coordinator.

Clinical and/or Internship Competency Level Policy:

Students participating in the clinical and/or internship setting must achieve a 75% or better in the lecture portion as well as the laboratory portion of the course. Those achieving a 74% or below in both the lecture and laboratory portions will be unable to participate in the clinical and/or internship setting. Students' grades are compromised from absences and can result in failure from missed activities and/or a deficiency in required hours. Not participating in clinical sessions will result in Program dismissal.

Additionally, to achieving a 75% in both the lecture and laboratory portion of a course, students are required to pass all scheduled RDA Skills Tests with a 75% or better assigned in each course. This is required to progress into the clinical setting and remain in the clinical and/or internship setting as the curriculum progresses throughout the academic year. Students must demonstrate preclinical competence by passing the scheduled RDA Skills Tests in DA 154, DA 155, DA 156, DA 164, and DA 165 with a 75% or better prior to performing the skill in the clinical and/or internship setting. Students achieving 74% or less will not be able to participate in performing the skill(s) in the clinical and/or internship setting until remediation has occurred and the student is able to "competently meet the stated criteria without assistance", if the student is not able to meet the criteria without assistance the student will be unable to participate in the clinical and/or internship setting after the remediation has been completed. Students' grades are compromised from absences and can result in failure from missed activities and/or a deficiency in required hours. Not participating in clinical sessions will result in Program dismissal.

Also, instructors utilize the Modern Dental Assisting, 13th Edition textbook procedures with the correlating competency from the workbook to determine competence level for some skills listed in the laboratory courses that are not included on the RDA Skill Tests. Students will be allowed to practice in the lab setting prior to evaluation with guidance and input from the instructor. The instructor will notify the student of the required number of satisfactory performances before final evaluation. Upon final evaluation, the students must demonstrate preclinical competence by "competently meeting the stated criteria without assistance." Students unable to meet the objective criteria on the MDA, 13th Edition competency without assistance and/or neglects safety protocol will be unable to participate in the clinical and/or internship setting until after the remediation has been completed. Students' grades are compromised from absences and can result in failure from missed activities and/or a deficiency in required hours. Not participating in clinical sessions will result in Program dismissal.

Internship Assignment Policy:

The Dental Assisting Program Coordinator assigns students to intern in local dental offices and clinics in the spring semester, typically beginning in February. Assignments are determined after the students have met all clinical assignment requirements supervised by instructors in the Dental Health Center during the fall semester and early spring semester (January/February).

Students are assigned at will by the Coordinator, and general dentistry is emphasized. Clinical days are Mondays and Wednesdays, one clinical day the student will be assigned to the Dental Health Center and the other to the internship site. Internship sites are contracted with College of the Redwoods Community College District and are required to meet set standards and requirements. The Program Coordinator works closely with the internship site, checking in weekly and visiting every 4 weeks. Students are required to complete and turn in weekly time sheets and are evaluated in the internship setting. The Program Coordinator reserves the right to retain authority and responsibility for the student and remove a student from the internship site assignment if deemed necessary.

Internship site assignment is contingent on the student meeting the following academic requirements:

- Achieving a 75% or better in the lecture and laboratory components of the cohort courses
- Achieving a 75% or better on all RDA Skills Tests, or successfully completing the remediation plan
- Achieving satisfactory performances by “competently meeting the stated criteria without assistance” on MDA 13th Edition Competency Sheets, or successfully completing the remediation plan.

Internship site assignment is contingent on the student meeting the following clinical assignments:

- Performing 6 vital sign assessments on Dental Health Center patients
- Performing 4 coronal polishes on Dental Health Center patients
- Performing 2 Full Mouth X-ray (FMX) surveys on Dental Health Center patients
- Performing 1 fluoride treatment on Dental Health Center patients
- Performing 2 topical placements on Dental Health Center patient
- Assisting in 2 restorative procedures on Dental Health Center patients
- Functioning as Sterilization Technician

Student Remediation Policy:

Students that score a 74% or lower on an RDA Skills Test or that are unable to meet the minimum competency level for the stated criteria without assistance when evaluated using the Modern Dental Assisting, 13th Edition textbook procedures outlined in the back of each chapter with the correlating Modern Dental Assisting, 13th Edition workbook competency sheet must remediate to perform the dental assisting skill in the clinical setting. This is a Commission on Dental Accreditation (CODA) and Dental Board of California (DBC) requirement. Students are notified immediately or within the next regularly scheduled lab session that remediation is required in order to perform the skill in the clinical setting.

The course instructor notifies the student that they will meet with the Program Coordinator for the required remediation and remediation contract which outlines a plan for remediation. The Program Coordinator issues the “Dental Assisting Remediation Contract” within three academic days of the student being notified. Students have one week to remediate after they have signed the “Dental Assisting Remediation Contract”. The Program Coordinator then re-evaluates the student’s performance. If the student’s performance does not improve they progress to probation, then dismissal.

Remediation and re-evaluation does not change the initial earned grade, but allows the student to continue in the Program and practice the skill in the clinical setting. Remediation for each skill is only allowed once. Those requiring remediation more than three times will be placed on probation. Additionally, students’ grades are compromised from missed activities due to required remediation and/or a deficiency in required hours from activities missed.

Student Referral Policy:

Students challenged by the academic rigor of the program will be referred to Disabled Services and Programs for Students (DSPS) to assist the student in developing strategies for success.

Additionally, students will be referred to the Behavior Intervention Team (BIT). The Behavior Intervention Team (BIT) provides prevention, intervention and resources for students in an effort to address student behavioral issues and promote academic success and safety through appropriate and timely responses. This is to assist the student and provide prevention, intervention and resources for students in an effort to address student behavioral issues and promote academic success.

Special Exam Accommodation Policy:

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first exam so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see the Program Coordinator or contact Disabled Students Programs and Services. Additionally, students may make requests for alternative media by contacting DSPS.

Covid-19, Power Outage, and Unforeseen Circumstance Accommodation Policy:

College of the Redwoods Dental Assisting program may require mandatory shut down during the 2022-2023 academic year. Please note that CODA and the DBC have strict attendance and requirement fulfillment mandates for graduates to qualify for graduation as well as become a candidate for the Registered Dental Assistant licensure exam. As a result of lost class time students may be required to have an extended semester(s) or program. It is possible that the program may have to continue throughout the winter, spring, and summer breaks of 2022-2023.

Remediation Contract

Dental Assisting Program Remediation Contract

Student Name: _____ Date: _____

Course: _____ Instructor: _____

RDA Skills Test score below a 75%:

Modern Dental Assisting, 13th Edition Textbook Procedure Competency Sheet (s) requiring instructor assistance in order to meet the stated criteria:

Modern Dental Assisting, 13th Edition Textbook Procedure Competency Sheet (s) requiring much instructor assistance due to student being uncertain and/or unprepared:

Remediation requirement plan for memorization, skill improvement and competency level increase:

Reevaluation Date: _____

To be filled out by the Program Coordinator at reevaluation date:

Above remediation requirements fully met:

☐ Yes

☐ No

Competency clearance to proceed in to the clinical setting:

☐ Yes

☐ No

I understand that I have been officially required to remediate due to incompetent and/or unsafe practice. I understand that remediation is required by the Commission on Dental Accreditation (CODA), the Dental Board of California (DBC), and College of the Redwoods Dental Assisting Program to remain in the Program as well as participate in the clinical and/or internship setting. Furthermore I understand that clinical and/or internship participation is a requirement of the Program and by not participating in the clinical setting I will be dismissed from the Program.

I received information on remediation during orientation and signed a verification prior to the first day of the academic year. I further understand that at reevaluation if the skill(s) is not performed competently and/or I continue to practice incompetently and in an unsafe manner I will be dismissed from the Program.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Original: Student File

Copy: Student

Professional Dress Code Requirements

Uniform requirements observe CDC Guidelines and OSHA regulations and are nonnegotiable. If a student cannot adhere to the Professional Dress Code Requirements, the student is subject to disciplinary act.

- Uniforms must be properly fitting, clean, buttoned-up completely, wrinkle free, and in good repair. No skin should be visible with properly fitting uniform and PPE, except for minimal amounts on head and neck. Pants should not drag or expose buttocks; uniform should not have any extra embellishments, or sweat shirts worn underneath or on top of the uniform. This is to exhibit professionalism as well as for safety, cross contamination, and infection control purposes.
- Hair must be clean, well groomed, neatly arranged and work appropriate. No unusual colors. Disorderly styles, messy buns, long pony tails, wispy pony tails, or layered pony tails are not permitted. Hair must be **tightly** secured off the face and shoulders as a safeguard. Hair falling forward entering the patient's mouth and/or touched with gloved hands is cross contamination. Additionally, hair embellishment or adornments are contaminated during patient care and should be limited to necessary items only. Furthermore facial hair must be kept neat and trimmed so that it can be contained and protected by a face mask. Hairstyle must be configured prior to entering the lecture, laboratory, or clinical settings. This is to exhibit professionalism as well as for cross contamination and infection protection purposes.
- Nails must be short and manicured, free from hangnails. No nail polish (including clear) or acrylic nails are allowed. This is a CDC guideline, and required because microbes leak through gloves. This is for cross contamination and infection protection purposes.
- Cosmetics and make-up need to be work appropriate. A clean polished look that is professional is best practice; avoid false eyelashes, glitter, bright colors, or anything dramatic such as cat eyes, designs or decals. This is to exhibit professionalism as well as for safety, cross contamination, and infection control purpose.
- Perfumes, colognes, and aftershave should be used in moderation. Strong smells or scents can be considered offensive when working with the public, fellow students, faculty, and staff.
- All jewelry must be unobtrusive in size, color, and shape, no larger than a quarter. Dangly earrings, multiple earrings, ear cuffs or bars, tragus piercings, bracelets, wristlets, multiple rings, large rings or rings with large stones are not allowed. Wedding bands are permitted. Necklaces must be completely concealed and under the uniform. Nothing is to be worn on the wrists, other than a medical ID. Watches, Apple I watches, and Fitbits are not allowed. This is to exhibit professionalism as well as for cross contamination and infection protection purposes.
- All oral and facial piercings or adornments, including gauges are not allowed. This is to exhibit professionalism as well as cross contamination and infection prevention purposes. Additionally, signifying by marking can be considered offensive when working with the public, fellow students, faculty, and staff.
- All body art, tattoos, and ecchymosis must be concealed and not visible. Signifying by marking can be considered offensive when working with the public, fellow students, faculty, and staff.
- Hands, wrists, facial surfaces, neck surfaces, and ears must have intact skin free of lesions or oozing sores or rashes. Eyes must be free from any active infection such as conjunctivitis. Any lesion compromising the uniform allowing it to become visibly soiled is prohibited by OSHA. This is for cross contamination and infection protection purposes.
- Personal and oral hygiene is mandatory. Personal daily cleanliness and brushing of teeth is required when working with others in close proximity and promoting a healthy lifestyle. Unsanitary smells or scents are considered offensive and unclean when working with the public, fellow students, faculty, and staff.
- Pockets **must be empty** in jackets, pants, and scrub tops. These are considered contaminated surfaces and storage of personal electronic devices, food, drink and cosmetics within the uniform is prohibited by OSHA regulation. This is for cross contamination and infection protection purposes.
- Black warm-up jackets or teal procedure gowns **must not** be worn to outside break areas or the cafeteria. Eating in contaminated jackets and gowns is prohibited by OSHA regulation. This is for cross contamination and infection protection purposes.

Rules for Classroom, Laboratory, and Clinic

If a student cannot adhere to Program rules, the student is subject to disciplinary act.

1. Adheres to uniform and dress code requirements at all times.
2. Wears appropriate Personal Protective Attire (PPA) while working in laboratory or clinical sessions.
3. Adheres to safety requirements, equipment instructions and regimented infection prevention protocols at all times.
4. Arrives on time, pays attention, follows oral and written directions, manages time well, cleans-up in a timely manner, and remains in class and clinical sessions until dismissed by instructor.
5. Refrains from disturbing others by entering late, exiting early, talking out of turn, engaging in side conversations, speaking during an exam, or participating in other distracting behavior.
6. Turns off cell phone or other electronic devices and stores in system provided by instructor or staff in all lectures, clinics, and laboratory sessions. Devices will be returned when class/clinic is dismissed.
7. Attentive during lecture, laboratory, and clinical sessions. Refrains from disrespectful behavior such as lying on desks and lounging in patient chairs. Resting in assistant or operator chairs during laboratory and/or clinical sessions is not allowed. Students need to be attentive, standing when assigned as roving assistant as well as when disinfecting and preparing the operatory as it is required in the field.
8. Courteous to fellow students, staff, faculty, and patients. Addressing dentists by their title such as Dr. Mattson. Addressing fellow students, patients, staff, and faculty by their complete first-name or preference.
9. Prepares for class in advance by reading the relevant assigned materials, reviewing syllabi, completing homework assignments or other assigned activities. Bringing syllabi and textbooks to class.
10. Stays in assigned seat during lecture and laboratory sessions. Stays in clinical and sterilization areas during the entire clinical session, asking for permission to leave clinical area.
11. Attends lecture, assigned laboratory and clinical sessions in the course. Students are held responsible for what transpired in class. All absences are recorded and no absences are excused. Attending other than assigned laboratory or clinical sessions is not allowed.
12. Stays focused on the task at hand throughout lecture, laboratory, and clinical sessions. Working on other course assignments or activities in class or clinic is prohibited. Taking notes is strongly advised. Utilizing clinical sessions to focus on the patient care experience and/or sterilization is necessary.
13. Functions as a constructive team member participating in A.M., P.M., and Lab Lists, working as a team to accomplish assigned tasks, leaving together as a team for breaks, lunch, or dismissal.
14. Refrains from eating or drinking, including water in lecture, laboratory, and clinical classrooms. Locker room is for storing a bagged lunch, but eating and/or drinking is prohibited. Eating and drinking are only permitted outdoors and in the cafeteria during given breaks. Lab /clinical jackets are not to be worn.
15. Refrains from applying cosmetics or brushing hair or other personal grooming procedures in the lecture, laboratory or clinical classrooms. Students should arrive on time, groomed, and in uniform ready to start the day.
16. Refrains from loud gum chewing or popping. Gum chewing is only allowed when students are responsible and inconspicuous. Students popping gum or not throwing gum in the trash will lose the privilege and will be made to clean-up.
17. Stores personal belongings and lunch in assigned locker room shelf. Assigned drawers are for purchased kit items and gloves only. Shoes should not be stored in drawer. Instructors and staff can inspect contents of locker room shelves or drawers at any time. Security will be called to confiscate items not allowed on campus. Refer to catalog Campus Policies and Regulations for further clarification.

Disciplinary Action

Student Actions Not Allowed:

Students engaging in the behaviors listed below risk dismissal from the Program and College. Dismissal and/or other consequences will be determined on a case-by-case basis by the Program Coordinator and the Dean of Safety, Health, and Physical Education (SHAPE) Division.

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Please note the following are not tolerated:

1. Cheating, copying, or falsifying.
2. Assaulting or restraining others.
3. Misusing, altering, damaging, or defacing property.
4. Disrupting or impeding instruction and/or patient care.
5. Belittling, intimidating, threatening, bullying, and harassing.
6. Displaying incivility, yelling, using vulgarity, or displaying unruly conduct.
7. Stealing, taking others property, or participating in unauthorized use.
8. Endangering the well-being of others and/or blatant disregard for safety.
9. Arriving intoxicated or under the influence compromising safety and ability to focus.
10. Attempting activities without supervision and/or outside of the scope of dental assisting.
11. Slandering, breaching confidentiality (HIPPA/FERPA), or procuring unauthorized files or supplies.
12. Selling or distributing drugs, alcohol, or controlled substance on campus or during Program activities.

Discipline/ Work Readiness Program: Work readiness points are deducted in canvas and the instructor documents why the points have been deducted. Students' offences are kept track in a "student file". Faculty document each disciplinary action taken. Disciplinary actions are cumulative and program probation can be initiated by any faculty or staff when patterns of disruptive behavior are identified.

First Offence/ Written Warning: Students breaking rules or not meeting requirements, and/or displaying disrespectful behavior are warned by receiving a written warning requiring their signature and the faculty or Program Coordinator's signature. This document is kept in their student file and a copy is provided to the student. Work Readiness Points are not rewarded for the class the offence and verbal warning occurred in. It is expected that the student will adhere to the rules, requirements, and/ or respectful behavior in the future.

Second Offence/ Program Probation Warning: Students continuing to break rules, not meeting requirements, and/or displaying disrespectful behavior are written up by the faculty and/or Program Coordinator and are deducted the daily work readiness points for all classes held that day. Remediation may require additional reading and writing assignment on a given topic. Remediation assignment's due dates are determined by the Program Coordinator. The student signed Program Probation Warning document is kept in the student file, and a copy is forwarded to the Director of Health Occupation, Roberta Farrar and a copy is given to the student.

Additionally, if the Program Coordinator and Director deem it appropriate the Behavioral Intervention Team (BIT) will be contacted regarding the behavior or pattern of behavior. BIT will meet with referring faculty and create a plan of intervention most appropriate. BIT will continue to be in communication with faculty throughout the process. The goal is to support the student and faculty throughout the process until the issue at hand has been maximally addressed.

Third Offence/ Program Probation Contract: Students violating safety guidelines or students continuing to disregard rules, requirements, respect, and previous verbal and written warnings are written up by the faculty and/or Program Coordinator, and all work readiness are deducted from the work readiness grade for that week. Additionally, the student is required to sign a contract to continue in the Program. After the document is signed the student is dismissed for the day regardless of the time of the offense and/or the activities, assignments, or exams administered that day. The student will be ineligible to make up exams, assignments, or hours missed due to dismissal. The Program Probation Contract is kept in the student's file and a copy is forwarded to the Director of Health Occupations, Roberta Farrar. A copy is also given to the student.

Fourth Offence/ Program Dismissal: Students violating safety policy and protocol or continuing to disregard rules, requirements, respect, and previous signed contract are dismissed from the Program. The student is then required to meet with the Program Coordinator, Hillary Reed, and Director of Health Occupations. Additionally other College administrators may be present at the exit interview. During the exit interview the student's file will be reviewed. Fees are nonrefundable and the student will be able to collect all personal belongings at an assigned time. Program repeatability is compromised due to the nature of the offenses committed.

Disciplinary Action Forms

Dental Assisting Program Written Warning

Student Name: _____

Date: _____

Offense: (Briefly describe who, what, when, and where)

Points Deducted from Work Readiness Grade and Course Number: _____

I understand that I have been officially warned and that I have not complied with a Program policy, requirement, and/or rules stated in the Program Handbook which I received during orientation and signed a verification prior to the first day of the academic year. I further understand that the next offense will result further disciplinary action.

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Original: Student File

Copy: Student

Dental Assisting Program Probation Warning

Student Name: _____

Date: _____

Current Offense: (Briefly describe who, what, when, and where)

Previous Warning:

Work Detail or Remediation Requirement: (who, what, when, and where)

Points Deducted from Work Readiness Grade and Course Number: _____

I understand that I have not complied with a Program policy, requirement, and/ or rule stated in the Program Handbook which I received during orientation and signed a verification prior to the first day of the academic year. Furthermore I understand that the next offense will result in Program Probation and an additional deduction of Work Readiness points. I also understand that the next offense will require I meet with the Program Coordinator and Director of Health occupations, Roberta Farrar and that I will be on Program probation jeopardizing Program continuance, resulting in possible dismissal.

Student Signature: _____

Date: _____

Coordinator Signature: _____

Date: _____

Original: Student File

Copy: Director Health Occupations

Copy: Student

Dental Assisting Program Probation

Student Name: _____

Date: _____

Current Offense: (Briefly describe who, what, when, and where)

Previous Warnings:

Day of Dismissal and Activities Missed: (briefly describe who, what, when, and where)

Points Deducted from Work Readiness Grade and Course Numbers: _____

Meeting Date, Time, and Attendees:

I understand that I have continued to not comply after sufficient warnings, with Program policies, requirements, and/ or rules stated in the Program Handbook which I received during orientation and signed a verification prior to the first day of the academic year. I further understand that I am on Program Probation and all Work Readiness points have been deducted. I understand if I have another offense it will result in immediate Program dismissal.

Student Signature: _____

Date: _____

Coordinator Signature: _____

Date: _____

Director's Signature: _____

Date: _____

Original: Student File

Copy: Director of Health Occupations

Copy: Student

Dental Assisting Program Dismissal

Student Name: _____

Date: _____

Current Offenses: (Briefly describe who, what, when, and where)

Brief Summary of Previous Offenses:

Collection of Personal Belonging Date and Time:

I understand that I have repeatedly not complied after three warnings, and a probation period with Program policies, requirements, and rules stated in the Program Handbook which I received during orientation and signed a verification prior to the first day of the academic year. I understand that due to my actions I am now dismissed from the Program because of continued behavior detrimental to continuance.

Student Signature: _____

Date: _____

Coordinator Signature: _____

Date: _____

Director Signature: _____

Date: _____

A copy of this document and contents of student file will be forwarded on to Administrative Services.

Original: Student File

Copy: Director of Health Occupations

Copy: Student

Dental Assisting Program Verification

This form requires student signature and information. It should be completed and turned in on the second day of orientation, Wednesday, August 18th.

Student's Legal Name (Printed): _____

Student's ID Number: _____

Student's Social Security Number: _____

Student's Birthdate: _____

Emergency Contact Name and Number: _____

Student's Phone Number: _____

Student's Current Address:

If your name, address, or phone number changes throughout the academic school year you are required to notify the Dental Assisting Program Administrative Office Assistant in AT 101.

I, as a Dental Assisting Program student, understand the information provided in the Program Handbook, including notifications, and requirements such as essential functions, programs of study, accreditation/ approval, eligibility for licensure and certification, requirements and policies, grading scale, classroom and clinical rules, as well as disciplinary action. I further understand that I am responsible for knowing all the information provided and agree to abide by the Handbook in its entirety. I understand non-compliance can result in deregistration, probation, and dismissal.

Student Signature: _____

Date: _____

