

## Personal Fitness Trainer Student Handbook

### Table of Contents

#### I. Program purpose, technical standards

#### II. Policies and Procedures

- Program Progression
- Student Complaint Procedure
- Grade Change Policies
- Program Completion

#### III. Clinical/Practicum Policies

- Professional Behavior
- Ethics and Confidentially
- Safe / Unsafe Clinical/Practicum

#### IV. Progressive Discipline

#### V. Safety and Health Information

- Professional Risks
- Health Insurance
- Accidents / Exposure
- Environment of Care (EOC)
- Health Insurance Portability Accountability Act (HIPAA)
- Substance Abuse
- Criminal Background

Welcome:

The Austin Community College Personal Fitness Trainer Student Handbook has been compiled by the Personal Fitness Trainer faculty to provide information pertinent to students in the Personal Fitness Trainer program.

The handbook should be used as a supplement to the Austin Community College Student Handbook.

The Personal Fitness Trainer program prohibits discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability

We wish you success in the pursuit of your educational goals.

## I. PROGRAM PURPOSE

The Personal Fitness Trainer Program offers an educational avenue for individuals interested in a career in the fitness industry as a personal fitness trainer. The program offers a curriculum that integrates practical learning skills with current exercise related principles such that the graduate can enter the workforce as an employee with the practical, educational and interpersonal skills needed to function as a personal fitness trainer. The program also provides the opportunity for professional development, general public education through integration of classes with CE and preparation for national exams offered through ACE, NSCA and ACSM.

## TECHNICAL STANDARDS

### **Technical Standards and Essential Functions**

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs with or without reasonable accommodations due to a documented disability. Students are required to meet technical standards and essential functions for the Personal Fitness Trainer program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

The student must demonstrate the following abilities:

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and practicum experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her.	Visual (corrected as necessary) <ul style="list-style-type: none"> <li>• Able to read small print on dials and LED displays and set parameters on PT equipment</li> <li>• Able to visually discriminate postural, musculoskeletal positions of the body, and color changes of skin.</li> <li>• Assess the environment at a distance.</li> </ul> Auditory (corrected as necessary) <ul style="list-style-type: none"> <li>• Recognize and respond to soft voices, auditory timers, and emergency alarms</li> <li>• Distinguish between normal and abnormal lung sounds and evaluate blood pressure.</li> </ul> Tactile <ul style="list-style-type: none"> <li>• Palpate a pulse and detect changes or abnormalities of surface texture, skin, muscle tone, temperature and locate boney prominences.</li> </ul>
Communication	Ability to communicate effectively using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the facility team.	<ul style="list-style-type: none"> <li>• Transmit information to clients, fellow students, faculty and staff, and members of the facility.</li> <li>• Prepare, receive and interpret written communication in both academic and off-site locations.</li> </ul>
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and	<ul style="list-style-type: none"> <li>• Able to provide emergency treatment to clients (CPR/AED).</li> </ul>

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
	emergency treatment.	<ul style="list-style-type: none"> <li>• Possess manual dexterity necessary to manipulate equipment that would include equipment pins, knobs and gauges.</li> <li>• Ability to lift 45 pounds.</li> </ul>
Intellectual	Ability to collect, interpret and integrate information necessary to make sound client program recommendations.	<ul style="list-style-type: none"> <li>• Read and comprehend relevant information in reference and professional literature.</li> <li>• Integrate, retain and synthesize information to apply appropriate recommendations for client programs.</li> <li>• Apply knowledge to new situations for appropriate program design alterations.</li> <li>• Complete tasks, within required time limits.</li> </ul>

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
Behavioral and Social Attributes	Possess the emotional health and stability necessary to work with others in a professional setting-	<ul style="list-style-type: none"> <li data-bbox="1052 323 1414 510">• Able to develop professional relationships with clients and other members of the facility in both dress and demeanor.</li> </ul>

## II. POLICIES AND PROCEDURES

Students enrolled in ACC Personal Fitness Trainer program are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the ACC Student Handbook.

### ACADEMIC DISHONESTY:

Academic integrity is an essential component of professional behavior in the Personal Fitness Trainer program. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the program.

The ACC Personal Fitness Trainer program follows the college's general policies on academic integrity as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the

ACC website at: <http://www.austincc.edu/handbook/index/htm>.

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Definition:

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or PDA's for calculation, approved calculators allowed), talking to another student during the test, or looking at another student's test during the examination, removal of privacy screen on computer.
- Plagiarizing - when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner

- Unauthorized collaboration / collusion with another in preparing outside work for fulfillment of course requirements.
- Unauthorized entry into test banks or examinations
- Assisting others in academic dishonesty
- Sharing the details of an examination/competency check-off with other students.
- Having a copy of the examination outside the time and place of test administration or review.

#### Program Progression:

In order to successfully progress through the Personal Fitness Trainer program, the student must:

- Complete pre-requisite courses before progressing in the program.
- Achieve a minimum grade of “C” in all personal fitness trainer courses.
- Satisfactorily meet course objectives.

#### Student Complaint Procedure:

The Personal Fitness Trainer program follows the college’s policies for student complaints as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus’s administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/gen3.php>.

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint

#### Sexual and / or Racial Harassment Complaints:

If a Personal Fitness Trainer student has a complaint regarding sexual or racial harassment then the student should refer to the ACC Student Handbook for the policy and procedure related to sexual and racial harassment.

<http://www.austincc.edu/handbook/policies3.php#sexual>.

#### Grade Change Policies and Procedures:

The ACC Personal Fitness Trainer program follows the college's policies on grade change as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/index/htm>.

#### Assignment of Grades:

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean.

#### Grade Change Appeal:

If a student believes that an error has been made in the assignment of a grade, he or she should follow the "Procedures to Resolve Grade Disputes". ACC website at: <http://www.austincc.edu/handbook/policies2.php>.

#### Program Completion:

The ACC Personal Fitness Trainer program requires all completers of the Personal Fitness Trainer certificate and the AAS Personal Fitness Trainer degree to pass a departmental exit exam with a minimum score of 70%. The departmental exit exam will be held at the completion of the student practicum. The exam will be cover all material discussed in program specific courses and will have the following policies:

- Those who do not reach the minimum passing score will have the opportunity to take the exam a second time.
- If a passing score is not reached a second time, the student must take an Incomplete for the practicum, review the material that they are scoring poorly in, and take the exam for a third time in the subsequent semester.
- If the third score is not at a passing score, the student will not pass the practicum and must re-enroll in the practicum.

Students in the Fitness Specialist certificate are not required to take the exit exam. All students are required to have current CPR and AED certification to complete the program.

### III. Clinical/Practicum Policies

#### PROFESSIONAL BEHAVIOR:

Faculty of Austin Community College and the Personal Fitness Trainer program have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Personal Fitness Trainer students, while representing Austin Community College at any

clinical/practicum agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and clinical/practicum agency policies during each clinical/practicum experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical/practicum practice may result in the use of the Progressive Discipline Policy outlined in the Personal Fitness Trainer Student Handbook

#### Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

#### SAFE / UNSAFE CLINICAL/PRACTICUM PRACTICES:

The Personal Fitness Trainer program identifies safety as a basic human need. A safety need can be identified as physical, biological, and /or emotional in nature. Safe practices are a requirement of each program in the Health Sciences division.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the clients, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the Personal Fitness Trainer Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

**Physical Safety:** Unsafe behaviors include but are not limited to:

- lack of proper protection of the client which potentiates injury.
- failure to perform pre-procedure safety checks of equipment.

**Biological Safety:** Unsafe behaviors include but are not limited to:

- improper administration of exercise techniques / choices.
- performing actions without appropriate supervision or approval.
- failure to seek help when needed.
- attending clinical/practicum while ill.

**Emotional Safety:** Unsafe behaviors include but are not limited to:

- threatening or making a client or bystander fearful.
- providing inappropriate or incorrect information.
- failure to seek help when needed, unstable emotional behaviors.

**Unprofessional Practice:** Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with clients, family members, or staff, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical/practicum or classroom setting.
- Breach of confidentiality in any form
- Falsifying data in a client health record
- Misrepresenting care given or any action related to the clinical/practicum experience.
- Recording, taping, taking pictures in the clinical/practicum setting without expressed consent.
- Leaving the clinical/practicum area without notification of faculty and clinical staff or supervisor.

#### IV. PROGRESSIVE DISCIPLINE:

The Personal Fitness Trainer Faculty are committed to assisting students to be successful in the program. Therefore, Personal Fitness Trainer students who are not meeting courses objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

##### Step 1: **Warning**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

##### Step 2: **Conference and Probation**

The student meets with the instructor and off-campus supervisor and, in a formal conference, review the performance deficit. A written Health Science Conference Report will identify specific course/program objectives not met and a remediation plan / contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful. The student and faculty will review and sign a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

Probation action is implemented for:

- Unsatisfactory clinical/practicum performance
- Unsatisfactory clinical/practicum attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical/practicum practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical/practicum practice that compromises patient or staff safety
- Behavior which compromises clinical/practicum affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program.

### Step 3: **Withdrawal**

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of client confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes client, student staff, or preceptor safety
- Unprofessional behavior that seriously jeopardizes practicum affiliations.

- NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.

#### V. Health and Safety Information:

##### PROFESSIONAL RISKS:

Interactions with clients in the practicum carry inherent risks to both the client and student including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

##### HEALTH INSURANCE:

The College does not provide personal health insurance coverage for students. All Personal Fitness Trainer students are encouraged to carry some type of personal health insurance. Information about health insurance is available at: [www.austincc.edu/ehs/Insurance](http://www.austincc.edu/ehs/Insurance) under Optional Student Health Insurance.

##### ACCIDENTS / EXPOSURE:

###### Medical Professional Liability Insurance

Medical professional liability insurance is required for each Health Science student enrolled in a clinical/practicum course with client contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.

###### Accident insurance:

Student accident insurance coverage is required for students participating in certain college sponsored laboratory / clinical activities. The maximum medical benefit is \$10,000 per student with a \$25.00 deductible. The student is responsible for the \$25.00 deductible. For covered classes, the student pays an insurance fee at the time of registration.

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical/practicum classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/practicum/classroom. For the most updated information, see [www.austincc.edu/ehs/Insurance](http://www.austincc.edu/ehs/Insurance).

##### Accident Procedures

- Provide first aid for the student sufficient to get the situation under control.
- If the accident occurs on campus, campus police are notified.
- If the accident occurs in the clinical/practicum area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
- If it appears that a physician should see the student, he or she may chose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
- The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an itemized medical bill before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:

Austin Community College  
 Risk Management Department  
 9101 Tuscany Way  
 Austin, TX 78754  
 Phone: 223-1015 Fax: 223-1035

- The student submits a copy of the completed insurance form and HIPAA release form to the Assistant Dean of Health Sciences immediately after the incident.
- The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
- The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier & medical provider.

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FORMS ARE AVAILABLE IN PUBLISHED COURSE MATERIALS and on the web

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.004>

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.003>

### EXPOSURE RESPONSE

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferable within

one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical/practicum instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Department Chair to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

## **HIPAA**

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case students and care plans), all Personal Fitness Trainer students must complete an online training module. Students are not allowed to enter the clinical settings / fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation. ACC Website: <http://www.austincc.edu/hipaa/training/>

## **SUBSTANCE ABUSE POLICY:**

The well-being of clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Personal Fitness Trainer program has adopted a substance abuse testing program wherein a student who is participating in clinical/practicum courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of co-ordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

## Testing Procedure

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
  - A. The student will sign a consent to undergo drug screening.\*
  - B. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Dean of Health Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process the student will have the opportunity to:
  - A. Explain the cause of the positive drug screen.
  - B. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the ACC Student Handbook.
10. If drug screen is positive and unexplained, unverified via the Medical Review Officer, the student will be:
  - A. Dismissed from the program and
  - B. Reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up

assignments. The student will be subject to all other objectives related to safe behavior and care of clients.

13. Readmission to the program is based on program admission policies.

\* Please refer to the Consent for Drug Screening form located in the Appendices

section at the end of this handbook.

NOTE: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.

### Criminal Background:

Successful completion of a criminal background check is not required for admission and continuation in the Personal Fitness Trainer program unless the student is placed at a clinical/practicum site that requires a criminal background check. Criminal background requirements are found at

<http://www.austincc.edu/health/background.php>

Background checks will be honored for the duration of the student's enrollment in the clinical/practicum course.

It is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program.

### Emergency Instructions

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See the ACC Student Handbook or

<http://www.austincc.edu/handbook/emergency.php>.

#### **General Emergencies**

To reach the ACC Police Department dial 222 from any campus phone or 223-7999 from any cell phone, pay phone, or off campus. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

#### **Medical Emergencies**

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact the ACC Police Department by dialing 222 from

any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.

### **Severe Weather/Outdoor Hazards**

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators.

Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

### **Fire**

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

- Leave the building through the nearest exit
- Take personal belongs if they are in the same room
- Close all doors behind you. Do not lock them
- Report to fire evacuation rally location. You must be accounted for at rally location.
- Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal “all clear” signal.

### **Gunman on Campus**

Students or staff who see an armed person or receive information that an armed person is on campus should to take the following steps.

- Contact the ACC Police Dispatch by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.
- Turn off lights, close and lock doors.
- Get on the floor out of the line of fire. Seek available cover.
- Wait until an “All Clear” given by a police officer or authorized, known voice.

### **Contacting a Student in an Emergency**

With thousands of students at different locations, it is not possible for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule.

When students anticipate someone may need to contact them on campus, they should leave the necessary information in the campus manager’s office. Under no circumstances will ACC permit persons to search for students on campus.

The FERPA statement should be placed in the program handbook under general policies or similar heading.

#### Family Education Rights and Privacy Act

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.