

NON-ACADEMIC POLICIES & PROCEDURES

DRESS CODE

This covers expected standards for dress in academic settings, in addition to all other functions of the School, to include professional meetings. Students are also expected to abide by any affiliate's dress code which may be more specific than MTSA's policy. Above all, at all times the student is expected to use common sense in dress. Any violation of this dress code may subject the student to an audience with and/or disciplinary action by the Progressions Committee.

All students are expected to present themselves in a clean, neat, and well-groomed manner. The following standards apply:

1. **Clothing:**
 - a. **Classroom:** Students may wear their surgical scrub clothes to class. All clothes must be modest, neat, and clean.
 - b. **Professional** (To include AANA or TANA meetings and when giving class presentations): The attire must be "professional" to include at minimum a dress shirt and tie for men with khaki or dress pants.
2. **Jewelry:** Jewelry is to be limited to no more than one ring per hand (wedding set counts as one ring), no more than one earring per earlobe (dime size or smaller and only in the earlobes), and no necklaces. Jewelry is to be modest in appearance and moderate in quantity, with no visible body piercing or subcutaneous implants.
3. **Tattoos:** In both the classroom and professional settings, students will not have visible offensive tattoos. Such must be covered at all times. Any visible tattooing must be moderate in amount.
4. **Hair:** Hair must be neat and clean and out of the face at all times.
5. **Facial Hair:** Facial hair must be neat, well-trimmed and not to exceed three inches in length.
6. **Fingernails:** Fingernails must be neat and clean, not longer than 1/4th inch beyond the end of the fingertip. Polish is to be of a single color (clear, pale, pink, white, or red) with no adornments; no black, green, blue, or dark colors.
7. **Aromas:** Any offensive or overpowering odor is to be called to the attention of the student as soon as it is noticed. This includes the personal hygiene responsibilities of each student.
8. **Gum chewing:** Students are to use good judgment and demonstrate appropriate discretion and respect in deciding when gum chewing is acceptable. In the classroom setting, it is never acceptable for students to chew gum while making presentations. In professional settings, it is never acceptable for students to chew gum while making presentations or interacting with officials, such as TANA officers or state legislators.

EMERGENCY RESPONSE PLAN

MTSA has an Emergency Response Plan (ERP) set to appropriately respond to various types of emergencies. The ERP is an all-inclusive approach to various crises that might occur on our campus. The plan describes how the School will

respond to emergencies that would suddenly and significantly affect our campus. The plan is part of the Annual Security Report which is available at <http://mtsa.edu/about/compliance/> as well as by email at compliance@mtsa.edu.

The school will hold at least one (1) fire drill each year. Other drills may be held at the discretion of the President's Council and the school Safety Officer. If a student notices an emergency situation, they should notify the nearest staff or faculty member of the problem.