**School of Practical Nursing**

**2018-2019Student Handbook / Code of Conduct**

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***Wayne-Finger Lakes BOCES***

***Adult and Continuing Education***

**315-332-7374**

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| **Main Campus****W-FL BOCES Regional Support Center**Health Careers121 Drumlin CourtArcadia BuildingNewark, NY 14513**Instructional Service Center**Monroe Community Hospital435 East Henrietta RoadRochester, NY 14620 |

**www.wflboces.org**



 **2018-2019 CLASS SCHEDULES**

|  |  |  |
| --- | --- | --- |
| **Semester Start Date** | **Semester End Date** | **Hours** |
| September 10, 2018 | February 4, 2019 | 450 |
| February 5, 2019 | June 20, 2019 | 450 |
| June 21, 2019 | August 22, 2019 | 225 |

**HOURS**

**Monroe Community Hospital (Evenings)**

**Classes:** **September –January:** Monday - Thursday: 4:00pm-9:30pm

 **January – August:** Monday & Tuesday: 4:00pm-9:30pm

 **September-August**: Saturday: Assigned 2 hour block between

 8:00am-4:30pm

**Lab:** **September –February:**

Monday – Thursday (One assigned day per week)

9:30pm-11:30pm

 Saturday: Assigned 2 hour block between 8:00am-4:30pm

**Clinical:**  **January-August:**  Wednesday & Thursday: 4:30pm-11:OOpm &

Assigned Saturdays: 7:00am-3:30pm

**Monroe Community Hospital (Days)**

**Classes:** **September – January:** Monday - Thursday: 8:30am-2:15pm

 **January – August:** Monday & Tuesday: 8:30am-2:15pm

 **September-August**: Friday: Assigned 2 hour block between

 8:00am-4:30pm

**Lab:** **September –February:**

Monday – Thursday: (One assigned day per week)

2:30pm-4:30pm

 Friday: Assigned 2 hour block between 8:00am-4:30pm

**Clinical:**  **January-August:**  Wednesday & Thursday: 7:00am-3:30pm

**Newark Days**

**Classes:** **September –January:** Monday - Thursday: 8:30am-2:15pm

 **January – August:** Wednesday & Thursday: 8:30am-2:15pm

 **September-August:** Friday: Assigned 2 hour block between -

 8:00am-4:30

**Lab:** **September –February:**

 Monday – Thursday:

(One assigned day per week) 2:30pm-4:30pm

 Friday: Assigned 2 hour block between 8:00am-4:30pm

**Clinical:**  **January-August:**  Monday & Tuesday: 7:00am-3:30pm

**\*\*Clinical days may need to be adjusted per health care facility scheduling. Adjusting means potential for clinical days to be completed on a Friday, Saturday or Sunday.**



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Wayne-Finger Lake BOCES is fully accredited by the Council on Occupational Education (COE). The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council’s education process is conducted on behalf of more than 181,000 students across the nation who pursues careers in a variety of technical fields.



The Wayne-Finger Lakes BOCES Practical Nursing Programs are credited and registered with the New York State Education Department, Albany, New York. The programs are governed by the Office for the Professions. Johanna Duncan-Poitier, Senior Deputy Commissioner of Education P-16, is responsible for the re-registrations of each Practical Nursing Program. Additionally, the program is approved by the *New York Division of Veterans’ Affairs* for the training of Veterans and approved by the *New York State Education Department* for the training of Individuals with Disabilities.

**I. STATEMENT OF PHILOSOPHY**

The W-FL BOCES NURSING PROGRAM is committed to providing students with a learning environment in which mutual respect is evident and where students can work to achieve their potential. All members of the school community have the responsibility to maintain a safe and orderly school environment conducive to learning and respectful to all people and property.

**Mission**

We will empower the Practical Nursing students with the knowledge and standards necessary to enable him/her to serve as role models and leaders as they practice the Art and Science of Licensed Practical Nursing. The skills obtained will be used to meet the health care needs of our community.

**Vision**

Nursing education is an ongoing process of lifelong learning in the pursuit of excellence and licensure.

**Code of Conduct**

The WFL BOCES Nursing program Code of Conduct represents a problem-solving approach designed to include students and staff.

Implementation of the Code of Conduct by individual buildings will follow the principle of progressive discipline as outlined in the individual implementation plan. Instances of misbehavior will be handled effectively, fairly and equitably. The overall goal is to be sure students are in an environment where they can thrive.

Every member of this school community is expected to work together to modify behaviors that interfere with the learning process.

**II. DEFINITIONS FOR STRENGTHENING UNDERSTANDING**

 **WITHIN THE CODE OF CONDUCT**

* **Administrative Team**- consists of the Coordinator of Incarcerated Education, Adult Literacy and Health Care Programs; Coordinator for Health Programs and the Practical Nursing Coordinator.
* **Appeals process -** a formal administrative procedure given in writing by a student to the case manager requesting a reconsideration and possible reversal of a decision.
* **Bullying -** Aggressive, intentional behavior where one person or persons attempts to exert power over another, harming them mentally or physically through coercion, manipulation, intimidation or violence, and when asked to stop refuses to do so.
* **Civility -** conduct and/or action of politeness and courtesy where this behavior is an expectation towards others; this behavior will promote a positive atmosphere that will enhance the learning and teaching process.
* **Competence -** the ongoing ability of a person to integrate knowledge, skills, judgment, and personal attributes to practice safely and ethically in a designated role and setting.
* **Consequence -**end result, either positive or negative, to an action or reaction.
* **Criteria -** A standard, rule or test on which a judgment or decision can be based.
* **Disruptive student behavior** **-** behavior from a student that substantially disturbs or distracts from the educational process or interferes with the instructor’s ability to manage and teach students.
* **Due Process -** an established course designed to protect the legal rights of the individual.
* **Fair -** doing what is reasonable and in the best interest of the individual and/or group.
* **Firearm -** is defined in 18 USC §921 for the purposes of the Gun-Free Schools Act.
* **Inappropriate behavior -** behavior that interrupts the learning process or that negatively influences a person’s physical or psychological comfort or security.
* **Insubordination -** a constant or continuing intentional refusal to follow a written or verbal directive given by a designated person in authority. (ie: includes, but not limited to, regularly assigned administrators, instructors or designee).
* **Intervention -**the modification of an event by school personnel to promote a safe physical and psychological environment for all members of the school community.
* **Involuntary withdrawal -** Administrative removal from the nursing program based on defined criteria or standards.
* **Misconduct -** intentional, deliberate violation of an established standard/law.
* **Plagiarism -** the practice of taking someone else’s work or ideas and passing them off as one’s own, without giving recognition to the author. This action could be considered a criminal offense and could be grounds for dismissal from the program.
* **Principles -** core values that demonstrate how individuals should conduct themselves and relate to each other. They encompass a set of beliefs which provide the reasons for the rules and the motivation for following them.
* **Procedure -** A traditional or established way of doing things.
* **Professionalism** **-** behaving appropriately and effectively in dress, words, and actions; maintaining the standards of the nursing profession.
* **Respect -** to show consideration, admiration or regard for someone or something through words and actions.
* **Rules -** based on the principles (core values), they identify acceptable and unacceptable behavior that is observable, clear, specific and enforceable.
* **School property -** means in or within any building, structure, parking lot or land contained within the real property boundary line of a school, or as defined in Vehicle and Traffic Law §142.
* **Violent student behavior** -behavior occurring on or around school property, before, during or after the school day, that endangers self, others or property.
* **Voluntary withdrawal -** when an individual chooses to remove themselves from the nursing program for reasons important to the individual.
* **Weapon -** refers to the definition of firearm in the Gun-Free Schools Act.Any item that could cause physical harm to someone depending on intent and use (can include, but is not limited to: BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other device, instrument, material or substance.

**III. STUDENT RIGHTS AND RESPONSIBILITIES**

All students, coordinators, instructors, staff and essential partners of the nursing school community are entitled to expect proper regard for their rights and welfare.

The W-FL BOCES Nursing Program is committed to safeguarding the rights given to all students to promote a safe, orderly, and civil learning environment.

**Student’s Rights include, but are not limited to, the right to:**

* An education in a safe, appropriate, civil learning environment.
* Be treated equally regardless of race, color, creed, national origin, religion, gender, disability or any other category of individuals protected against discrimination by federal, state or local laws.
* Access school rules and when necessary, receive an explanation from school personnel concerning rules that are unfamiliar or confusing.
* A school community that is chemical free.
* An explanation of evaluating, marking/grading procedures.
* A copy of the school classroom and clinical academic and behavioral expectations.
* Ask questions when they do not understand.
* Have access to school personnel for appropriate voicing of ideas, opinions and/or concerns.
* Use of school computers, software and internet, with authorization/approval by staff, for program assignments and research.
* Have due process and to present their version of events in instances where disciplinary penalties may need to be imposed or grievances filed (see Grievance Procedure page 14).

All students have the responsibility to maintain a safe and orderly school environment that is conducive to learning and respectful to all people and property.

The W-FL Nursing Program is a place where students have the opportunity and responsibility to learn, develop and demonstrate the nursing and social skill competencies that are required for success in the healthcare field.

**Student Responsibilities include (but are not limited to):**

* Help to maintain a safe, orderly school environment that is conducive to learning and demonstrates a respect for all persons and property.
* Become familiar with and abide by all program policies, rules and regulations.
* Attend class and clinical every day, and be on time and prepared to learn and perform.
* Be familiar with and abide by the program Attendance Policy (page 16) as mandated for licensure by the New York State Education Dept.
* To sign in when late and sign out when leaving early from class.
* A pregnant student in the Practical Nursing Program is required to make her condition known to their *Case Manager* or the *Coordinator of Health Programs* as soon as possible. Students who are pregnant during their nursing studies may continue in the program with the approval of their attending physician or health care provider. A physician’s release will be required. (Forms are provided by W-FL BOCES.)
* To notify your clinical site by phone, before 7 a.m., when you are going to be late or absent.
* Strive for the highest levels of achievement in all academic and clinical areas.
* Complete all assignments as given.
* Respond to directions and information given by instructors and school and clinical site staff in a positive and respectful manner.
* Ask questions when they don’t understand.
* Express ideas, opinions and concerns with civility to appropriate personnel.
* Work to develop and demonstrate effective skills for controlling and expressing anger and frustration.
* Seek help in resolving issues that might lead to unintended consequences.
* Accept responsibility for actions and in-actions.
* Notify instructor immediately of any illness or injury. (Students may be sent home at the coordinator’s discretion with subsequent loss of hours).
* Know and adhere to the Dress Code Policies (page 20) for both classroom and clinical.
* Be chemical free unless medications are being prescribed and monitored by a healthcare provider.
* Conduct themselves as representatives of the W-FL BOCES Nursing Program when participating in or attending program sponsored events and off-site placements by displaying the highest standards of conduct.
* Always communicate with respectable words and tone.
* Work with instructors, coordinators and case managers to develop stronger social skills that may include (but are not limited to): dealing with anger and frustration, managing stress, recognizing and responding to feelings of self and others, problem solving and decision making.
* Restrict the use of cell phones to assigned times and places according to the cell phone policy (page 22).
* Use social networking sites responsibly to avoid civil and criminal liabilities involving defamation, copyright, infringement and/or confidentiality rights.

**IV. ESSENTIAL PARTNERS**

 **RIGHTS AND RESPONSIBILITIES**

The Wayne-Finger Lakes BOCES Partners have a right to expect proper mutual respect, environment conducive to learning, and accountability of both students and instructors.

**Partners include, but are not limited to:**

* Clifton Springs Hospital and

 Clinic

* Newark Hospital/DeMay Living

 Center

* Monroe Community Hospital
* Rochester Regional Health System
* St. Ann’s Community
* St. John’s Home
* The Jewish Home
* Wayne County Nursing Home
* VA Medical Center
* F.F. Thompson Hospital

**Partners’ Rights include, but are not limited to:**

* Expect the adherence of BOCES staff and students to specific facility/organization policies and procedures.
* Report to W-FL BOCES instructors any behaviors or actions that violate in-house facility policy/procedure, or threaten a safe environment.
* Expect a respectful/safe learning environment from nursing students who attend their facility.
* Expect open, timely, ongoing communication with staff and students from W-FL BOCES.
* Limit the number of students within a specific area of the facility.
* Provide guidance for student placement in the facility.
* Provide feedback that may guide W-FL BOCES curriculum.
* Obtain background checks of students.
* Refuse student placements.

**Partners Responsibilities include, but are not limited to:**

* Provide to the W-FL BOCES Practical Nursing Program their specific policies and procedures, in addition to training and orientation for understanding.
* Communicate in a timely fashion any actions or behaviors that do not meet their facility/organization policy.
* Provide models that contribute to student learning.
* Provide instructors with appropriate orientation and access to necessary patient information.
* Provide a safe learning environment.
* Assign a liaison that faculty may interface with.
* Provide unit-specific, reliable contact information for W-FL BOCES staff and students.
* Communicate/provide feedback that may guide or influence instruction to better meet the needs of our community.
* Complete instructor and student evaluations at the end of a rotation to be shared with faculty.

**V. INSTRUCTORS’ RIGHTS AND RESPONSIBILITIES**

All instructors are expected to maintain a climate of mutual respect and dignity that will strengthen students’ self-concept and promote confidence to learn.

Instructional staff has a right to an orderly, respectful environment that is conducive to instruction in all areas of learning.

**Instructors’ Rights include, but are not limited to:**

* To intervene with any action that endangers the health, welfare and safety of self or others.
* To report to supervisors any behaviors or actions that threaten a respectfully safe educational learning environment within this school community.
* To expect the opportunity to teach without ongoing distracting or disrupting behaviors.
* To request that a student temporarily leave the classroom or work area to reduce the impact of an anxiety-producing situation and/or give the student an opportunity to regain composure and self-control.
* To assign homework to support the instructional lessons.
* To develop a course syllabus that will include course objectives and grading policy established by W-FL BOCES staff and faculty.
* To expect appropriate classroom and clinical behavior with a group or individual intervention plan.
* To expect ongoing training to enhance academic and management skills within the school community.
* To expect student participation and attentiveness during educational instruction in the classroom, lab and clinical settings.
* To expect classroom, clinical and technological orientation.

**Instructors’ Responsibilities include, but are not limited to:**

* Arriving on time for building meetings and/or all instruction and provide educational instruction for mandated time frames.
* Knowing, modeling, and implementing school policies, rules and expected behaviors.
* Communicating regularly and in an on-going manner with students, staff and program supervisors about student growth, achievement, behavior and/or concerns.
* Accurately recording daily attendance in all instructional areas according to standards set by supervisors.
* Communicating with students:
	+ Course objectives, grade expectations, requirements and assignments
	+ Marking/grading procedures
	+ Classroom management/intervention plan
	+ Expectations for students
* Demonstrating interest in teaching, knowledge of current instructional methods and concern for student achievement by attending in-services and staff meetings.
* Providing academic advisement per academic advisement plan (see page 20).
* Refer to proper faculty for concerns outside of academia.
* To provide a learning environment that is compassionate, nonjudgmental, and encourages freedom for students to express ideas.
* To give verbal, written, and critical documentation for remediation for academic and behavioral issues.

**VI. COORDINATORS’ RIGHTS AND RESPONSIBILITIES**

As leaders of school buildings, all coordinators are expected to bring groups of people together, creating a common vision convincing, encouraging, motivating and modeling the best practices of all who are part of the W-FL BOCES Nursing Program.

The W-FL Nursing Program is a program of study where teaching and learning evolves and develops through mutual respect, conscientiousness and accountability.

Coordinators are also educators, role models, advisors, colleagues and visionary leaders who have the right to an orderly, respectful environment that is conducive to leadership instruction in all areas of learning.

Coordinators have a responsibility to create an orderly, safe environment where all members of the school community can depend on them to promote success, accommodate differences, and motivate teaching and learning.

**Coordinators’ Rights include, but are not limited to:**

* Evaluation on a regular basis of all instructional programs, clinical and classroom instructors.
* Enforcing the Code of Conduct on a case-by-case basis, which takes into account:
	+ Student’s history in the program
	+ Nature of the misbehavior and the circumstances surrounding it
	+ Student’s self-defeating pattern of behavior and impact of this behavior on other students and instructors.
	+ Effectiveness of previously tried intervention strategies
	+ Information from other instructors and/or others as appropriate
	+ Other variables and/or circumstances that would assist in or influence a fair decision process
* Creating and developing standards that address circumstances that may not be covered by the Code of Conduct.
* Removing from the classroom for the balance of an instructional day or longer, any student who threatens the philosophy and practices of this school community.
* Referring a student to the Standards Committee (consisting of the Coordinator for Health Programs, Practical Nursing Coordinator and Case Manager(s)) for review, counseling, and/or intervention by appropriate staff. Depending on the nature and severity of the event, it may be elevated to include the PN Administrative Team.

**Coordinators’ Responsibilities include, but are not limited to:**

* Providing regular opportunities for staff and students to communicate with their supervisors.
* Listening to all complaints.
* Giving feedback to instructors that contains knowledge of results for improvement and/or continuation of effective instructional approaches, both academically and behaviorally.
* Responding swiftly, fairly and efficiently to acts of any kind that threaten the safety and wellbeing of students, staff, administration or any immediate member of the school community or their property.
* Delegating assignments to instructors to encourage growth and leadership development within the program.
* Accommodate for differences among instructors and students (fair vs. same) allowing for variations in style, approach, output and final performance as practical.
* Promptly respond to all grievances presented.
* Provide alternate times for staff development and faculty meetings to enable all staff to participate.

**VII. PROHIBITED STUDENT CONDUCT**

The W-FL Nursing Program expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, instructional and supervisory personnel and other members of the school community, and for the care of school facilities and equipment.

In this school community, we believe that the best discipline is self-imposed. Students learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Instructional and supervisory personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student’s ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function understandable and in line with the district’s philosophy. The rules of conduct listed below are intended to provide examples of behaviors that jeopardize the program’s focus on safety and respect for the rights and property of others. Individuals or groups who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the *consequences* for their conduct.

**The rules of misconduct below are examples, but are not limited to:**

* Committing an act of violence against a school employee, another student or attempting to do so, while on school property or at a school function.
* Displaying and/or possessing a weapon while on school property or at a school function.
* Threatening, while on school property or at a school function, to use a weapon.
* Knowingly and intentionally damaging or destroying school property and/or personal property of any school employee or any person lawfully on school grounds or at a school function.

**Student behaviors that may result in a corrective action include, but are not limited to:**

* Failure of student to respond to the corrective efforts initiated by the instructor for inappropriate classroom/clinical behavior, including but not limited to: sleeping in class, arguing with instructor or classmates, failure to comply with rules and regulations at any facility.
* Insubordination.
* Frequent tardiness.
* Smoking, use of tobacco products, alcohol or drugs
* Use of over-the-counter or prescription medications without appropriate permission or supervision.
* Continued disruption of school or classroom procedures including but not limited to: frequent exiting from class during instructional time, eating in the classroom, and talking during instructional time.
* Vandalism.
* Verbal, sexual and/or physical harassment.
* Verbal assault/bullying (i.e., the use of demeaning, derogatory, foul, offensive, threatening, or abusive language) toward staff or other students.
* Actions that endanger the health, safety or welfare of others.
* Fighting and/or bullying of faculty/staff/students.
* Premature leaving of a facility without the knowledge or permission of the instructor.
* Failure to notify the clinical instructor of an absence.
* Cheating, plagiarism, copying or altering records.
* Theft of property.
* Breach of confidentiality/privacy.
* Use of cell phones in the classroom (outside of designated use times), or at clinical sites.
* Use of social networking sites that could result in civil/criminal liability or negatively impact the practical nursing program or the profession of nursing.

**Corrective actions include**, but are not limited to:

* Removal from the classroom or clinical facility with the loss of hours.
* Written warning which remains in student file.
* Meeting with the Case Manager/Coordinator/Program Administrator.
* Loss or change in financial aid eligibility (continued or future).
* Written assignments addressing the behaviors exhibited.
* Involuntary withdrawal from the PN program.

**The Wayne-Finger Lakes BOCES is a place where students, faculty and staff of the school and other facilities (visitors, families, patients and health care providers) have a right to feel safe from verbal, emotional or physical attack.**

**Any violation of criminal code including, but not limited to, the following will result in referral to the appropriate law enforcement agency:**

* Threat to or intimidation of, any staff members or students either face to face or via any media.
* Sexual misconduct.
* Gambling.
* Extortion.
* Forgery.
* Arson.
* Bomb Threat.
* False reporting to 911.
* Possession, sale, or use of a weapon.
* Possession, sale, manufacture or use of drugs or alcohol.
* Possession, sale, or use of fireworks or other substance that endangers the health and safety of students and/or staff.
* Assault on a staff member or student.
* Vandalism (district will seek restitution)**.**

**VIII. REPORTING VIOLATIONS**

All students are expected to promptly report violations of the Code of Conduct to an instructor, supervisor or his or her designee, or an essential partner of the Wayne-Finger Lakes BOCES. Appropriate sanctions of the violation will be followed up promptly according to the Wayne-Finger Lakes BOCES Code of Conduct.

**IX. DISCIPLINARY PENALTIES: PROCEDURE AND REFERRALS**

School personnel who interact with students are expected to use disciplinary intervention only when necessary. Emphasis is placed on the student’s ability to grow in self-discipline and personal accountability.

Discipline is most effective when the focus is on the problem, not the person. It should be fair, impartial and consistent within disciplinary procedures.

The Wayne-Finger Lakes BOCES is an educational community where all members benefit from adherence to the rights, responsibilities and rules set forth in the Code of Conduct.

In all cases of dismissal/withdrawal, every attempt will be made to have the Case Manager present. When dismissal/withdrawal is found necessary, the student will return books on loan and other materials borrowed. These should be returned to the Classroom Instructor/Coordinator. The student will be billed for any textbooks and materials not returned. **A transcript will not be issued until all outstanding fees have been satisfied.**

**X. DISSEMINATION AND REVIEW**

**The Board will work to ensure that the community is aware of this Code of Conduct by:**

* Providing all faculty and staff with a copy of the Code and a copy of any amendments as soon as practical after adoption.
* Providing new employees with a copy of the current Code of Conduct when they are hired.
* Providing all nursing students with a copy of the Code of Conduct and support review during orientation.
* Making copies of the Code of Conduct available to the community.

**XI. POLICIES**

**CONFLICT RESOLUTION PROCEDURES:**

**A.** **Purpose**

The following *Conflict Resolution Procedures* for the School of Practical Nursing outlines general provisions and procedural steps for handling conflicts involving students and faculty.

Most conflicts result from violations of the school’s written policies and unwritten expectations.

Students will be afforded the opportunity to file a conflict on matters associated with their enrollment, including but not limited to the school’s code of conduct, as well as academic, financial and harassment concerns.

The *Programs Standard Committee* comprised of the Coordinator for Health Programs, the Coordinator of Practical Nursing and Case Manager(s) is responsible for conducting a review of any unresolved conflicts.

Some of the basic objectives of these procedures are as follows:

* To provide the student with an easily accessible and fair means of being heard.
* To alert faculty and administration in a systematic way to causes of student dissatisfaction and to provide a mechanism to insure prompt and equitable response.
* To contribute in a positive way to the development of mutual respect and trust through communication and ultimate reconciliation of problems between students, faculty and administration.

**B.** **Conflict Resolution for Currently Enrolled Students**

The following procedure has been established for resolving issues of currently enrolled students (conflict resolution procedure for withdrawn students can be found in Section C).

Developing conflict resolution skills is a professional requirement and asset. Following the steps as they are listed here, helps the student grow in their professionalism and allows for concerns to be addressed and resolved in a timely manner.

**Step 1.** The first step in resolving any problem is to discuss it frankly with the person involved whether it is a classmate, instructor or staff member. Most problems can be settled quickly and satisfactorily in this manner.

**Step 2.** If there is not a satisfactory solution following this discussion, or for some reason the student does not feel comfortable discussing the situation with the other person involved they should schedule an appointment with their case manager/career counselor. This may include a meeting facilitated by case management.

**Step 3.** If resolution has not occurred the student should present a written statement to the Program Coordinator within five (5) school days after the above meeting with his/her case manager. This statement can be faxed or emailed.

**Step 4.** If the student is still not satisfied, the final step in attempting to resolve any unsettled problem is to provide a written statement to the Program Standards Committee. The Committee will convene within ten (10) school days from receipt of the written request. They will review the information developed in the previous steps, seek additional information as necessary, and provide the student with their response within ten (10) school days.

**C. Conflict Resolution for Students Who Have Been Involuntarily Withdrawn**

The following procedure has been established for any person who has been involuntarily withdrawn from the Practical Nursing program and chooses to grieve the decision of involuntary withdrawal.

At each step of the appeals process, the written appeal provides the basis for the investigation of the appeal. However, as part of the deliberation or investigation, the appearance of the individuals involved may be requested. A written response to the appeal will be provided to the person appealing the decision. The possible results of an appeal are that the original decision will be:

* Upheld without change, or
* Modified in some manner

**Step 1.** The person will provide a written appeal to the Program Administrator within ten (10) business days from the receipt of official written notification of involuntary withdrawal. It is the responsibility of the person making the appeal to demonstrate the valid reason for the appeal. The person has the right to appeal any action on the following situations:

* The action taken was more severe than warranted based on the original situation.
* There is new information that was not available at the time of the original decision.
* There is provable bias on the part of the decision maker(s).

**Step 2.** Within five (5) business days of receipt of the written appeal, the Program Standards Committee will convene. As part of the deliberation or investigation, the appearance of the individuals involved may be requested. (The Coordinator of Incarcerated education, Adult Literacy and Health Care Programs will be notified immediately upon receipt of a written request for appeal).

**Step 3.** Within ten (10) business days the Program Standards Committee will provide a written response to the person appealing the decision.

**Step 4.** If the person is not satisfied with the decision of the Program Standards Committee and there are sufficient grounds based on the process for making an appeal, the person must submit a written appeal within three (3) business days to the Coordinator of Incarcerated education, Adult Literacy and Health Care Programs or his/her designee. He/she will review the information developed in the previous steps, seek additional information as necessary, and provide the person making the appeal with his/her response within fourteen (14) business days of receipt of the written appeal. The Coordinator’s or his designee’s, response is final.

**Contact concerning Conflict Resolution may also be made with the Accrediting Commission:**

Council on Occupational Education,

7840 Roswell Road, Building 300, Suite 365,

Atlanta Georgia 30350

Telephone: 770-396-3898

**ATTENDANCE POLICY:**

Practical Nursing programs in New York State are under the supervision of the State Education Department, Office of Professional Education Program Review. We are able to offer this program only under their direction and with their approval. This is an 1125 clock-hour program. Attendance is mandatory to successfully complete the program and to be eligible to take the National Council Licensure Examination, Practical Nurse (NCLEX‑PN). This is a national examination which, when passed, enables the graduate to apply for licensure throughout the United States.

Students are expected to attend all scheduled classes, labs, clinical experiences and PN program events. The objectives for each level must be fulfilled before the student may progress in the program. Students must progress toward the completion of their Practical Nursing program at a specified rate in order to remain eligible for Federal financial aid; this is called maintaining satisfactory academic progress.

Clinical start and end times will be determined by the clinical instructor and may vary. A student is required to call the clinical site if he/she will be absent or tardy. The student must **personally** call the assigned floor and/or the instructor as determined by the clinical instructor at the affiliated agency **before the scheduled time the clinical rotation begins,** giving his/her name and the reason for calling.

The Practical Nursing program allows for a total maximum of **55** hours, (combination of classroom, lab and clinical) of absenteeism. No more than **24** hours may be missed in clinical or the student will be involuntarily withdrawn. Hours are calculated for each semester as outlined in the chart below. All clinical absences must be made up.

**Attendance by Semester Policy:**

 **Semester**  **Maximum Allowed Absence**

|  |  |
| --- | --- |
| **First Semester: September 10, 2018 to February 4, 2019** |  **22 hours** |
| **Second Semester: February 5, 2019 to June 20, 2019** |  **22 hours** |
| **Third Semester : June 21, 2019 to August 22, 2019** |  **11 hours** |

Students who exceed 22 hours in Semester I or II will be involuntary withdrawn from the program.

All clinical absences **MUST** be made up and will occur after program completion.

**3rd Semester**

Students who exceed the 11 hours absenteeism in the 3rd semester will make up all time after graduation in a clinical setting. The maximum amount of time a student may make up is **24** hours. The make-up time will occur in a minimum of six hour increments and must be completed between graduation and December first of the same year. This make up time will be completed at a clinical site established by the administration and will be supervised by our clinical faculty.

Make up time not completed in this time frame or exceeding **24** hours will require the student to reapply to the program and make up a full clinical rotation in the next class.

**Absences exceeding the total allotted time of 55 hours during the final semester of enrollment due to an extenuating circumstance** **will be handled on a case by case basis by administration**.

The school cannot verify graduation requirements with the National Council of State Boards of Nursing (NCSBN) or the New York State Office of the Professions until all make up time has been satisfied. This may result in the delay of a student taking the NCLEX PN exam.

Personal appointments and other obligations **are not to be arranged** during scheduled class, lab or clinical time.

Extended illness, injury or surgery that does not extend beyond the student’s allowable absences, will necessitate a physician's release with no restrictions or limitations before the student can return to class, lab, or clinical assignment. Any event requiring medical or surgical intervention **MUST** be disclosed and accompanied by a written release from the medical provider indicating a return to class, clinical or lab without any restrictions in order for a student to return.

**TARDINESS:**

*Arriving late or leaving early from class or clinical is not acceptable.*  The time missed is deducted from student’s hours of attendance in quarter hour increments. Example: 10 minutes missed is equivalent to 15 minutes of absenteeism, 20 minutes missed is equivalent to 30 minutes of absenteeism.

Clinical tardiness is **NOT** acceptable. A student who is tardy more than two times during a clinical rotation will receive an attendance contract. Tardiness and absences will reflect negatively on your clinical evaluation. One clinical absence with failure to call by the beginning of the scheduled clinical rotation time will result in a written warning. Two clinical absences with failure to call will result in a *Student Critical Incident Report.*

**EXCUSED ABSENCE:**

When appropriate documentation is provided, three (3) bereavement days are allowed for a death in the immediate family. Immediate family is defined as parent, child, spouse, grandparent, brother, sister, mother or father-in-law, son or daughter-in-law, brother or sister-in-law. One (1) bereavement day is given for a death of an aunt, uncle, niece or nephew when appropriate documentation is provided. Hours will be credited upon receipt of documentation.

Appropriate documentation can include: obituary, memoriam, or copy of the death certificate.

**Military Commitment:**

Absenteeism due to Active Duty or Reservist Military activation will be decided on a case-by-case basis. Current academic, clinical performance, and attendance will be closely looked at for a determination if the student can continue in their current program of study or may need to return to the following year program.

**A family/personal crisis, court dates or illnesses are not considered as excused absences.**

It is the student’s responsibility to monitor their own attendance hours through the ClassReach student portal. Cumulative attendance will be reported on each StudentProgress Report at the following hour’s increments: 225, 450, 675, 900 and 1125. All challenges to attendance must occur within 14 days of the date in question. Total hours of absenteeism will be documented on each student’s final transcript.

**Attendance, will be closely monitored.**

**LAB ATTENDANCE:**

Lab attendance is mandatory. If late to lab more than 15 minutes, or leaving early more than 15 minutes, the entire two hour lab will need to be made up per the policy below. Make up labs are a make-up of skills, not hours. The hours will not be reinstated.

**It is the student’s individual responsibility to sign in on the roster sheet at every lab. If there is not a documented sign in by the student, the lab will be counted as missed.**

Students missing 1-2 labs during Lab rotation #1 (before December 1st), must make up the missed lab(s) during the December holiday break. This lab(s) **MUST** be made up during the assigned make up time in order to participate in Clinical Rotation #1.

Students missing 1-2 labs during Lab rotation #2 (December 1-February), must make up the missed lab(s) during the February winter break. This MUST be done during the assigned time to progress in clinical.

Failure to attend lab during the assigned make up time will result in involuntary withdrawal from the program.

**A student** **MAY NOT make up labs outside of the above stated times!**

**A student, who exceeds 2 lab absences during rotation #1, or 2 absences during lab rotation #2, will be involuntarily withdrawn from the program.**

**PREPARATION FOR CLASS:**

All assigned chapter reading is to be completed **PRIOR** to the lecturefor that chapter. Students must come to class prepared with questions from the assigned reading, and demonstrate the ability to participate fully in class discussion and activities. Your success in this program will depend on you being prepared.

Your instructors will provide you with a syllabus that will help you plan and guide your studies.

**GRADING POLICY:**

Because successful completion of the State Board Examination, which is necessary for licensure, becomes improbable when grades fall below the 75% range, it is expected that the student will maintain a minimum 75% average in all subjects.

Written assignments (homework and projects) are expected to **be done/handed in prior to the start of class on the assigned date**. Homework handed in after the start of class is considered late and will lose five (5) points. Five (5) points will continue to be deducted for each classroom day the assignment is late. Assignments that are handed in one week after the due date will result in a zero (0) for that assignment grade. Once a unit is completed, assignments may NOT be handed in and a zero (0) will be recorded.

Classroom Assignments/Homework: Unless an assignment is clearly stated as a group/team project, the expectation is that the student will complete his or her own work independently. If this is not followed, it will be considered cheating, resulting in a grade of zero (0). Plagiarism will result in a grade of zero (0) on papers or projects.

All ATI assignments are mandatory, whether given in class or as homework. This includes ATI practice and proctored tests.

If the student fails a unit of subject, he/she will have one (1) opportunity to successfully complete a comprehensive exam of the unit. The maximum grade a student can achieve on the comprehensive exam will be no greater than 75%. Failure to achieve a 75% will result in involuntary withdrawal from the PN program. The maximum number of allowable comprehensive exams in the program is two (2).

Remediation will be provided for comprehensive exams by the classroom instructor or support instructors. It is the student’s responsibility to attend these sessions. If the student decides not to attend for any reason, they will be asked to sign a remediation declination form. An outline will be provided to the student prior to the remediation class(es) and must be completed prior to the first class session.

**All comprehensive exams are given @ 10:00 on Fridays for all three classes.**

Failure to achieve a 75% in any comprehensive exam will result in involuntary withdrawal from the program

Students whose course (unit) grade average falls between 75 – 79% will be placed on academic warning. During this time, it is highly recommended that the student attend any offered remediation or study group.

Students whose course (unit) grade average falls below 75% will be placed on **academic probation**. The student will be given, in writing, specific guidelines for improvement. The student’s progress will be monitored throughout the probation period with **mandatory** **remediation** documented. A student will be removed from academic probation upon meeting the minimum 75% grade requirement at completion of the course.

A student may request additional assistance from their instructor at any time. Every effort will be made to accommodate these requests.

**Students are responsible for checking their grades regularly via the ClassReach student portal.**

If you are absent or tardy on a test day, make up tests/quizzes will be given on Friday morning (following the absence) at 10:00 A.M. Failure to report at this time will result in a zero (0) on the exam. (If this time conflicts with a 10 AM lab time, the test/quiz will be taken immediately at the conclusion of the lab time). The maximum grade a student will receive will be 75% of the actual grade on the make-up test/quiz. A student is allowed to take two (2) make up tests/quizzes per unit. Further absences on a test/quiz day will result in the student receiving a grade of zero on that test/quiz. Extenuating circumstances will be reviewed on a case by case basis. **NOTE: THIS TEST/QUIZ MAY BE THE SAME TEST OR A DIFFERENT ONE at the discretion of the classroom instructor.**

A midterm and final exam will be given in Fundamentals of Nursing and Nursing Science.

Med/Surg Nursing will consist of a Med/Surg I and Med/Surg II courses. These courses are stand-alone courses and each must be passed with a final grade of 75% or better. Achievement of a grade of less than 75% in either course will result in taking a comprehensive exam.

Pharmacology Drug Calculations is not considered a cumulative exam. The minimum score required for this course is 85%. The student will be given three (3) opportunities to achieve a grade of 85%. The maximum score that can be achieved on the re-takes is 85%. After three attempts a student will be involuntarily withdrawn if the 85% has not been achieved.

All clinical assignments are to be prepared neatly in blue or black ink or done on a computer and submitted WHEN DUE. Students will not be given full credit for assignments handed in late. If work is not handed in (i.e., case studies, nursing care plans and other reports), the student will receive an Unsatisfactory for each day it is not turned in following the due date. If the student does not make this up within the remaining time of the clinical rotation, the student will fail the clinical rotation and be involuntary withdrawal.

If a student fails a Clinical Rotation they will be involuntarily withdrawn from the program. \*\*Please refer to the Improvement Plan description in the Forms section of this handbook.

**TESTING POLICY:**

Assessments are defined as any test, quiz, or exam. Assessment dates will be listed on your syllabus, and are subject to change with notice from the instructor.

Assessment grades will be available within one week. Students will not be able to view their results until all classmates have taken the assessment. The weight of the assessment will be in the ClassReach grade book.

If an assessment is given paper/pencil, all answers on the Scantron will be taken as the students answer. Erasures or mistakes on the Scantron are the student’s responsibility.

All desk must be cleared of all books, notebooks and personal belongings prior to the start of the assessment.

Instructors may request removal of jackets, hoodies, hats etc.

Instructors may give an after assessment activity to support learning, while other students finish their assessment.

Test correction sessions will be determined by the classroom instructors, and will not occur until all test make ups have occurred. It is highly suggested that you attend test correction sessions.

**READMISSIONS PROCEDURES:**

Adult and Continuing education programs offered at the Wayne-Finger Lakes BOCES may be similar to programs offered at other BOCES, technical schools or colleges in New York State or other states. However, program clock hours, grade requirements, and attendance policies can differ in other BOCES or post-secondary institutions as well as the arrangement in which subject units within the program are taught. *For these reasons, the Wayne-Finger Lakes BOCES does not accept transfer credit for students from other institutions.*

**If a student withdraws, or is involuntarily withdrawn from the program during the first semester**, the student will be required to apply to the program through the regular admissions process and to complete the program in its entirety.

**If a student withdraws or is involuntarily withdrawn from the program in the second or third semester,** and has \*successfully completed\* all units of study prior to their withdrawal will have **one opportunity** to apply for readmission to the subsequent program.

\*Successfully completed\* is defined as having an overall grade average of 75% or higher in the subject completed and has not taken a comprehensive/cumulative exam in any subject area.

The readmission process is as follows:

**Within 30 days of the student’s withdrawal:**

* The student will request a *Readmission Application* packet from the Health Careers Office.
* The student will submit their *Readmission Application* with a detailed letter requesting readmission and $100 non-refundable processing fee. *The letter must include the applicant’s intent to be readmitted, the reason for withdrawal and plan of action to ensure successful completion of the subsequent program.*
* The student must meet with the Financial Aid Officer to obtain financial clearance and sign an *Individual Financial Plan* for the agreed enrollment period prior to their official acceptance for readmission.

In order to help increase success in the student’s readmission, all students applying to return must take a written exam and a lab competency prior to being accepted for readmission. The written exam will consist of comprehensive questions from the following units of study: Nursing Science, Foundations of Nursing, Life Cycle Pharmacology Theory and Pharmacological Drug Calculations. Student performance on the readmission exam and lab competency will determine whether advance standing readmission will occur.

* After successful completion of the requirements for readmission, the student will meet with the Coordinator for Health Programs to develop and sign a student contract.

The Student Contract:

* Identifies all requirements necessary for program completion.
* Will designate start date, units of study to be completed and hours of attendance required.

**Readmission is not guaranteed and is dependent upon space availability and the decision of the Program Standards Committee. The Committee’s decision is final and no subsequent appeal will be considered.**

**Emergency School Closings**

In severe weather, closing a site automatically cancels all functions scheduled for that day, including Adult and Continuing Education programs. In the event of adverse weather conditions without school closing, the student is advised to make every reasonable effort to safely attend class/clinical.

Clinical class/session will be cancelled when the school district in which your site is located has cancelled classes due to weather related conditions.

**Clifton Springs Hospital and Clinic**

 Phelps/Clifton Springs School District

**Newark Hospital/De May Living Center**

 Newark Central School District

**Wayne County Nursing Home**

 Lyons Central School District

**Rochester General Hospital**

Rochester City School District

**Jewish Home**

Rochester City School District

**F.F. Thompson Hospital**

Canandaigua City School District

**Monroe Community Hospital**

 Rochester City School District

**Park Ridge Hospital**

Greece School District

**St. John’s Home**

Rochester City School District

**St. Ann’s Community**

Rochester City School District

**VA Medical Center**

 Canandaigua City School District

*If the school district where your class or clinical site is located is delayed for one or two hours due to weather related conditions, your start time will also be delayed one or two hours. If the school district where your class or clinical is located has early dismissal due to weather related conditions, class or clinical will remain in session for the regularly scheduled hours unless otherwise notified.*

**Source of Closing Information**

 WHAM (Rochester) 1180 AM WFLR (Dundee) 1570 AM, 95.9 FM

 WGVA (Geneva) 1240 AM WYLF (Penn YAN) 850 AM

 WACK (Newark) 1420 AM WECQ (Geneva) 101.7 FM

 TV - Channel 14 (Spectrum NEWS) TV - Channel 8 (WROC)

 TV - Channel 10 (WHEC) TV – Channel 13 (WHAM)

**STUDENT DRESS CODE**

All nursing students are expected to give proper attention to personal cleanliness and to dress for attendance at school and professional settings in a manner that is in line with the principles of the W-FL School Community regarding respect for self and others.

Supervisors and Instructors should exemplify and reinforce acceptable professional dress and help students develop an understanding of appropriate appearance in the school and work settings.

A nursing student’s choice of dress, grooming and appearance, including (but not limited to) hair style and color, jewelry, make-up and nails shall:

* Be safe, sanitary, and appropriate and not disrupt or interfere with the educational process.
* Ensure that underwear is completely covered with outer clothing.
* Include footwear at all times. Footwear that is a safety hazard will not be allowed.
* Not include items that are vulgar, obscene, and libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
* Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent acts.

***Dress Code is Mandatory.***

**A. Classroom Dress Code**

To reduce the risk of spreading infections/germs, clinical scrubs or uniforms and duty shoes worn in the clinical setting are not to be worn in the classroom.

* Wear nursing scrubs on all classroom and lab days. They must be a solid color with the top and bottom matching color.
* Sweatshirts/jackets with hoods MUST be worn with the hood down.

**B. Clinical Dress Code**

The mandatory uniform issued from the school approved uniform company consists of following:

* A school-issued skirt or pants. Length of the uniform skirt is to be no higher than the middle of the knee. Pants must be worn at the waist. Pant length cannot extend beyond the ankle. Capris are not permitted. Any student that is visibly pregnant at any time during clinical rotation must purchase and wear a regulation maternity uniform.
* A white, school-issued top with monogrammed student name and school patch.
* Uniform must be properly fitted, clean, unwrinkled and in good repair. If uniform becomes or worn, a new uniform must be purchased at the student’s expense.
* Clean, all white or black socks are to be worn with pants; clean white or black stockings, free of runs, must be worn with the uniform skirt.
* Appropriate undergarments to match skin tone must be worn with the uniform top, (i.e., bra, undershirt, etc.).
* Lab coats are not to be worn by students unless issued for temporary use in a specialty area (i.e., obstetrics).
* White sweaters may be worn only during lunch breaks or at pre/post-conference. They are not to be worn at the patient's bedside.
* An all-white T-shirt or white turtleneck may be worn under the uniform, but not in place of the uniform top.
* The school-issued name tag must be worn and visible above the waist at all times.
* Bandage scissors, stethoscope, pen light, watch with a second hand, and black pen are considered part of the uniform and must be brought to clinical daily.
* Hair must be off the collar at all times and arranged in conservative styles and in keeping with facility policies. Hair color must be a color that is naturally occurring. No decorative hair accessories will be permitted, including head scarfs or bands (unless worn for religious or cultural reasons).
* The face shall be clean-shaven or well-groomed.

* Nails must be clean, trimmed, and short enough so as not to be seen when looking at upheld palms. NAIL POLISH of any color including clear, GEL or SCULPTURED NAILS ARE NOT PERMITTED.
* Artificial/false eyelashes may NOT be worn in the clinical setting.
* No rings with sharp protrusions, facial or tongue piercing jewelry, bracelets, necklaces, pins or jewelry are to be worn. A watch with a second hand, plain smooth wedding band, small post-style ball earrings (one earring per/ear), are the **only** jewelry items allowed.
* No strong perfumes, colognes, or other odors will be tolerated. Likewise, makeup must be conservative and acceptable to the faculty. Use of deodorant and appropriate hygiene are expected.

**CLASSROOM/CLINICAL POLICIES:**

Students are expected to adhere to the following on all training campuses:

* No consuming of food in classrooms, corridors or clinical units
* No leaving your clinical unit without your instructor’s permission. Non-emergency personal needs should be addressed during scheduled breaks or meal times to minimize disruption of instruction.
* Gum chewing is not permitted in clinical areas or during post-conference.
* Breaks and meal scheduling are done at the clinical instructor’s discretion. Breaks are optional and are not guaranteed. Meal breaks are not to exceed 30 minutes.
* To encourage collaborative learning, instructors are encouraged to remix student groups at various times throughout the program. This will encourage students to reach out to each other to problem solve for a deeper learning and understanding of the programs instructional materials.
* For student success and patient safety at the clinical site it is highly recommended that students do **NOT** work the night (i.e. 11-7 shift) before their scheduled clinical rotation (7-3:30) Research has indicated that this is a safety issue for both the student and their patients. If students are found by their clinical instructors to not be able to perform safely, remaining alert and attentive throughout the shift they will be sent home with loss of hours, a student incident report will be filed with the PN Coordinator.
* For student success in the classroom it is highly recommended that students do **NOT** work the night before their scheduled class time. Students unable to remain alert during class will be asked to leave the classroom with loss of hours.

If disruptive behavior occurs in the classroom or clinical setting, the students will be asked to leave the classroom or clinical site. This will result in a loss of hours.

**\*\* Please note:** An unforeseen circumstance can occur at any time during a clinical rotation resulting in changes in the clinical schedule/placements. Students must be prepared to travel to a different clinical site if this occurs. While every effort is made to schedule a student’s clinical rotation “close to home”, it is not a guarantee that it can be done**.**

**CELL PHONE POLICY:**

Cell phones are **NOT** to be used during class/lab times unless directed by the instructor for educational purposes. You may access your phone outside of the classroom during the assigned lunch time. All cell phones will be placed in the cell phone holder in the classroom **PRIOR** to the start of class.

If you are found to be violation of this policy, you will be asked to surrender your phone until class is finished. A violation of this policy will result in a critical incident write-up on a Student Incident Form. If the violation occurs during a test/quiz/exam the student will receive a zero (0) on the assessment.

Cell phones are **prohibited** in the clinical facilities. If a student is found to be in violation of this policy, he/she will be sent home with loss of hours. Two violations of this policy will result in disciplinary action and possible dismissal from the PN program.

**ACADEMIC ADVISEMENT POLICY:**

Academic advisement will be available for WFL BOCES nursing students during their academic year. It will be implemented by the nurse educators, primarily their classroom instructors, to provide the student with a consistent means of academic achievement through advisement and remediation. The main goal of this advisement program is to assist the nursing student in achieving academic success by increasing their confidence in both the classroom and healthcare communities. The ultimate outcome is to decrease the number of students on academic warning and/or probation, which, in turn, will decrease the attrition rate of the nursing program due to academic failure.

The academic advisement program will consist of three main parts.

* Preparing for the future success of the student.
* Discussing the present state of the student’s academics.
* Remediation for students that are not achieving their academic goals for success.

 The student will be assigned to an advisor based on their initial homeroom at the beginning of the academic year. Initially, the student will set up an appointment with this instructor at the beginning of the academic year to answer a few brief questions regarding their educational strengths, weakness, and goals. Subsequent advisement appointments will be set up accordingly between the advisor and student on an as needed basis.

The advisement of the student is a partnership between nursing faculty and student. The successful student will be able to recognize the need for academic assistance and remediation along with the guidance of nursing faculty. If it is determined that there is any other resource needed for student success in the nursing program; ie: financial/personal, the advisor will refer to appropriate personnel. In the event that advisement efforts are unsuccessful for the student, the student will be referred to the program coordinators.

**ABUSE POLICY**

W-FL BOCES School of Practical Nursing is committed to providing a safe and productive learning environment. Bullying of a student, BOCES staff, or Clinical staff by another student is strictly prohibited on or off campus.

For purposes of this policy, the term "bullying" is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful student or group attacking those who are less powerful." Bullying can take three forms:

1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and

c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

"Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, e-mail, web sites, chat rooms, social media platforms and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of BOCES students or employees is also prohibited.

**ANTI-HARASSMENT POLICY**

W-FL BOCES School of Practical Nursing prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital or veteran status, or disability by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the BOCES, as well as school volunteers, visitors, guests and other third parties.

**DRUG AND ALCOHOL POLICY**

Wayne-Finger Lakes BOCES complies with the Drug-Free Schools and Communities Act Amendments of 1989. In compliance with federal and state laws, at Wayne-Finger Lakes BOCES the following will apply:

**Drugs**

In compliance with state and federal law, it is illegal to possess, consume, use, manufacture, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of Wayne-Finger Lakes BOCES, Instructional Service Centers or at event sponsored or supervised by the school.

**Alcoholic Beverages**

No person may consume, possess, or sell any alcoholic beverages, containers, or bottles on the campus of Wayne-Finger Lakes BOCES, Instructional Service Centers or at any event sponsored or supervised by the school.

**Drug and Alcohol Screening Policy**

A number of Health Care Facilities are now requiring that students have a negative drug screen prior to beginning the clinical experience at their facilities. To ensure student compliance, W-FL BOCES may require Health Career students to submit to and pass random drug screening at any time during their enrollment.

**Discrimination Policy**

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| --- |
| **It is Wayne-Finger Lakes BOCES’ policy to provide for and promote equal opportunity in education and employment. Wayne-Finger Lakes BOCES does not discriminate, in its programs and activities, against: (i) any student or any candidate for admissions (or parent of any such student or candidate); (ii)any employee or applicant for employment; or (iii) any third party, on the basis of actual or perceived race, color, national origin, sex, disability, or age; and, it provides equal access to its facilities to the Boy Scouts and other designated youth groups. Further, Wayne-Finger Lakes BOCES does not discriminate on the basis of religion or creed, religious practice, ethnic group, weight, sexual orientation, gender, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws, or unless based upon a bona fide occupational qualification or other exception.** **Inquiries regarding Wayne-Finger Lakes BOCES’ non-discrimination policies and grievance procedures or Title IX should be directed to:** |

|  |  |  |
| --- | --- | --- |
| Quinn M. Smith, Director of Human Resources Administrative Offices, Regional Support Center131 Drumlin Court, Eisenhower BuildingNewark, NY 14513-1863Telephone: (315) 332-7282Email: Qsmith@wflboces.org | BOCES Circular Logo BLUE | U.S. Department of EducationNew York OfficeOffice for Civil Rights32 Old Slip, 26th FloorNew York, NY 10005-2500Telephone: 646-428-3800Email: OCR.NewYork@ed.gov |

**XII. FORMS**

**The following is a list of forms included in this packet along with a brief explanation.**

**Student Incident Report:**  This form is used whenever there is a violation of the code of conduct or a safety violation in the classroom, lab or clinical settings. A student receiving a warning or critical incident will be expected to meet with the Teacher, Case Manager and the PN Coordinator. Depending on the nature and severity of the incident, the Coordinator of Health Programs and the Coordinator of Incarcerated Education, Adult Literacy and Health Care programs will become involved in the counseling of the student.

**Academic Probation Form:** This form is used notify a student that his/her grade average in a course has fallen below 75%.

**Academic Warning Form:** This form is used to notify a student that his/her grade average in a course has fallen below 80%.

**Attendance Warning Form:** This form is used to notify a student that his/her attendance is approaching the maximum of 55 clock hours.

**Improvement Plan:** This form is used by the clinical instructor when they feel a student is not meeting the benchmarks of their current clinical rotation. The clinical instructor submits their concerns to the Support Instructor who then schedules a time to work 1:1 with the student in the clinical setting. Outcomes can include: concern is remediated and student returns to full clinical status, further 1:1 assessment is indicated. After discussion with program coordinators student may be placed on Clinical Probation or Contract and/or may not pass the Clinical Rotation.

**Change of Information Form:**  This form is to be filled out by the student anytime throughout the program when information such as name, address or phone number changes. If any of these changes occur during the school year, the student must fill out the form and turn it in to their teacher or the PN secretary.

**Employability Profile Forms: This is a sample of the form that is filled out by your classroom instructor when they discuss your progress report with you. This form is also completed by each of your clinical instructor’s at the completion of your clinical rotation. This form addresses your progress in the program to meet the employability skills listed and deemed by employer’s to be skills necessary to work in the health care field.**

**Physician’s Maternity Release Form:** The clinical portion of the student’s PN training brings the student into health care settings where there is an increased risk

of exposure to strenuous activity, communicable diseases, radiation and toxic substances. W-FL BOCES or our affiliated clinical sites cannot assume responsibility for any harm that might occur to a fetus or pregnant student. This form will provide medical clearance from the student’s physician or healthcare provider to allow the student’s continued participation in the clinical experience of her Practical Nursing Program. This form must be on file with the school for the student to participate in clinical and lab.

**Social Security Number Release Form:**  This form is used when a clinical facility requests a student’s social security number for the purpose of a background check.

**Remediation Declination Form:** This form is used when a student is required to attend a remediation session, based on their grades, and they decline to attend for any reason.

**Handbook/Code of Conduct Form:**  This form is to be signed by the student, (and parent/guardian if the student is under 18 years old), AFTER the handbook/code of conduct is read and the student agrees to follow the policies and procedures within the handbook/code of conduct.

# Wayne-Finger Lakes BOCES

**Practical Nursing**

# STUDENT INCIDENT REPORT

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|  | MCH Day |  | MCH Eve |  | Newark |

**[ ]  Clinical Warning [ ]  Critical Incident 1\_\_\_ 2\_\_\_ 3\_\_\_**

**[ ]  Classroom Warning**

**STUDENT’S NAME: DATE:**

**Location of incident:**

**Violation of Code of Conduct (check one)**

 **Insubordinate/Disruptive Conduct**

 **Professional Academic and Clinical Misconduct**

**As defined by:**

**Student Response: As a nursing student my role is to learn and grow professionally and personally.**

**How could I have better handled this situation?**

**Instructor recommendations/Plan for Student:**

**Student was counseled by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**

**Student’s Signature Case Manager’s Signature**

 **\_\_\_\_\_\_\_**

**Health Career Coordinator Date**

**Instructor** **Date**

**ACADEMIC PROBATION**



**Student Contract**

**School of Practical Nursing**

**Student :**

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Last Name First Name MI

**Date :**

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Month Day Year

**REASON FOR CONTRACT:**

**Academic Probation.** As of the date above you are being placed **on Academic Probation** for an academic average below 75%. Please refer to the section under grading in the Student Handbook.

**Requirements:**

* Read and outline chapter before lecture
* Continue to attend class/clinical on a regular basis
* Attend the mandatory remediation classes offered by the instructor
* Review your student handbook for policy regarding grading and program requirements

This contract has been explained to me and I understand I will remain on academic probation until such time that my average grade in this unit of study is above 75%. If at the end of the unit your grade remains below the 75% requirement, you will receive a one time opportunity to successfully complete a cumulative makeup exam of the unit. The maximum grade a student can achieve on a cumulative makeup exam will be no greater than a 75%.

Student Date

Instructor Date

Program Coordinator for Health Careers

[ ]  Removal from probation Date:

[ ]  Unit Challenge Exam Date:

[ ]  Notification of Case Manager Date:

**ACADEMIC WARNING**



**School of Practical Nursing**

**Student :**

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Last Name First Name MI

**Date :**

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|  |  |  |  |  |  | **2** | **0** |  |  |  |  | MCH Day |  |  | MCH Eve |  |  | Newark |

Month Day Year

**Unit of Study:**

|  |
| --- |
|  |

Academic Warning: This is to inform you that your cumulative average in the above unit of study has fallen below an 80%. If this grade falls below a 75% you will be place on academic probation. At the end of this unit you must have a 75% average to successfully complete this required unit of study. Please refer to the student handbook for more information on grading.

**Requirements:**

* Review the chapters involved in this unit
* Join a study group
* Seek out the instructor for extra help
* Consider attending the remediation classes offered

I understand that a final average of 75% is required for each unit of study in order to remain enrolled in the Practical Nursing program.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Case Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

PN Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

**CLINICAL PROBATION**



**School of Practical Nursing**

It has been determined by your clinical instructor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that you are displaying unsatisfactory performance in the following areas: (check all that apply)

\_\_\_ Skills

\_\_\_ Documentation

\_\_\_ Safety awareness

\_\_\_ Completion of assignments

\_\_\_ Inappropriate/ unprofessional behavior

It is expected that you will show continuous, sustained improvement by \_\_\_\_\_\_\_\_\_\_\_\_\_(two weeks or three clinical days).

The following are recommendations for displaying improvement:

\_\_\_ Return to lab practice/review

\_\_\_ Documentation review clinical /classroom instructor

\_\_\_ One-on- one remediation in the clinical setting with the Coordinator

\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Failure to meet expectations by the above date will result in a written student contract**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 INSTRUCTOR DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT DATE

**ATTENDANCE WARNING**



**School of Practical Nursing**

**Student :**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Last Name First Name MI

**Date :**

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|  |  |  |  |  |  | **2** | **0** |  |  |  |  | MCH Day |  |  | MCH Eve |  |  | Newark |

Month Day Year

**Number of Hours Missed:**

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| --- | --- |
|  |  |

**Attendance Warning:** You have been informed that the Wayne Finger Lakes BOCES Practical Nursing Program is a New York State Mandated clock-hour program.

You are only allowed a total of 55 hours of absenteeism for the whole program.

Students who miss 25 hours of attendance before 513 hours of program, will be placed on an attendance probation contract.

**Requirements:**

* Review student attendance policy in your Student Handbook
* Improve daily attendance

I understand that I cannot miss more than hours in order to remain in program.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Program Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME/ADDRESS**



**CHANGE FORM**

**School of Practical Nursing**

**Effective Date**\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Please check location attending:

**[ ]  MCH Day:** Date of enrollment: Month \_\_\_\_ Year \_\_\_\_

**[ ]  MCH Eve:** Date of enrollment: Month \_\_\_\_ Year \_\_\_\_

**[ ]  Newark:** Date of enrollment: Month \_\_\_\_ Year \_\_\_\_

***Complete the information below with your name, address or telephone changes.***

**Previous**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Previous**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHANGE TO:**

**Current**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Telephone**

 **Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please return to your Case Manager, Thank you.***

 **Distribution List:** **❑** L. Weshe, Financial Aid **❑** Bursar

 **❑** C. Hills, Business Office **❑** Student File

**PHYSICIAN’S MATERNITY**



**RELEASE FORM**

**School of Practical Nursing**

**Student :**

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Last Name First Name MI

**Notification Date :**

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Month Day Year

The clinical portion of the student’s PN training brings the student into health care settings where there is an increased risk of exposure to strenuous activity, communicable diseases, radiation and toxic substances.

The above student at Wayne Finger-Lakes BOCES has reported that she is pregnant and requires a **medical clearance** to continue participation in the clinical experience of her Practical Nursing Program.

Please answer **ALL** of the questions below, sign and return this form to W-FL BOCES **within 5 days** of the student’s notification date.

**[ ]  YES [ ]  NO** Do you approve of your patient continuing to work as a

 Practical Nursing Student, with no restrictions, in her

 present condition.

On what date, because of her present condition, should she discontinue working:

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Month Day Year

What is her expected delivery date:

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|  |  |  |  |  |  | **2** | **0** |  |  |

Month Day Year

If the patient’s condition should change where continuing to work may adversely affect her or her baby, we would appreciate you notifying us immediately.

**Physician’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Street City Stare ZIP

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SOCIAL SECURITY NUMBER**



**RELEASE FORM**

**School of Practical Nursing**

I, ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name), give my permission to release my social security number to the clinical facilities at which I will be doing my clinical rotation while a student at Wayne-Finger Lakes BOCES. I understand that my number will be held as confidential information by the facility.

Please check location attending: [ ]  MCH Day

 [ ]  MCH Eve

 [ ]  Newark

Student’s Signature Date

**DECLINATION FORM FOR**



 **REMEDIATION**

STUDENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_

I have been informed by my instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that remediation is required to improve my understanding in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am aware that without further instruction and a clearer understanding of the subject material, i may not successfully pass this course.

I am declining remediation with a full understanding of the consequences.

Student’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature

**HANDBOOK**



**ACKNOWLEDGMENT**

**School of Practical Nursing**

**Student :**

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Last Name First Name MI

I have read, understand and agree to the following guidelines, policies and procedures outlined in the 2017/2018 PN Student Handbook/Code of Conduct.

Please check location attending: [ ]  MCH Day

 [ ]  MCH Eve

 [ ]  Newark

Student’s Signature Date



Revised August 2018