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A Nurse's Creed

May I be a dedicated and caring nurse

May my hands

Be competent and soothing...

May my smile

Be sincere and understanding...

May my manner

Be warm and professional...

May my heart

Be compassionate and giving...

and

May my spirit

Be hopeful and uplifting.
FOREWORD

This handbook was designed to provide students with information about the instructional and administrative policies, procedures and expectations of the Garnet Career Center School of Practical Nursing. It is based on the policies and guidelines from Kanawha County Schools, the West Virginia State Department of Education, the West Virginia LPN Board of Examiners and the Garnet Career Center Student Handbook. This handbook is to be used in conjunction with these the information contained herein will assist you to function more effectively and independently. Rules and regulations cannot cover every situation, therefore expected that students act as mature adults. Students are responsible and accountable for following procedures, policies and rules which lead to successful completion of program requirements. Policies contained herein are in effect at the time of orientation.

DISCRIMINATION POLICY

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to JeAnn Herscher, Title IX Coordinator, Kanawha County Board of Education, at 200 Elizabeth Street, Charleston, WV 25311-2119; Phone 348-1344; Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119 Phone: 348-1366 or the U.S. Department of Education, Director of the Office for Civil Rights

HISTORY

The Kanawha County Board of Education was the first board of education in West Virginia to offer a one-year program for practical nursing under the auspices of vocational education. The school was named for its sponsoring agency, the Kanawha County Board of Education School of Practical Nursing.

The first class was admitted on March 19, 1951. Classes were held at the Fruth School building on Lee Street, in Charleston, West Virginia. Twelve students completed a four-month pre-clinical period. Local clinical sites were difficult to secure requiring some student to leave the Charleston area to complete training. McMillan Hospital in Charleston, West Virginia, provided clinical experiences for those who could not leave the area, thus becoming the first hospital in Charleston to give its support to this school. In February, 1953, the second class was admitted with clinical affiliation being provided by McMillan and Charleston Memorial Hospital. Three classes graduated during this period and the school was closed and placed on "stand by" from February, 1955 until September, 1956. The program reopened in 1956, and was located for a short time at Cabell School before being permanently housed in the Garnet High School building, now known as Garnet Career Center. Garnet is listed on the National Register of Historic Places. In 1976 the name of the school was changed to the Garnet Career Center School of Practical Nursing at the recommendation of the West Virginia Bureau of Vocational Technical and Adult Education. From 1971 to 1980 the school sponsored one large class annually. From 1980-1982 and again from 1987 to 2006 the school has sponsored two classes annually. As of July 2006-Garnet Career Center began to sponsor one large class annually. There have been six program coordinators since its beginning. Mrs. Muriel Ross was the original coordinator (1951-1961) followed by Mrs. Madeline Summerfield (1961-1973), Mrs. Louise Greenleaf (1973-1974), Mrs. Virginia Jones (1974-1981), Mrs. Gerry Lyle (1981-1983), Mrs. Mary Brothers (1983-2008) and Mrs. Teresa Reynolds from July 2008, who continues to hold that position.

We welcome you to a school and program with a rich history of community service and educational excellence.
MISSION STATEMENT

“The mission of Garnet Career Center is to provide adult learners with 21st century educational opportunities necessary to attain their chosen professional and career goals.”

PHILOSOPHY

We live in a society comprised of organized social systems. Within this society is the individual, a holistic being, who adapts spiritually, psycho-socially and physiologically throughout the life-span. The adaptive process results in degrees of illness and health. It is within the environment that nursing care is provided. Nursing care promotes wellness and assists the individual to adjust to changing health status.

Nursing is a unique and integral component of the health care delivery system. Nursing is the interactive and communicative process of caring for the individual from conception to old age. Effective nursing care must reflect high ethical/legal standards, a caring, non-judgmental attitude and a respect for cultural diversity. Nursing practice requires the ability to intelligently apply knowledge and skill in a confidential and professional manner.

Practical Nursing embraces the philosophy of nursing. The practical nurse is a licensed and accountable member of the health care team. The practical nurse provides care that promotes the spiritual, psychosocial and physiological integrity of the individual. Educationally, they are prepared to function collaboratively in a variety of health care settings within the scope of the Nurse Practice Act of West Virginia.

Learning is an active, lifelong process of acquiring knowledge and skill. Teaching is the process of presenting principles, procedures and techniques. Teaching and learning involve an interaction between the teacher and learner. The teaching-learning process occurs best within an environment of mutual trust and respect.

The practical nursing curriculum uses measurable objectives to guide the learner toward desired educational outcomes. Curricular components are based on the nursing process and client needs. The nursing process acts as a guide for developing the plan of care. The steps of the nursing process are as follows: 1) Assessment 2) Data Collection 3) Planning 4) Implementation 5) Evaluation. It focuses the learner’s attention on the needs of the client, family and significant others. The learning environment provides opportunities for the student to develop problem-solving, critical thinking, psychomotor and communication skills essential to becoming a safe and effective nurse. Instructor modeling, corrective feedback and self-appraisal are used to build confidence and facilitate positive learning outcomes. Nursing education evolves in response to a rapidly changing information and technical environment. Nursing students must be taught the importance of education as a lifelong process.

Consistent with our belief in the integrity of the individual our nursing program does not discriminate on the basis of age, religion(creed), ethnic origin, marital status, color, race, gender(sex), disability, national origin, veteran status, economic, sexual orientation, or social status.
Professional Boundaries:

National Council of State Board of Nursing (NCSBN)

A Nurses Guide

To the Importance of Appropriate Professional Boundaries
Professional Boundaries are the spaces between the nurse’s power and the client’s vulnerability.

The power of the nurse comes from the professional position and the access to the private knowledge about the client. Establishing boundaries allows the nurse to control this connection to meet the client’s needs.

Boundary crossings are brief excursions across boundaries that may be inadvertent, thoughtless or even purposeful if done to meet a special therapeutic need.

Boundary crossings can result in a return to established boundaries but should be evaluated by the nurse for potential client consequences and implications. Repeated boundary crossings should be avoided.

Boundary violations can result when there is confusion between the needs of the nurse and those of the client.

Such violations are characterized by excessive personal disclosure by the nurse, secrecy or even a reversal of roles. Boundary violations can cause distress for the client, which may not be recognized or felt by the client until harmful consequences occur.

Professional sexual misconduct is an extreme form of boundary violation and includes any behavior that is seductive, sexually demeaning, harassing or reasonably interpreted as sexual by the client.

Professional sexual misconduct is an extremely serious violation of the nurse’s professional responsibility to the client. It is a breach of trust.
PROFESSIONAL BOUNDARIES

As health care professionals, nurses strive to inspire confidence in their patients and their families, treat all patients and other health care providers professionally, and promote patients’ independence. Patients can expect a nurse to act in their best interests and to respect their dignity. This means that a nurse abstains from obtaining personal gain at the patient’s expense and refrains from inappropriate involvement with a patient or the patient’s family members.

Crossing professional boundaries or improper use of social media are violations of the nurse practice act and can be the cause of professional discipline and termination of employment.

PRINCIPLES

- Nurses use professional judgment to determine the appropriate boundaries of a therapeutic relationship with each client. The nurse — not the client — is always responsible for establishing and maintaining boundaries.
- Nurses are responsible for beginning, maintaining and ending a relationship with a client in a way that ensures the client’s needs are first.
- Nurses use professional judgment to determine the appropriate boundaries of a therapeutic relationship with each client. The nurse — not the client — is always responsible for establishing and maintaining boundaries.
- Nurses are responsible for beginning, maintaining and ending a relationship with a client in a way that ensures the client’s needs are first.
- Nurses do not enter into a friendship or a romantic relationship with clients.
- Nurses do not enter into sexual relations with clients.
- Nurses are careful about socializing with clients and former clients, especially when the client or former client is vulnerable or may require ongoing care.
- Nurses maintain the same boundaries with the client’s family and friends as with the client.
- Nurses help colleagues to maintain professional boundaries and report evidence of boundary violations to the appropriate person.
- At times, a nurse must care for clients who are family or friends. When possible, overall responsibility for care is transferred to another health care provider.
- At times, a nurse may want to provide some care for family or friends. This situation requires caution, discussion of boundaries and the dual role with everyone affected and careful consideration of alternatives.
- Nurses in a dual role make it clear to clients when they are acting in a professional capacity and when they are acting in a personal capacity.
- Nurses have access to privileged and confidential information, but never use this information to the disadvantage of clients or to their own personal advantage.
- Nurses disclose a limited amount of information about themselves only after they determine it may help to meet the therapeutic needs of the client.
- Nurses may touch or hug a client with a supportive and therapeutic intent and with the implicit or explicit consent of the client.
- Nurses do not communicate with or about clients in ways that may be perceived as demeaning, seductive, insulting, disrespectful, or humiliating. This is unacceptable behavior.
- Nurses do not engage in any activity that results in inappropriate financial or personal benefit to themselves or loss to the client. Inappropriate behavior includes neglect and/or verbal, physical, sexual, emotional and financial abuse.
- Nurses do not act as representatives for clients under powers of attorney or representation agreements.
PROFESSIONAL BEHAVIOR CONTINUUM

How to Stay in the Zone

A zone of helpfulness is in the center of the professional behavior continuum. This zone is where the majority of the client interactions should occur for effectiveness and client safety. Over involvement with a client is on the right side of the continuum: this includes boundary crossings, boundary violations and professional sexual misconduct. Under involvement lies on the left side: this includes distancing, disinterest and neglect. It can also be detrimental to the client and the nurse. There are no definite lines separating the zone of helpfulness from the ends of the continuum: instead it is a gradual transition or melding.

This continuum provides a frame of reference to assist nurses in evaluating their own and their colleagues’ professional – client interactions. For a given situation, the facts should be reviewed to determine whether or not the nurse was aware that a boundary crossing occurred and for what reason. The nurse should be asked: What was the intent of the boundary crossing? Was it for a therapeutic reason? Was it in the client’s best interest? Did it optimize or detract from the nursing care: Did the nurse consult with a supervisor or colleague: Was the incident appropriately documented?

Follow these guidelines for implementing care within the zone of helpfulness:

- It's critical to treat all patients, at all times, with dignity and respect.
- Inspire confidence in all patients by speaking, acting, and dressing professionally.
- Through your example, motivate those you work with to talk about and treat patients and their families respectfully.
- Be fair and consistent with each patient to inspire trust, amplify your professionalism, and enhance your credibility.
Behaviors to avoid when planning and implementing patient care include:

- **Excessive Self-Disclosure**: Discussing your intimate or personal issues with a patient; discussing personal feelings of attraction toward client.

- **Secretive Behavior**: Keeping secrets with a patient or for a patient; becoming defensive when someone asks questions regarding your interaction with patient.

- **“Super Nurse Behavior”**: Believing that you're a “super nurse” or the only one who truly understands or can help a patient; believes they are immune from fostering a non-therapeutic relationship with the patient.

- **Singled-Out Patient Treatment or Attention**: Spending an inappropriate amount of time with a patient or revisiting that patient when you're off duty or out of uniform. This behavior can be reversed toward the nurse.

- **Flirtations**: Engaging in any behavior that may be misinterpreted as flirting (Nurses understand the difference between a sincere compliment that enhances the patient's self-esteem and one that may be interpreted as flirtatious); sharing inappropriate off-collar jokes, using sexual innuendos or offensive language.

- **“You and Me Against the World”**: Taking a patient's side when there's a disagreement between the patient and his or her spouse or family members regardless of the situation; nurse is protective toward patient.

- **Failure to Protect Client**: The nurse fails to recognize feelings of attraction to the patient; you should consult supervisor and request transfer of care.

(Approved for use by the NCSBN)

**PROGRAM DESCRIPTION**

The program spans 12 months (1350 hours) and is conducted Monday through Friday unless special circumstances or educational needs dictate otherwise. The program consists of 675 hours of class/theory and 675 hours of clinical. The program is represented as PN 101, 102 and 103. Courses within each semester must be successfully mastered in order to progress to the next semester. Holiday and vacation time in most instances is consistent to that of Kanawha County Schools. Expected date of graduation will be in mid-July of the following year.

**CLASS HOURS**

Classes are scheduled from **8:00 A.M. to 3:00 P.M.** Class hours may change as needed to meet educational and program goals. (Two 15 minute breaks and 45 minutes for lunch)

**CLINICAL HOURS**

Clinical rotation hours are from **7:00 a.m. to 3:00 p.m.** Clinical hours may change as needed to meet educational and program goals. Clinical Ratio: 10:1 student to instructor.
COURSES PER SEMESTER

PN 101
Math
Medical Terminology
Geriatric Nursing
Practical/Vocational Nursing I.
Fundamentals /Foundations
Anatomy
Computers in Nursing
Clinical Practicum

PN 102
Pharmacology
Medical Math/Med. Administration
Medical Surgical Nursing I
Mental Health
Introduction to Nutrition
Lifespan
Clinical

PN 103
Practical/Vocational Nursing II/Leadership
Nursing Research/Care Plans (Integ.)
Medical/Surgical Nursing II
Clinical Practicum
Specialty Out-Rotations
Pediatric Nursing
Maternity Nursing
HESI Assessments
2-Day NCLEX Live Review

CONTACT INFORMATION

School Numbers:

Main Office: 304-348-6195
Fax Number: 304-348-6198

Departmental Phone Numbers:

Nursing Office: 304-348-6114
Fax Number: 304-347-7467
Nursing Office: Ext. 120
Mrs. Reynolds Office: Ext. 119

Instructor Pager Numbers:

Mrs. Reynolds, R.N.: 304-556-0004
Mrs. Shultz, R.N.: 304-556-9621
Mrs. Shields, R.N.: 304-556-9644
Mrs. Hunter, R.N.: 304-556-9615
Mrs. Toney, R.N.: 304-556-9620
Mrs. Collins, R.N.: 304-556-3466
ADMISSION POLICY

CRIMINAL HISTORY/MISDEMEANOR/FELONY CONVICTION/SUBSTANCE ABUSE

The WV State Board of Examiners for LPNs [hereinafter the Board], according to its policies regulating licensure, of the Licensed Practical Nurse 10 (Policy # CSR 2), may refuse to admit an applicant to the licensure examination for the following reasons:

1. A student who has been convicted of a felony
2. A student habitually intemperate or addicted to the use of habit forming drugs
3. A student who is mentally incompetent
4. A student who is guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of practical nursing

All applicants who have any type of criminal history are encouraged to contact the board prior to acceptance into the program to clarify if any part of this history would prevent them from sitting for the NCLEX.

10-4.3: WV LPN Board of Examiners Policy: Any applicant who has had a substance use disorder within the past five years shall submit to a substance use disorder evaluation conducted by a board approved practitioner to verify that the applicant is capable of safely practicing nursing prior to issuance of a license.

ADMISSION REQUIREMENTS

1. The applicant may be admitted into the program at the age of 17 years old as long as applicant turns 18 prior to the first day of clinical rotations.
2. The applicant must be a high school graduate or hold a high school equivalency certificate.
3. The applicant must submit a completed application along with a copy of his/her high school transcript or high school equivalency transcript.
4. Applicants must be able to meet his/her own housing and transportation needs.
5. Applicants must pass the required drug screening and the physical exam.
6. Applicants must complete and meet the criteria for the Criminal Background Check.
7. Acceptable scores are required on the entrance exam.
8. English a Second Language Students are also required to show proficiency on the TOEFL and exhibit an understanding of the language as well.
ADMISSION HEALTH REQUIREMENTS

The selected applicants must complete the following by an assigned date:

1. History and physical examination completed by a physician, nurse practitioner or physician’s assistant. The medical form will be provided. Any prescription or over the counter medication being taken by the applicant must be listed on the history and physical form. If the student is prescribed a narcotic of any type they must provide a copy of that to the program coordinator to be filed in the student file.

2. The dental exam is included in the physical exam form and can be done by the person completing the exam.

3. Laboratory studies include urinalysis, PPD, (2 step method: if PPD is positive, a chest x-ray must be done), Titers for childhood diseases which include chicken-pox, measles, mumps and varicella. Copies of these titers are to be taken to the person completing the exam so that the results can be verified. If the applicant is not immune to one of these, they will need to have a booster (MMR and or Varifax).

4. Applicants must have a current tetanus shot (within the last 10 years) and provide documentation as to the date it was last given. If applicant cannot remember when or provide that information he/she is required to have a tetanus shot.

5. HepB: All accepted applicants are required by the healthcare agencies to start the series of 3 injections for HepB. Those who have had the injections need to provide the dates these were given and/or have the titer drawn to check for immunity. If they have had the injections the titer will reflect a positive immunity in most cases. Those who have not had these injections will need to have the 1st one by the beginning of the first day of class and provide the documentation on the physical form. The 2nd one will be done in 2 months and the 3rd one in 6 months. The applicant will provide this documentation to the coordinator upon completion of each one verifying the injections have been completed and these results will be filed with the students physical.

**It is recommended that students have the HepB titer drawn at some point to reflect immunity. In the case where it is still negative the healthcare provider may choose to give a booster. As a nurse this is important to know and understand.**

6. Drug Screen: All applicants will submit to the designated agency for a 12 panel urine drug screen at the designated time by the program coordinator. This is typically done on the June orientation day and completed on-site by the testing agency. Any student failing this initial drug test will not be allowed to enter into the program at that time. (See the policy on Drug Testing for further guidelines)
APPLICATION/ACCEPTANCE PROCESS

Applications are accepted October through March. Applicants must submit high school transcript or high school equivalency transcript with the completed application.

The Nursing Entrance Exam (ATI-TEAS) testing and application fee is $90.00 and is non-refundable. Testing dates for this entrance exam will be announced in September each year. Once the admission process has been completed and the student has taken the TABE test, he or she is eligible for free study sessions. The schedule for the study sessions and review will also be available in September. Typically, sessions are taught one evening a week from 5:00 P.M. till 8:15 P.M. for 9 weeks.

Admission to the LPN program is based upon the TEAS test results as compared to other candidate’s scores. The test scores are good for one year. If a student has tested at another school or institution that score can be used for admission into this program as long as it has been within the last year. Any test score over one-year-old will not be accepted and the applicant must retest. The submitted score will be placed within the testing group and ranked accordingly. Prior Nursing Education or experience in the health care field will be considered for admission in certain circumstances.

Student selection for the upcoming class will be complete by the end of April. Students will be notified by mail usually by the first week of May. Instructions will be given to the applicant along with the acceptance letter explaining the next step. The acceptance process continues with a mandatory informational meeting that will be scheduled usually by the middle of May. The date and time for this will be included in your acceptance letter along with what you will need to bring and the scheduled events for that day. Perspective students will be given a timeline with dates and times for other scheduled orientation days along with any other pertinent information. This information includes completion of your physical exam, class expectations, rules and dress code.

General orientation will be scheduled in June at which time students will be expected to have completed the financial aid process and will pay the $300.00 seat fee. This fee is also non-refundable and will be applied to the tuition and program costs. Students will be fitted for uniforms, order shoes (if necessary) and other required equipment on orientation days. Fees or down-payments are not required from students at that time. These items are included in the program costs. Graduation is usually held around the middle of the following July. The exact date will be determined after the official KCS calendar is adopted.

ACADEMIC/ATTENDANCE REQUIREMNETS

Academic: Students must maintain at least an 80% grade average in all class and clinical work.

Attendance: Punctual and regular attendance at 90% in class and clinical is required.

LETTERS/DHHR/CONNECT

In the event a student needs a letter for DHHR, Connect, Insurance or Proof of Enrollment, he/she will leave a written request in the office secretary’s box (Nicole Bishop), located on the wall across from Room 301, which is the nursing office. The request will be processed and placed in student mailboxes.

READMISSION

A student may request readmission in writing with the next incoming class or within a 12-month period if space permits. Admission scores will be ranked with those of other candidates. If accepted, the student must complete the readmission plan developed by the program. They also must have had a satisfactory clinical performance and satisfactory conduct to be considered. Students who are dismissed or withdraw for any reason other than academic, personal, or medical may be
considered for readmission at the discretion of the program coordinator. Each student must complete a drug screen upon readmission and be required to sign a contract agreeing to random screening at their cost. A criminal background check will also be required. The student will return at the beginning of PN 101 with the next class.

Applicants who fail the initial admission drug screen test can apply and retest after one year for readmission into the program. The student will have to complete all of the admission requirements outlined for first time applicants which include a physical, a criminal background check and a clean drug screen along with all other requirements. The student will also be required to complete two additional random drug screens at their cost with such times being designated by the program coordinator during the course of the year. Student scores will be ranked among the current testing pool and they will be granted readmission if the scores fall into the designated ranking level.

TRANSFER POLICY

Students wishing to transfer from Garnet into another institution must:

- request in writing the exact records to be transferred. (We will not transfer “all” records.)
- provide the name of the institution and party to whom the records are to be transferred.
- provide an addressed, stamped envelope for the party to which it is to be mailed.
- recognize that the release of information form signed on the contract covers this request.

Students may submit an application for admission into the program even if the initial TEAS exam was taken elsewhere. Transfer applicants will be required to provide a copy of that score and it must have been taken within the last twelve months. The applicants score will be placed with the testing pool and selections will be made accordingly.

Transferring students will be required to enter at the beginning of the program. In most cases it is very difficult for a student to enter in the middle of a term and be able to progress as needed.

INTERNATIONAL STUDENTS

International students who desire to enter the program must make a score of at least 550 on the TOEFL, (Test for English as a Foreign Language); or acceptable scores on a comparable exam. The English as a Second Language Dept. is located on second floor at Garnet Career Center and can offer tutoring and classes to enable students to meet this requirement.

CONFIDENTIALITY POLICY

In the role of and with the performance of duties as a practical nursing student, the student will be entrusted with and have access to personal information within a patient’s records and other protected health information (PHI). Information from any source related to a patient, whether it be oral communication, paper records, audio recordings or electronic display (computer generated), is strictly confidential. Access to such information is permitted only on a need-to-know basis. Students are only to access information of a particular patient to whom the student has been assigned.

It is the policy of Garnet Career Center School of Practical Nursing that all students shall respect and preserve the privacy and confidentiality of all patient information, regardless of the agency to which the student is assigned. Examples of violations of this policy or breach of confidentiality are as follows:

- Discussing PHI outside the scope of practice such as:
  a) any place outside of the direct patient care area;
    1) hospital elevators, cafeteria, smoking areas, bathrooms etc.
    2) school classroom, cafeteria, smoking area etc.
    3) public areas
    4) home
- Assessing information that is not within the scope of your patient assignment;
- Misusing, disclosing without proper authorization or altering patient or personal information;
- Disclosing to another person your sign-in code and/or password for accessing electronic or computerized records;
- Leaving a secured record unattended while signed on;
- Attempting to access secured information without proper authorization.

Maintaining and safeguarding confidentiality also applies to e-mail, internet communications, and social network sites such as Facebook and Twitter or any other internet journals. Students must safeguard the privacy of not only the patients, but the clinical facilities to which they are assigned, the nursing staff/instructors and classmates.

Violation of any part of this policy may be grounds for dismissal from the nursing program. Unauthorized release of confidential information could result in legal issues for those who violate policies or fail to adhere to standards. Personal, civil, and/or criminal liability along with legal penalties in accordance with the guidelines set by HIPPA (Health Insurance Portability and Accountability Act) are also possible.

**PROGRAM GOALS/Terminal Objectives**

Upon completion of the program the Graduate Practical Nurse will be able to perform nursing care ranging from simple tasks to more complex care under the supervision of the Registered Nurse, Licensed Physician, or Licensed Dentist.

**Graduates will:**

- Provide safe, effective care to various age groups.
- Promote health and health maintenance.
- Provide care that supports the individual’s psychosocial integrity.
- Safeguard the client’s and his family’s rights to dignity and privacy.
- Utilize effective communication as a member of an interdisciplinary team in reporting and recording observations to appropriate health care professionals.
- Assess basic physical, emotional, spiritual and cultural needs of the client.
- Demonstrate a caring attitude.
- Document collected data accurately and concisely.
- Administer medications according to current standard of practice including safety checks and evaluation of client’s response to medication.
- Maintain confidentiality.
- Contribute to the development and/or update of care plans using the nursing process.
- Demonstrate respect for cultural diversity.
- Demonstrate ethical practice.
- Comply with the scope of practice as outlined in the nurse practice act.
- Demonstrate responsibility for continuous personal and professional growth and utilize educational opportunities to attain this.
- Demonstrate accountability.
- Demonstrate critical thinking skills.
- Utilize information technology in patient care.
- Demonstrate professionalism in speech, dress, attitude and behavior.
• Function as an advocate for the health care consumer.

METHODS OF INSTRUCTION

Classroom
- Team Teaching (Students)
- Games
- Lecture/Discussion
- Quizzes
- HESI Learning Packet
- Audio-Visual Aides
- Case Studies
- Learning Objectives
- VCE (Virtual Clinical Excursions)
- Computer Based Learning/Testing
- Power Points
- Project Based Learning
- Role Playing
- Smartboard/Apple TV/iPad
- Classroom Participation Projects

Clinical
- Performance Evaluations
- Observational Experiences
- Student Mentoring
- Paired Learning
- Pre/Post Conferences
- Evaluation
- Lab Practice and Demonstrations
- Cooperative Learning
- Self-Appraisal
- Self-Directed Study
- Observational Experiences
- Care Plans

METHODS OF EVALUATION

Instructors will evaluate students by reviewing/grading:

- Student Reports and Projects
- Student Portfolios
- Written Examination/Computer Based Exams
- Student Participation
- Clinical Evaluation
- Benchmark Testing (HESI)

(Students have the opportunity to evaluate instruction at the end of each course.)

CLINICAL SITES

CAMC: All Divisions
- Thomas Memorial Hospital
- Select Specialty Hospital
- St. Francis Hospital
- YWCA DAYCARE CENTER
- MONTGOMERY GENERAL HOPITAL

Genesis/ Dunbar Center
- CAMC Behavioral Med. Unit, (Gen.6E)
- Oak Ridge Center
- Montgomery Gen /Elder Care
- Valley Nursing/Rehab Center
STUDENT BEHAVIOR POLICY

It is important for each instructor and student to understand the reason for classroom instruction and maintain an environment conducive to learning. Students are expected to abide by the Kanawha County School Code of Conduct found in the KCS Student Handbook as well as the policies and procedures found in the Garnet Career Center Student Handbook.

Students demonstrating disruptive behaviors of any type such as sidebar conversations, displays of anger, etc. will be asked to leave the room and will be counted as absent and docked accordingly.

The following are general guidelines for all students:

- **BE HONEST**: Honesty is the cornerstone of integrity. Any form of dishonesty is considered a serious violation and may lead to termination of the student.

- **BE COURTEOUS**: Instructors will address each student using a last name such as “Mr. Smith.” Students will address each instructor using a last name and the appropriate sur-name as in “Mrs. Reynolds.” Each classmate will be addressed using his or her first name. All students will treat others and faculty with respect. Students will not use foul, distasteful or slang language or belittle, bully or harass another student even in a joking manner.

- **BE PUNCTUAL**: Learning is disrupted every time someone leaves or re-enters the classroom. This is distraction to both the students as well as the instructors.

- **ACCOUNTABILITY AND RESPONSIBILITY**: Students are responsible for his or her own learning and will be provided the materials and information necessary to prepare to be a most competent and well equipped nurse. It is up to each student to take advantage of every learning opportunity available at school, thorough Elsevier resources and in the clinical area. Students who are having difficulty should always and promptly speak with an instructor.

- **BE PREPARED**: Students are provided with a course syllabus for each class. It is the responsibility of the student to read the syllabus and to pre-read each chapter for that particular lecture prior to class.

- **DRESS AND PROFESSIONALISM**: Students are required to follow all program guidelines and rules related to dress for class as well as clinical (See Dress Code Policy). Remember, students not only represent themselves but the instructors, the nursing program and the school in appearance, conversation and behavior.

- **ILLNESS**: Students are expected to follow the rules and guidelines for the absentee policy as outlined in this handbook.

- **LOCKERS**: Students are assigned a locker at the beginning of the year. A student provided lock should be placed on the locker and used at all times. The school is not responsible for items that may be stolen or lost.

- **FOOD AND DRINKS**: Students are not permitted to bring food into the classroom, hallways or library. The cafeteria area provided on the first floor as well as the student lounge located in Room 317 on 3rd floor are suitable for breakfast and lunch. Drinks may be taken into the classroom in closed containers. Students are expected to clean up after themselves.
• **SMOKING:** Smoking is not permitted on property. (Refer to the No-Smoking Policy). Smoking is frowned upon when in clinical attire. Please refer to the guidelines outlined in the Dress Code Policy.

• **CELL PHONES:** Cell phones are not permitted in the classroom. Refer to the Classroom Rules section.

• **STUDENT LOUNGE:** Upon completion, students will be provided a lounge area on the 3rd floor in Room 317. Students are responsible for keeping this area clean. (i.e: disposing of trash properly, keeping tables clean and clutter free etc.) The refrigerator is to be cleaned out every Friday. Any food items left will be disposed of unless it is a condiment. Students will store food only in covered or sealed containers. The coffee pot is to be kept clean and emptied at the end of each day. Any food heated in the microwave is to be covered prior to heating it. If this area is found to be left dirty and cluttered it will be locked and unavailable for student use.

**Class Guidelines and Rules**

Class will begin at 8:00 A.M. with roll call. Students arriving to class after the official start time are considered tardy AND will be admitted to class only after reporting to the coordinator or another available instructor and obtaining a pass allowing admittance. Students will be docked time accordingly in 30 minute increments. If a test is scheduled, late students will be required to make it up after attendance has been taken for the proceeding class period. A 5% point reduction will be incurred on any test with less than 100 questions and 5 points on any test with over 100 questions.

1. Refer to the student handbook for the absentee policy. It is the responsibility of the student to maintain a record of time. If a student is absent, please record the date and reason in case there is a discrepancy. Mrs. Reynolds is the instructor in charge of maintaining official time. Questions concerning time and absences should be addressed to her. For those receiving financial aid, an excess of hours missed in one semester will place a student on probation and may delay receipt of funding. There are a specific number of attendance hours needed to be eligible for disbursements. Mrs. Reynolds will also be responsible for documenting time for DHHR and signing off on time sheets. Please place these forms in the “In Box”; a green folder located on the coordinators’ office door. Forms will be processed and returned to student mailboxes before the end of the day.

2. Students found sleeping in class may be left alone by the instructor, however it will be the responsibility of the student to obtain lecture information that may have been missed.

3. Please do not leave the classroom unless it is an emergency. Students are expected to use break times as restroom breaks. Students are required to sign out when leaving the room and sign in upon return. Failure to follow this procedure will result in docked time. Please be considerate of the disruption this may cause. Students leaving class in the middle of an exam or a quiz will forfeit his or her opportunity to reenter and complete the exam.

4. Food is not permitted in the classrooms. This includes cookies, crackers, candy, chips etc. Lunch is to be eaten in the cafeteria only. Classrooms will be locked during this time. Covered drinks are permitted in classroom except during a test. Please ensure drinks are in a closed container to avoid spills.

5. Cell phones **ARE NOT PERMITTED IN THE CLASSROOM** per program policies. Phones are to be stored in lockers while in class except during breaks and lunch. Please turn them off or place them on vibrate/silent. Please provide your family with the number to the nursing office (304-348-6114) or the
main office (304-348-6195) in case of an emergency and office personnel will immediately deliver the message. If there is a pending situation, such as a family member in surgery etc, students may approach the class instructor at that time and request to leave a phone on vibrate and with the instructor. In the event a call comes through the student will be given the phone and may step outside of the room to take the call.

6. **Cell Phones ARE NOT PERMITTED IN THE CLINICAL area at any time.** Phones should be left in cars or in a clinical bag. Phones are permitted during break. A secure storage area is not always provided at the clinical area, therefore neither the instructor nor the hospital will be responsible for lost or stolen property. **It is the responsibility of the student to provide family members with the instructor’s pager number in the case of an emergency. Family members should NOT call the assigned hospital or facility.**

7. **Personal Computers:** It is the responsibility of the student to bring student laptops to class EACH DAY regardless of whether the student has a hard copy of the textbook. Students in violation of this policy will be dismissed from class and must retrieve it in able to return. Laptops are an essential part of daily classroom activities and are required. Students will not be allowed to share with one-another. **Students will not be allowed to “SURF” the web during instructional time.** Students violating this policy will be dismissed from lecture. If a computer is lost, stolen, or damaged it will be the responsibility of the student to replace it.

8. Exams will be derived from textbooks, lecture objectives, handouts and workbooks. Students are responsible to read the accompanying syllabus for each subject. Assignments may be contained within specific chapters. Preparation for lecture involves pre-reading the assigned chapter (prior to lecture) and at a minimum beginning work the corresponding workbook chapter.

9. Homework assignments may be given at the discretion of the instructor. Homework will be due no later than 8:00 A.M. on the designated day. Late assignments will be accepted only the next day with the loss of 5% of the maximum grade. **Students who are absent the day homework is due will be required to turn it in the day of return. (Students who are absent for any part of the day will be required to submit homework before reporting for class.)** Work must be HANDED to only the appropriate instructor. Bins located in the foyer area of the third floor provide a drawer labeled for each instructor, please place homework in the appropriate drawer. This is the sole responsibility of the student. Homework may not be accepted if placed in the wrong drawer.

10. Quizzes are also given at the discretion of the instructor. Students absent from a scheduled quiz, (either on the calendar or verbalized the day prior) will be permitted one opportunity to make up the quiz upon return to class. Students missing a “POP” quiz will not be afforded the opportunity for make up. **It is the responsibility of the student to request a make up opportunity for an exam or scheduled quiz. A 5% reduction in the maximum grade** will be assessed for make-up exams and quizzes. Class participation activities may or may not be made-up at the discretion of the instructor.

11. Please know the make-up policy for missed exams. **Students missing an exam are required to make-up the exam immediately upon return to school. One opportunity will be given to take a make up exam. Failure to do so will result in no credit for that particular exam. It is the responsibility of the student to come to the nursing office prior to class and inform the instructor that a make up**
**exam is needed. You will not be reminded.** The instructor may choose not to allow the make-up exam at that specific time if it is deemed the current lecture or special event should not be missed. Students will still report to the office first for specific instructions. The student will then be permitted to take the exam once he/she has been released by the instructor.

Students late to or missing first period will follow the same procedure and will also automatically incur a 5% loss on any test that is less than 100 questions or five (5) points from any test over 100 questions.

Students who miss a test the day prior to a clinical day, are expected to report to the school after clinical to take the make-up exam or quiz.

***Students will have 45 minutes to report to the school for this test.***

12. Exams will begin promptly at 8:00; students not in a seat and ready to test by 7:55 are late/tardy. Students should have two #2 pencils and a calculator if needed. Books, papers, backpacks or purses are not permitted in the testing room unless otherwise instructed. Students are typically allotted one minute per question. (Ex: A 60 question test will equal 60 minutes or one hour to complete). On occasion, especially in math, students may be given more time for testing. Student names are to be written legibly in the upper right hand corner along with the date, subject and chapter name or number. If you make an error make sure to erase the wrong answer completely. However, most tests and quizzes will be administered through Schoology which is the online/electronic testing site.

13. Instructors have five “classroom” days to grade and return tests per Kanawha County School policy. Garnet instructors will strive to return these as promptly as possible.

****Exams will not typically be returned the same day as given.****

14. Students who have a question or concern regarding a particular question may voice this concern at the time the test is reviewed by the instructor, but arguing with the instructor will not be permitted. A student who is not satisfied with the discussion and end result may complete a “GREEN SLIP” stating the question number and the page number or numbers that reference that question and place it in the appropriate instructor’s box. A reply or request for conference regarding this matter will be placed in student mailboxes as promptly as possible.

15. **Students are expected to maintain record of his or her grades in order to monitor individual progress. Grade printouts are given at mid-semester and at the end of the course. Concerns or discrepancies regarding grades should be brought to the attention of the instructor. The Schoology system will allow students to have immediate access to grades and progress at all times.**

16. **Students are required to maintain at minimum of 80% in order to pass a subject.** As per the WV LPN Board of Examiners policy, grades will not be rounded up at any time. (Therefore, a 79.5-79.9 will not round up to 80%). At the end of the course only the lowest grade may be dropped (in the core subjects) upon completion of that subject. The final decision will be at the discretion of the coordinator.

17. All of the preceding rules and policies are based on policies found in the Garnet Student Handbook, the Kanawha County Student Handbook or mandated by the West Virginia LPN Board of Examiners. Reference may also be made to the websites for this information. It is the responsibility of the student to read and be familiar with all policies. **“Ignorance of the law is no excuse”****
**ATTENDANCE POLICY**

Attendance impacts success. The nature and training of the practical nursing student makes regular attendance necessary. Students are expected to be punctual at all times and regular in attendance.

The LPN Board mandates that students must complete 1300 hours of instructional time to be eligible to sit for the NCLEX exam therefore students may only miss a total of 50 hours of absences to MEET THIS REQUIREMENT and TO CONTINUE IN THE PROGRAM.

In the event of any absence as listed above, the student is required to provide documentation to the program coordinator to justify this absence. The hours will be recorded as missed hours with a notation stating the reason. In the event a student reaches a total of 50 hours absent this documentation will be reviewed and the student will not be terminated if he or she has followed this policy and the absence can be verified. If the student fails to bring the required documentation the hours will stand against them as recorded hours missed.

Students arriving to class after the official start time are considered tardy AND will be admitted to class only after reporting to the coordinator or another instructor and obtaining a pass allowing admittance at that time. **Students will be docked time accordingly in 15 minute increments.** This rule does not apply if a test or quiz is being administered. Students will not be permitted to enter class until the test or quiz is complete, but will be permitted to take the exam currently in progress in the nursing office/lab as per the Make-up Exam Policy. (See Make-up Exams)

Students are required to call and report absences from class or clinical (refer to the specific guidelines for clinical absence). **A student will be immediately terminated for failure to report to class or call the coordinator for five consecutive days.**

The Program Coordinator will make the final decision regarding dismissal when extenuating circumstances exist. These circumstances include events such as armed service duty, mandated court appearance or hospitalization of spouse or child or death in the immediate family which includes spouse, child or parents or act of nature (flood, fire etc.)

**Students are required to maintain a personal record of absences and tardiness as this information will be provided only twice during a semester.** Employers will be provided with attendance information as part of a student reference. Work schedules do not lessen the student's responsibility for meeting program requirements.

**CLINICAL ATTENDANCE POLICY**

Students are required to maintain an overall 90% attendance record per semester in order to remain eligible to receive PELL or other financial aid money which have been awarded. Students failing to meet this requirement may have PELL/HEAPS monies withheld until such time the attendance reflects the mandated 90%.

An 80% attendance record is required in order to satisfactorily meet the requirements for each section of clinical rotations. (Specific curricular areas will mandate a set number of clinical hours such as Geriatrics, Mental Health, Peds, and OB). Students absent more than the allotted 20% will be terminated based on these guidelines. (Ex. If there are 10 clinical days available in PN 101, students may miss only one day.)

Students are required to notify the instructor by **6:00 a.m.** if an absence or tardiness is eminent. Please do not page the instructor **prior to 5:30 a.m.** on the clinical day.

***Notification is to be directly from the student to the instructor; not from another student.***

If a student is unable to reach the instructor, page the coordinator and also leave a message at the assigned clinical unit.
Students who arrive to the clinical areas past 7:00 a.m. will be counted absent in 15 minute increments and will receive two U’s: one for accountability and one for professionalism. (Refer to clinical evaluative tool). Students who are tardy are to immediately seek the instructor, face to face, in order to verify the time of arrival and sign the attendance sheet with the actual time of arrival to the site.

Students who arrive to the clinical setting after 8:00 a.m. (e.g. 8:01 according to the instructor’s time) will be sent home and docked for the entire day.

Failure to notify the instructor of an absence will result in a “NO CALL NO SHOW”.

1st Offense: a) student will receive two U’s: one for accountability and one for professionalism. (Refer to clinical evaluative tool).
               b) student will be counseled with the instructor and the program coordinator and placed on probation.

2nd Offense: Automatic Termination

ACADEMIC DISHONESTY

Cheating or the suspicion of cheating WILL NOT BE TOLERATED AND can result in an automatic zero on the test and/or termination from the program. The coordinator and ultimately the principal shall have final discretion.

The following behaviors are unacceptable during testing and could lead to immediate dismissal from the program:

- Looking at your neighbor’s test/computer.
- Looking at notes which may have been hidden or minimized on the computer screen.
- Other forms of cheating such as writing on your person, clothing or desk.
- Talking during the exam.

GRADING POLICY (CLASS)

ACADEMIC STANDARDS: Satisfactory theory grades and clinical grades must be maintained throughout the entire program. Students receive two progress reports during a semester, one at mid-term and a final grade report. Grade reports are available at any time through the Schoology on-line system.

Students must maintain passing grades in both the class and clinical portions with at least an 80% by the end of each semester in order to progress to the next semester. Any student whose class or clinical work point value is less than 80% at mid-semester will automatically be placed on probation and will remain on probation until semester’s end. An incomplete grade will revert to a failing grade unless requirements are met by the specified date.

GRADING SCALE:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>A</td>
</tr>
<tr>
<td>80-86</td>
<td>C</td>
</tr>
<tr>
<td>87-93</td>
<td>B</td>
</tr>
<tr>
<td>0-79</td>
<td>F</td>
</tr>
</tbody>
</table>

Final grades in all core subjects may be rounded up to the next highest ½ of a percent at the completion of the subject. (Ex: 79.5% will round up to 80%). The lowest grade in all core classes may be dropped upon completion of that class. The final decision will rest with the program coordinator.

Class participation points will only be awarded to those students who are present and actively engaged in the
activity. If the student is absent or leaves early he or she will not be permitted to make up participation activities and will therefore not receive the allotted points.

For safety reasons, a student may be prevented from participating in clinical experiences if he or she is; failing Fundamentals, Pharmacology, Medication Administration, (definitely) or Drug/Dosage Calculations or; who is deemed by the faculty during review as unsafe to practice.

Student grades are private and confidential and will only be released to the individual student in person. Grades will not be released over the phone or by e-mail, to a parent, spouse or significant other.

All test materials, including answer sheets, are the property of the Garnet Career Center School of Practical Nursing. Students may request a meeting with an instructor by sending an Engrade message or filling out a “Green slip” and placing in the instructor’s designated mailbox across from the nursing office to review a test or ask questions r/t that test.

**GRADING POLICY (CLINICAL)**

Clinical performance will be evaluated on a daily basis by the assigned instructor.

Clinical grades will be provided twice during each semester; at mid-term and at the end of the clinical semester.

Grades will be recorded as Satisfactory (passing) or Unsatisfactory (failing).

Students receiving a failing grade during the clinical component of any semester will not be permitted to continue in the program.

A failing grade can be the result of an incident that puts a patient at risk for major injury or causes actual injury as a result of negligence.

A student must have 80% of clinical time completed without receiving a (U) unsatisfactory grade. (Ex: There have been 10 clinical days completed at the end of the semester. The student must have 8 days completed without a “U”). Students who are absent from clinical will receive a “U” for attendance and therefore can be terminated if absences cause the total grade percentage to drop below 80%.

Clinical rotations are as follows:

- PN 101: Clinicals will be held in long-term-care facilities.
- PN 102: Clinicals will be held in hospital acute care areas.
- PN 103: Clinicals will consist of specialty rotations such as OB, Pediatrics, mental health, medication administration, leadership and observations rotations. These will take place in various areas of the healthcare field.

Students will receive a copy of the clinical evaluative tool, clinical performance objectives, and checklists prior to each individual clinical rotation. These will be explained in detail in clinical orientation.

**The grading scale is as follows:**

<table>
<thead>
<tr>
<th>NI: Needs Improvement</th>
<th>U: Unsatisfactory</th>
<th>P: Pass</th>
</tr>
</thead>
</table>

25
Clinical performance will be evaluated on a daily basis by the assigned instructor.

Clinical grades will be provided twice during each semester; at mid-term and at the end of the clinical semester.

Grades will be recorded as Satisfactory (passing) or Unsatisfactory (failing).

Students receiving a failing grade during the clinical component of any semester will not be permitted to continue in the program.

A failing grade can be the result of an incident that puts a patient at risk for major injury or causes actual injury as a result of negligence.

Any student receiving a warning (W), needs improvement (NI) or an unsatisfactory (U) during a clinical rotation day will be counseled in private prior to leaving the clinical site. The conference will include; discussion of the incident; exploration as to why the incident occurred; how the student could avoid this in the future; and any teaching that may go along with this event.

Students will participate in mid-term conferences with clinical instructor to evaluate progress.

At the end of the semester the student will meet with the clinical instructor to discuss final grades and overall performance.

Student who are having difficulty in a particular clinical setting or failing to progress as expected, may be placed in an alternate clinical area for further evaluation by the instructor and at the direction of the coordinator and only in the absence of a major incident, safety violation or injury to another student or patient.

**EXAM POLICY**

Testing is the major evaluation tool used to measure the student’s knowledge and progress in the program. Students are expected to prepare thoroughly for all exams and scheduled quizzes.

Exam material will come from textbooks, learning objectives, lecture, handouts and workbooks. It is the responsibility of the student to read the provided syllabus for each subject. Assignments may also be contained in certain chapters.

Preparation for class involves pre-reading the assigned chapter prior to lecture and at a minimum beginning the corresponding workbook chapter. Students should carefully read and review all handouts, notes, chapters and other materials provided for a particular exam. Instructors are not required to review for exams.

Exams consist of various types of questions such as; short answer, labeling, select all that apply, true-false etc. Students who may be having difficulty with the current subject material should make a request to confer with the instructor by submitting an electronic message or “green-slip”. Exams are listed on the schedule as a courtesy to the student.
If a student has diagnosed special testing needs, the accommodations should be reported in writing to the program coordinator at the start of the program. Documentation from a family physician, psychiatrist or licensed psychologist to will be required to substantiate this need. Testing accommodations can be made as long as this protocol is followed. At the end of the program and upon completion of the LPN application and Pearson-Vue application for the NCLEX, the need for accommodations can be requested. Documentation will again be required for accommodation consideration.

**EXAM PROTCOL**

Exams may be administered at any time during the day regardless of when it appears on the schedule.

When an exam is scheduled, students are expected to be in the classroom and seated before 8:00A.M. and ready to begin testing.

Complete silence is enforced from the time the instructor enters the room and/or the test answer sheets are distributed and the last test/answer sheet is collected or the last person has completed the exam.

There may be times when an instructor will request students bring two #2 pencils for exams that may be given on paper.

Backpacks, books, drinks or food will not be permitted in the room while testing is in progress.

Computers are usually used for testing unless otherwise requested by the instructor. **It is the responsibility of the student to make ensure his or her computer is fully charged and ready for use at the beginning of the class.** Due to safety concerns and fire marshal guidelines, students will not be allowed to charge laptop computers while class is in session.

Students who do not adhere to this policy may have exams terminated, points deducted or receive a “zero” on the exam.

Most tests and quizzes will be administered using the Schoology site. Therefore, the student will have immediate test or quiz results. Instructors will review each test after each student has completed the test. Students are required to record and keep record of all tests, quizzes and other grades awarded. Schoology may be accessed at any time to review/obtain current grades.

**Test questions will not be debated!** To initiate a discussion with the instructor regarding a test or test question, the student may send an email using the Schoology site or obtain a green “request” form listing the question number, the concern and the rationale and page number(s) supporting the answer. Submit the request form to the instructor who taught that particular lecture.

An instructor has five (5) school days to grade and return exams if they are not given using the Schoology site. Any student who fails to put their name on a written test or may be required to take an alternate one and will lose 5% of the total points on the exam.

**Computer Exam Policy**

Exams may be assigned to be taken at home for the following reasons:
   a) out of school days due to weather to compensate for class time;
b) days when staff must be out due to a conference or professional development;
c) when there have been unexpected class interruptions.

These exams are to be completed at home and are used to compensate for hours that a student is not actually in class.

They instructor will open the exam at a designated time and it will remain open for a designated period of time to ensure that students have ample opportunity to complete the exam. Some exams may be open for more than 12 hours due to the time frame in which they are assigned. For example, if it is a holiday weekend the exam may stay open for 24 hours. It is at the discretion of the instructor assigning the exam.

The student is responsible for completion of the exam in the specified period of time. Students failing to meet the time requirement will receive a zero for that exam. There will be no make-up period permitted for the at home exam as the exam is compensation for missed clock hours.

Make-Up Exam Policy

A student who is tardy for an exam or misses an exam must be prepared to take that exam upon returning to school.

Students who miss an exam or quiz will automatically lose 5% of the maximum grade except for absences excused by extenuating circumstances and deemed so at the discretion of the program coordinator.

Students have one opportunity to take a make-up test. Failure to do so will result in a zero for that particular exam. It is the responsibility of the student to report to the nursing office prior to going to class to let the instructor know that a make-up exam is needed. Students will not be reminded.

Students returning later the same day or at the beginning of any day an exam is given are to report immediately to the nursing office (301) and request to take the exam.

EX: Students reporting after 1st period (approx., 9:30 A.M) are to report directly to the nursing office to take the missed exam. An automatically lose of 5 % will be assessed on any test that is less than 100 questions and five (5) points from any test containing more than100 questions. Upon completion of the make-up exam, students will be given a note to return to class. Students are responsible for requesting work that was missed during the absence and during this testing time.

Occasionally, the instructor who is responsible for lecture upon the late arrival of a student may request the student be present for the lecture and make up an exam immediately thereafter. Upon completion of the lecture the student is to report to the nursing office and seek the instructor for which he or she needs to make up an exam and do so at that time.

Should a student miss an exam preceding a clinical day, the student is expected to report to the school after clinical to take the make-up exam. Students will have 45 minutes to report to the school for this test.

Upon completion of the make-up exam the student will obtain a pink slip (return to class slip) from the LPN secretary, or one of the instructors in the LPN office. The time in which a student reports to the office will be the time recorded for attendance purposes. The secretary or instructor will record the time back to class as the time you completed the exam.

Exams or quizzes given during the time a students is completing a make-up exam will be made up by the student prior to returning to class and without penalty.

Once a pink slip has been obtained the student will report directly to class and sign in on the attendance roster.
**POP QUIZZES**

Pop quizzes **MAY BE GIVEN AT THE INSTRUCTORS’ DISCRETION** and cannot be made up. Students will receive a zero for that quiz. In the event that the absence is excused, the student will be allowed to take the quiz.

****Students failing to put his or her name on a quiz may be required to take an alternate quiz and will lose 5% of the total points.

**HOMEWORK/ASSIGNMENTS/PROJECTS/PARTICIPATION**

Written assignments and projects are to be submitted prior to the beginning of the first class period (by **8:00 AM**) on the designated due date. Homework is to be placed in the bin of the third floor foyer and in the specified instructor’s box.

Late submissions will be accepted in the event of an excused absence without penalty AND are due prior to the beginning of class upon your return.

*EX*: Students who are absent the first class session and return for the beginning of the second class will Personally hand the homework assignment to the appropriate instructor prior to class. Late work will be accepted no later than that day.

Students who return home to retrieve forgotten assignments must turn them in to the appropriate instructor prior to reporting to afternoon classes and will be assessed a 5% reduction in the total grade.

Students who turn assignments the day after the designated due day will be assessed a 5% reduction in the total grade. The assignment must be submitted no later than 8:00 AM the following morning and must be hand delivered to the instructor who made the assignment or to another instructor should the assigning instructor be unavailable.

Written assignments, projects and research must be submitted in **black ink. Math assignments should be submitted in pencil.**

All handwritten work must be legible with correct spelling and grammar.

Professional papers such as research papers, reports and resumes must be one-sided and submitted on standard 8 ½ x 11 paper. *(DO NOT WRITE ON THE BACK OF THE PAGE)*

Written work is to be that of the student and cannot be a reports or research generated from the Internet.

Students should contact the instructor regarding homework questions, however this **does not negate** the student's responsibility for submitting assignments, etc. on the date and at the time specified.

Students are required to follow the specific directions given them by an individual instructor for each assignment.

Work that does not meet the criteria listed above will not be accepted and the student will receive zero credit for that work.

**IT IS NOT THE RESPONSIBILITY OF THE INSTRUCTOR TO REMIND A STUDENT OF A REQUIREMENT OR DEADLINE DATE.**
CONFERENCE REQUEST

Instructors will conference with students concerning questions regarding academic and clinical performance by appointment only. Conference times are usually scheduled either before or after school.

Instructors will not discuss medically related problems, suggest medical options, or provide financial counseling to any student. Students will be directed to the program coordinator who shall evaluate the issue and refer the student accordingly if he or she cannot help in that particular situation. Students may request a conference by sending the appropriate instructor or program coordinator a Schoology message or by securing a “green slip” and stating the reason for the request. Green slips can be placed in the appropriate instructor/coordinator mailbox. We will respond to the student by placing a response in the student’s designated mailbox slot located down the hall from the computer room/library. All routine inquiries will be addressed as quickly as possible. (It is the responsibility of each student to check his or her mailbox on a daily basis.)

STUDENT MESSAGES

Messages are intended solely for the student to whom they are addressed and will be placed in the student mailbox.

An instructor may write a brief, non-personal message to one or more students on the white board located in the hallway across from the classroom.

Instructors, program coordinator, secretaries and financial aid officer may leave messages for students in student mailboxes, therefore it is imperative the students check mailboxes daily upon arrival and prior to leaving.

Messages received by the main office will also be placed in the mailbox unless it is an emergency. In the case of an emergency, the secretary or staff member will call the student from class.

It is the responsibility of the student to provide family members with the school phone numbers. Neither the nursing department nor Garnet Career Center are responsible for missed messages.

When in the clinical area, it is the responsibility of the student to give their instructor’s pager number to family members. ***Please inform family members that they are not permitted to call the facility!***

Students are encouraged to check electronic e-mail or Schoology prior to school for any alerts, special instructions, schedule or last minute changes. The coordinator and instructors use this site for communicating with students.

LUNCH

Students will be given 45 minutes to 1 hour for lunch. There are several fast food places nearby for the sake of time and convenience. Students are at no time allowed to leave the clinical site for lunch. Classroom doors will be locked during the lunch hour for safety and security of the classroom.

Student refrigerators are located in the cafeteria area on first floor. Please identify lunches with student names and put remember to remove it at the end of the day. Security cameras are in place in the lunch area to secure student property.

Food is not permitted on the third floor in the classrooms, hallways or computer lab/library. Upon completion, the third floor lounge will be available to students in room 317. A refrigerator and microwave will be available for use as well.
Any snacks or food stored in lockers must be kept in an airtight plastic container.

During lunch, students are not to participate in activities which will result in impaired behavior.

SCHOOL COUNSELOR

A full-time counselor, Mrs. Janice Standish, is available in the main office to counsel students regarding personal matters.

Please see the program coordinator for any issues regarding school or personal matters. The coordinator will assist in finding the most appropriate way to address matters and direct students to the person who can be of the most assistance. Please feel secure in that all student matters are kept confidential and shared with only those who are directly affected and those who need to know.

WITHDRAWAL/TERMINATION

Students who withdraw from the program or are terminated must schedule an exit interview with the coordinator and sign a withdrawal form.

Students who leave the program without notification or who are terminated for reasons related to dishonesty, positive drug screen or unacceptable behavior will not be eligible for readmission into the program at any time.

Withdrawing/terminated students must remove the content of their lockers within one week. Following this time contents will be removed and discarded without further warning.

PROBATION

Applicants to the Practical Nursing program may be admitted on a probationary status in the event he or she is a returning student and needs to meet the remediation requirements or until required paper work is complete.

Students admitted on a probationary status:

- must adhere to all program policies, requirements, and stipulations set forth.
- shall be eligible for financial aid during the probationary period, but they generally shall not receive any financial aid monies until the terms of their probation have been met.
- may continue to attend classroom and clinical experiences unless otherwise specified.
- students who fail to meet the terms of their probation will be terminated from the program and will no longer be eligible for financial aid.

DISMISSAL /SUSPENSION POLICY

Suspension or termination can be immediate depending upon the severity of the infraction.

The student is prohibited from coming on property owned or leased by Kanawha County Schools and or from attending or participating in any event sponsored or sanctioned by Kanawha County Schools.

A student may appeal the suspension or termination according to the appeal process outlined in the handbook. The financial aid advisor will be apprised of student progress.
Probation, suspension, or termination can, may or will occur for the following conduct and/or performance offenses, **inclusive of but not limited to:**

- Breach of confidentiality
- Felony/misdemeanor conduct
- Falsification of information provided to the school
- Failing class or clinical grades
- Excessive absenteeism or tardiness
- Failure to complete admission requirements
- Failure to adhere to program policies and/or meet goals
- Indebtedness to the school
- Failure to satisfactorily complete academic and clinical requirements
- Failure to report conditions which can jeopardize health, such as pregnancy etc.
- Failure to obtain physicians releases when requested
- Failure to submit all requested materials or records
- Failure to submit to a drug screen (including a random screen) when requested
- Failing a drug screen
- Harassment, (verbal, written, contact, sexual) in school or in any school related context
- Bullying
- Breaches of safe practice or safety principles. (Student will be subject to dismissal prior to the end of the semester if serious infractions occur.)
- Intemperance, substance abuse
- Hazing
- Vandalism
- Inappropriate classroom or clinical dress as outlined in KCS policies
- Possession of firearm or deadly weapon (whether real or look-alike) on school or clinical property
- Smoking, and the use of other tobacco products on school property
- Discriminatory behavior
- Inability to transfer theory principles to clinical practice
- Dishonesty: - sharing answers to exams or quizzes or the appearance of such behavior
  - copying the work of other students
  - giving information regarding test, etc.
  - falsification of information and records
  - plagiarism
- Unethical and/or immoral conduct
- Slander, libel, profanity, internet misuse
- Failure to notify the instructor of clinical tardiness or absence (more than once during the year)
- Failure to work cooperatively and collaboratively with classmates, faculty, staff or other health care providers
- Disruptive classroom and/or clinical conduct
- Insubordination, refusal to follow the reasonable request of an instructor
• Failure to demonstrate appropriate judgment and self-control
• Assault and/or battery upon a student, staff member or clinical site employee
• Behavior disparaging or detrimental to the image of the practical nursing program

**APPEAL PROCESS**

The appeal process will provide the student with a mechanism for resolving concerns. The first attempt to resolve a student complaint/concern should occur in a conference between the student and the person or parties involved. The student should make an appointment to discuss the complaint/concern with the person or parties in a private, one-on-one situation.

I. If complaints/concerns are not resolved as a result of the conference, the student may make an appointment to speak with the coordinator to discuss the concern/complaint during an informal hearing. If more information is needed the coordinator may request to meet with all parties involved. If complaints are still unresolved, the student may elect to proceed to level II.

II. The student may appeal a Level I decision by submitting his/her complaints in writing to the coordinator. The coordinator is then obligated to respond to complaints, in writing, by the end of five school days. This time period may be extended by mutual agreement between the student and coordinator.

III. The student may appeal a Level II decision by submitting his/her complaints in writing to the principal. The student must appeal a Level II decision within five school days. The principal or other designated person will then evaluate and investigate the complaints before rendering a decision. This decision must be rendered by the end of five school days.

IV. The student may appeal a Level III decision by submitting a written complaint or grievance to the Adult Preparatory Student Affairs Committee. The student must appeal the Level III decision within five school days. The student affairs committee is obligated to render a decision within ten school days. Legal counsel for all parties may be present. The Adult Preparatory Student Affairs Committee is comprised of the following: Coordinator or designee, Principal, Area superintendent, Student, Instructor.

*The time period may be extended by mutual agreement.

**LOCKERS**

Each student will be assigned a locker for which they must provide a lock.

**Lockers remain the property of Kanawha County Schools and may be searched if there are reasonable grounds or suspicion to suspect that the search will produce evidence that a student has violated or is violating either the law or rules of the school.**

Lockers should be cleaned regularly and prior to graduation or withdrawal from the program.

Items remaining in a locker longer than one week after graduation, withdrawal, or dismissal will be disposed of without notification.

The school is not responsible for returning any items remaining in lockers or for any loss or theft.

Any food or snacks stored in the locker must be contained in an airtight sealed container.
SMOKING

The use of alcohol, tobacco, tobacco products, and mood altering drugs are not permitted in the building, at school functions, functions sponsored by Kanawha County schools or the clinical setting.

The sidewalk surrounding the building is considered school property. Students who do smoke must cross the street.

Please be considerate of our community neighbors by discarding cigarette butts and trash in the proper receptacles.

Please do not smoke on the First Baptist Church property, the funeral home property or in front of the American Legion Hall.

DRUG TESTING/SUBSTANCE ABUSE POLICY

It is a violation of the policy of Kanawha County Schools and of Garnet Career Center for any person to use, distribute, possess or be under the influence of any alcoholic beverage, controlled substance, or any substance represented as a controlled substance.

An adult student in violation of this policy is subject to immediate suspension and/or termination from this school.

Any student in violation of the above policy who is receiving any type of financial assistance (Title IV funds, WIA, Veteran’s etc.) will be in jeopardy of losing eligibility to receive that assistance.

All applicable state and federal regulations governing any financial aid program will be strictly followed.

(**Refer to KCS Policy and Garnet Career Center Handbook: Page 10)

Random drug screens will be conducted throughout the year.

Drug screens SHALL be conducted at the time and date specified by the program coordinator.

Proper chain of custody procedures shall be followed.

Permission to return to the classroom/clinical setting will be based on the results of the drug screen and the severity of the problem identified and solely at the discretion of the program coordinator and principal.

Repeat drug screens may be requested. Failure to submit to a drug screen upon request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate termination from the practical nursing program.

Any student who is prescribed a narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication.

The student shall furnish said documentation to the coordinator of the practical nursing program on the next instructional day following the prescribing thereof.

At no time shall the student engage in direct patient care in the clinical agency if said student has the appearance of impairment for any reason. Permission to return to the clinical setting will be based on the results of the drug
screen, the severity of the problem identified and solely at the discretion of the program coordinator. Students using illegal substances will be terminated.

All applicable state and federal regulations governing any financial aid program will be strictly followed.

***Note: Students with substance abuse or alcohol abuse problems may voluntarily approach the coordinator or counselor for help without fear of penalty, provided the student is not then in violation of this policy. See Garnet’s Student Handbook for further details.

DRESS CODE POLICY (CLASSROOM)

Students are required to adhere to the dress code policies set forth by Kanawha County Schools and the practical nursing program.

Students who do not adhere to the policies will be sent home.

**(See Garnet Student Handbook)**

Students will report to class wearing the school uniform provided in the program costs, which consists of the white Garnet polo shirt, blue scrub pants and white jacket with photo ID Badge.

Any type of shoe may be worn to class per KCS policy except when in the lab area.

Students may wear navy blue or white turtle necks, long sleeve shirts of coordinating colors or t-shirts under the polo. *This means no pink, purple, yellow etc.!!!!!!*

Make up –should be tasteful, conservative and professional!

Good oral healthcare practice is a must.

Hair should be clean and neatly arranged.

Students are prohibited by KCS Policy to wear any type of head covering such as caps or hats, hoodies or bandanas. .

Facial hair, beards and mustaches must be clean and closely trimmed daily. (No “five- o’clock shadows”)

*This is in accordance with the hospitals and the use of protective masks that need to fit properly. Facial hair can prevent this and endanger a student or patient.)*

Piercings are permitted per the Kanawha County policies.

*(NO ear spacers, tongue rings, eyebrow/facial piercings.)*

One pair of small post-type earrings may be worn in the clinical setting.

Chain or spiked jewelry is not permitted.

Students should dress according to the weather. Layered clothing is ideal in the winter.

Students may wear plain white or navy blue warm-up jackets (no writing or logos) with a name tag or ID badge when it is cold instead of the white lab.
DRESS CODE (LAB)

Students will be required to wear a rubber soled tennis shoe during a nursing lab experience. These may be everyday shoes and are not required to be solid white as in the clinical setting.

Students should keep an old pair of shoes in his or her locker unless tennis shoes are worn to class each day. **(Periodically, adjustments must be made to the schedule, therefore students should be prepared for lab or lecture on any given day.)**

Pants may not be rolled up or down and may not be longer than the top of the shoe.

Please make sure all uniform pieces fit properly.

DRESS CODE (COMMUNITY ACTIVITIES)

Student dress for various community activities depends on the nature of that particular activity. Dress for those occasions will be defined by the program coordinator to assure appropriateness.

DRESS CODE (CLINICAL)

Official school uniform, clean, neat, pressed and well-fitted with appropriate undergarments.

Pants may be no longer than heel of shoe. Students will be required to purchase new uniforms if the fit of the uniform color etc. becomes inappropriate.

Lab coats/warm up jackets must be clean and pressed. These items are to be worn to and from the clinical setting and not worn during direct patient care.

Jackets are to be worn anytime the student leaves the floor for any reason. This is a safety precaution for your benefit as well as the patient.

Shoes will be white leather (no canvas) and neatly polished.

Heels should be no higher than one inch and are to be worn during clinical practice only.

Ideally, students should wear an old pair of shoes until arrival at the clinical site.

**Socks or stockings - plain white or navy blue.** Socks must be calf length, no golf or crew socks. This is an infection control/safety practice all students and staff will follow.

Tattoos must be covered (long sleeves permissible) as per hospital and Garnet policy. Tattoos that are visible when sleeves must be rolled up to provide proper care or tattoos on the fingers or hands must be covered using derma bond make up for example or colored protective/bandage tape.

Hair shall be clean and neatly arranged off the collar, not below. Bangs may not hang below the eyebrow. Ribbons, bows or lace are not permitted to be worn in the hair. Hair scrunches or claws in navy blue, white, brown, or hair color can be worn. Hair must be arranged prior to coming to the clinical area and must remain up until after the facility has been exited. Do not arrive to pre-conference with hair down expecting to put it up at that time.

Jewelry permitted to be worn consists of an engagement ring, wedding band or set only, one pair of small post type
earrings (no hoop or dangling earrings) in white, blue, gold or silver tone.  

** Necklaces, bracelets, tongue rings, nose, eyebrow piercings or hole stabilizers etc. may not be worn.

Nails should be no longer than one-fourth inch, clean and manicured. Artificial nails, french nails, nail extension or nail polish of any is not permitted.

Make up should be tasteful and worn as stated in the classroom dress code policy.

Perfume, cologne, heavily scented aftershave, hand lotion or hair spray are not permitted. These can be very irritating to those who are ill.

The heavy scent of smoke on the uniform or breath is not permitted and completely frowned upon. Please do not smoke while in uniform and in route to the clinical site. If you must smoke a cigarette while driving, please do not wear the lab jacket. This will prevent the smoke odor as well as prevent wrinkles. Heavy smoke odor on student clothing will result in the dismissal of the student. These odors are also very irritating to those who are ill.

Students must maintain good oral health as well as overall body hygiene.

Student photo ID’s must be worn at all times.

Males/females may wear short-sleeve, white, V neck T- shirts under the uniform top. Males with excess hair in the chest area should wear a round neck t-shirt under the clinical shirt.

Gum may not be chewed while in uniform.

Drinks are limited to break time while in the clinical setting unless otherwise permitted by the instructor.

Clinical watch with sweep second hand in white, navy blue, silver or gold tones are permitted.

***Students who fail to meet any of the above dress code stipulations or who fail to demonstrate professional behavior in the clinical setting will be dismissed. A clinical grade of unsatisfactory will be awarded under the category of professionalism should dress codes be violated. The student will also be counted absent for that day.

** CLINICAL SUPPLIES

Students are **required** to bring the following items to every clinical experience unless otherwise specified.

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penlight</td>
<td>Black Sharpie marker</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>Watch with sweep second hand (working)</td>
</tr>
<tr>
<td>Bandage scissors</td>
<td>Pocket size notepad</td>
</tr>
<tr>
<td>2 Black, ballpoint pens</td>
<td>Master skill sheets</td>
</tr>
</tbody>
</table>

** OUTSIDE EMPLOYMENT

Outside employment is discouraged due to the rigorous requirements of the program. Program schedules will not be altered to accommodate work schedules.

** NAME, ADDRESS OR PHONE NUMBER CHANGE

Students should report any change in name, address, phone numbers or emergency contacts to the coordinator and in writing.

It is imperative that staff members be able to reach students in the case of an emergency or sudden change in schedule. Please also provide an alternate number that we may use to contact you.
OFFICE TELEPHONE

The nursing office phone is a business telephone and is not intended for student use. However, the main office telephone may be used for necessary calls.

LIABILITY INSURANCE

Student liability insurance is maintained through the Kanawha County Board of Education unless otherwise specified.

TRANSPORTATION

Students are responsible for transportation to and from health care agencies and other assigned outside school events.

It is not the responsibility of the coordinator to arrange schedules to meet various student needs.

SCHOOL CLOSURE POLICY

The nursing program will adhere to the KCS policy (in most instances). School closings are announced on the radio and on television, as well as on the WVDE website. Closings are also posted on the Kanawha County School Website.

On school closure days students will be assigned work consisting of Case Studies, Virtual Clinical Excursions and/or research. Students are responsible for checking on-line communications for schedule changes as per the program coordinator's discretion.

IN THE EVENT THAT SCHOOL IS CLOSED STUDENTS WILL REPORT TO CLASS OR CLINICAL THE NEXT DAY AS PER THE SCHEDULE. IF SCHOOL IS ON A TWO-HOUR DELAY, STUDENTS ARE TO REPORT TO SCHOOL REGARDLESS OF WHETHER IT IS A CLASS OR CLINICAL DAY AT 10:00 A.M.

FACULTY SENATE/OSE DAYS

Students may come to school for two hours for tutorial help, (8a.m. - 10:a.m.) on any ISE day.

Tutorials will not be held on any ISE day on which a delay or closing occurs.

PROGRAM COST AND PAYMENTS

Tuition is assessed at $2.75 per clock hour. (Please refer to your program cost sheet given during orientation.)

ALL PRICES AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.

Students should maintain enough cash/money to pay for clinical site parking and gasoline. ***(Refer to the Garnet Student Handbook for further explanation.)*

All financial arrangements are to be made in the main office.

A student who is in arrears with program cost payments will not be permitted to attend class/clinical instruction and will be counted absent for those days.

***Transcripts will not be issued to current or graduate students until all financial obligations are paid in full.

Parking Passes

Each student will receive a parking pass which denotes that he or she is a student at Garnet Career Center. This pass must be displayed in the front window and hung over the rear-view mirror for easy visibility. Any vehicle failing to display this pass may be subject to towing. Please seek assistance in the main office for parking pass and parking related issues.
If you arrive at school to find someone in your parking space, please park in the faculty lot and go directly to the main office to have this issue resolved. **Do not park in another space. Spaces are rented monthly and are designated to specific vehicles.**

All parking passes must be surrendered prior to graduation and in order for students to receive transcripts upon graduation. These transcripts will be held until such time as the pass is returned.

**Garnet Career Center Refund Policy**

*Effective 01/01/2016*

1. Application, entrance exam, registration fees and seat deposits are **non-refundable** items.

2. Items charged to the student’s account at the student’s request, aside from charges for course tuition and lab fees, are **non-refundable.** (ie, books*, equipment, test and certification fees, uniform rental, supplies and electronic devices)

3. Book Deposits for class set books will be refunded if all books are returned intact and in usable condition; a student’s failure to return class set books will result in the student being charged replacement cost for each book as outlined on the student’s books and supply list.

4. Tuition and lab fees are charged by “period of enrollment”. The “Periods of Enrollment” for Garnet courses are as follows:

   - **Business & Medical Courses:** ½ course hours (675 hours) **
   - **Automotive Technology Course:** ½ course hours (675 hours) **
   - **Licensed Practical Nursing:** per 450 hour period**

5. Tuition and lab fees will be adjusted on a percentage basis, based upon the scheduled number of course hours in the period of enrollment between the student’s start date and last date of attendance as follows:***

   A. Students who do NOT begin class will NOT be charged for tuition or lab fees. **Application fees, registration fees, and seat deposits paid PRIOR to beginning class are NOT refundable.**

   B. If a student withdraws from school after beginning classes but prior to completion of:
   1. 5% of the enrollment period, 10% of the tuition and lab fee for the enrollment period will be charged;
   2. From 5.01% through 10% of the enrollment period, 25% of the tuition and lab fee for the enrollment period will be charged;
   3. From 10.01% through 40% of the enrollment period, 50% of the tuition and lab fee for the enrollment period will be charged; and
   4. After completion of 40% of the enrollment period, the student will be charged for the full tuition and lab fee for the enrollment period.

5. In the event there is a tuition and lab fee refund due from the school in excess of the school’s liability to the Federal Pell Grant Program, such a refund will be applied toward the satisfaction of a student’s Federal Pell Grant liability, and then other sources of aid, before refunding directly to a student.

Students receiving Federal Pell Grant AND WV HEAPS/Workforce Development Grant should be aware that special regulations apply to the amount of aid earned by a student through their attendance. The Return of Funds formula may require the return of unearned Pell Grant and HEAPS Workforce Development Grant resulting in a balance due to the school.

*If a student FORMALLY withdraws from class within 2 weeks of the student’s initial start date, the student may submit a REQUEST to return unopened, shrink-wrapped text books that were purchased from the school; the cost of any books ACCEPTED for return through this process will be deducted from the student’s book charges during the Refund/Cancellation process.*

**The period of enrollment for students who withdraw from class and subsequently re-enter the program with credit**
will be the number of contracted hours.

***There is no refund for students who have re-entered the program with credit. The tuition and lab fees for such students are due and payable immediately upon their re-entry into the program.

POLICY UPDATE 1-1-2016

FINANCIAL AID

Students, who need assistance with preparing financial aid applications, must make an appointment to speak with the financial aid advisor, (Diann Clothier), who is at the school on Wednesday and Thursday from 9:00 am to 1:00 p.m.

Financial arrangements are not made in the nursing department.

** (Refer to the Garnet Student Handbook for further explanation)

WORK & TRAINING FORMS

Work/training and DHHR or WIOA forms will be signed by the Coordinator exclusively.

Place the form in the green folder labeled “drop off,” on the coordinator’s door by 9:00 a.m. in order to receive them by 3:00 p.m. on the same day.

Signed forms will be placed in the student’s mailbox. It is the responsibility of the student to have the form completed to allow the coordinator to verify the information and a sign. A copy of the form is made and kept on file in the event there is a question or issue regarding the form.

BUILDING APPEARANCE/CLEANLINESS

Visitors will judge the school largely by its physical appearance. Students are expected to maintain the cleanliness of the building, including hallways, at all times.

Desks and lockers are to be cleaned daily.

Soda cans, papers, books, notebooks, pencils/pens, personal clothing etc. are not permitted to be left on the desk or in the room at the end of the day.

Articles left in the classroom will be discarded without notification and the school will not be responsible for items that disappear from the classroom.

Food or drink spills on the floor, especially in the hallways are a slipping hazard. Please clean up the spill or ask for assistance from a custodian.

***Please do not put stickers, pictures or anything else on the outside of lockers. This is for student protection and confidentiality as well as preventing the defacing of school property.

SAFETY/CRIMINAL ACTIVITY

Garnet Career Center administration fully cooperates with local law enforcement agencies regard to criminal activity.

The following violations will be immediately reported to the local law enforcement agencies and may result in termination from training programs.

- Possession of controlled substances, substances represented to be controlled substance or paraphernalia that has obviously been used with controlled substances.
- Possession of firearms, weapons, ammunition or explosive devices;
- Bomb threats/false alarms;
- Serious physical assaults, including student/teacher assaults;
- Sexual abuse or assaults.

**Additionally:** Garnet has the right to search students, student vehicles or lockers if there are reasonable grounds to suspect that the search will produce evidence that a student has violated or is violating either the law or rules of the school.

Any contraband property discovered as a result of a search may be confiscated and will be assumed to be the property of the student. (**See Garnet Career Center Student handbook**)

Students are to report unsafe conditions, building hazards or criminal related activity to the coordinator or principal immediately.

**LIBRARY / COMPUTER LAB**

A small student library is located in room 315. The library is equipped with internet accessible computers and a printer. **Students are not permitted to download materials onto school computers.** The library is available for student use any time during school hours.

Students will be required to sign an Acceptable Use Policy for KCS regarding proper computer and internet use.

A Public Library is located on Capitol Street and a medical library is located in the Robert C. Byrd building adjacent to CAMC Memorial Hospital. Students who do not have internet access at home may use these locations as resources.

For safety reasons students should inform the coordinator or any instructor should he or she plan to stay after hours to utilize the library.

**Nursing Journals are maintained in the library and can be used for research. Please do not remove them from the library.**

**SOCIAL MEDIA POLICY**

Crossing professional boundaries or the improper use of social media are violations of the nurse practice act. Any breach of this policy and its guidelines can be cause for professional discipline and the termination of employment.

The use of any social media that would identify fellow students, faculty, administration, the school of nursing, clinical facilities, patients, the patient’s family is strictly prohibited and will be ground for immediate dismissal. (**Please refer to KANAWHA COUNTY SCHOOLS COMPUTER AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY Pages 12 and Page 23 for State Board of Ed. Policy**).

**COMPUTERS**

Students will receive a laptop computer as part of the program cost. E-books and other materials will be downloaded on the laptop and the student will be given the ISBN number for proof of purchase and ownership.

Students are to bring their computers to class charged and ready for use each day.

Please do not bring textbooks to class in lieu of the laptop.

**Class Room / Clinical Computer**

**The following rules will apply for computer use during class room and clinical setting:**

Student will sign school internet and technology contract known as an AUP.

Student will access the internet only on the direction of practical nursing instructor.
Student will not download any computer programs to personal computer unless instructed to do so by practical nursing instructor.

Students are prohibited from downloading/uploading any offensive or pornographic material to personal/laptop computer.

Students are not permitted to download/upload pictures or music to personal computer.

Students will not text or instant message during instructional or clinical setting via laptop computers.

Students will not open personal email accounts during instructional or clinical setting via laptop computers.

The following disciplinary actions will be taken for violating preceding rules:

1st offense - Verbal Warning
2nd offense- Written Warning
3rd offense - Principal/ Program Coordinator Conference
4th offense - Disciplinary actions will be taken as set forth by the principal/program director and may include suspension and or dismissal from the practical nursing program.

GRADUATION REQUIREMENTS

Students will satisfactorily complete 1300 hours of curriculum. This includes all assignments (classroom and clinical) including any assigned make-up work.

A certificate will be awarded to all students who successfully complete the program’s academic, clinical and conduct requirements.

Graduation ceremonies are very traditional and all guidelines for graduation are formulated by the school of nursing. Caps and white uniforms are part of this traditional pinning ceremony.

Graduation includes pinning and awarding of all certificates. The graduation ceremony and graduation practice is considered a part of the over-all attendance and therefore is mandatory.

Plans for the graduation ceremony will be distributed to students in a timely manner.

TRANSCRIPTS

Student records/PN transcripts will be forwarded to other agencies providing the student is not financially obligated to the school.

The student must complete a release form prior to release of transcripts.

Transcript request forms can be printed from Garnet.edu and may be mailed to the school with a $5 fee.

*** It is not the responsibility of the PN Department to supply copies of High School/College transcripts or immunization records. Therefore, a fee of $5.00 will be assessed.

Students will be required to take the HESI PN EXIT EXAM and score at least 850 or above.

Any student scoring below the 850 recommended score will be required to complete assigned remediation prior to graduation. This will be mandatory and verified by the program coordinator.
ILLNESS/INJURY

The school is not responsible for any illness or injury occurring as a result of school or clinical assignments. Each student is responsible for his/her own medical care if illness occurs during the school year. Students absent more than two days are required to provide a release from a physician stating he or she is able to return to class and clinical assignments.

It is recommended that each student carry medical/hospital insurance. Students who become ill or injured will be released to seek appropriate medical attention and will be counted absent. The student is responsible for any fees incurred as a result of treatment.

It is the decision of the student and possibly the instructor to determine whether a student who appears or seems to be ill is fit to participate in the classroom or clinical setting.

Accidents or injuries occurring on school or Kanawha County School property must be reported to the instructor or principal and recorded on an accident form which can be obtained in the main office.

PREGNANCY POLICY

Students are advised that the nature and exposure to a variety of illnesses in the clinical experiences included in the practical nursing program could pose a potential threat to an unborn baby.

Students who become pregnant prior to or during the school year may wish to withdraw from the program and return the following year in accordance with readmission policies.

The student who chooses to continue in the program will be required to:

- Notify the Coordinator immediately when pregnancy is suspected.
- Sign a waiver releasing the school and cooperating agencies from liability should activities relating to the educational program be detrimental to the unborn child.
- Student must provide a statement from the physician authorizing continuation in the program without restrictions. This must be provided after each prenatal visit.
- Note that absenteeism policies of the school apply for absences due to pregnancy or delivery.
- Students must sign a pregnancy form which states that they have been made aware of the possible complications and risks related to the role of the practical nursing student
- This release shall be signed by the student and the coordinator and dated with the release form the physician attached and shall be kept in the student’s permanent file.

VISITORS

Please indicate to family members or friends that all visitors must sign in the main office prior to coming to other floors in the building.

Children may not accompany students to class or the clinical setting.

Children cannot be left unattended in the building.

OFFICE COPIER

The nursing department’s copier is not for student use.

Instructors are not responsible for reproducing material presented during the student's absence, or for lost expected outcomes, etc.
A copier company is located approximately 1 ½ blocks from the school. Students may check with the main office about the use of the copier for small copy requests.

**WEST VIRGINIA STUDENT NURSES ASSOCIATION**

Membership in the WVSNA is required as part of the nursing curriculum. This organization contributes critical support for practical nursing students and graduates. Students are required to participate in scheduled activities and events when specified in order to meet program objectives. All conduct policies apply. Membership fees are included within your tuition and fees program costs.

**CLINICAL WARNING/PROBATION**

| Student Name: __________________________ | Date: __________________________ |

Notice to Student:

You are currently in danger of failing the clinical requirements for this program and are hereby notified that you:

a) ___ are being given a warning at this time
b) ___ are being placed on Probation until such a time that your performance in this area improves.

This will be lifted at the end of the current semester. You must maintain an 80% attendance and performance in clinical areas to pass as stated in your GCC LPN Handbook and as required by the WV State Board of Nursing. You are only allowed to miss two days per semester of clinical time and there are no make-up days for these rotations. It is important that the causes of this deficiency be understood and recommendations for improvement can be implemented to insure your success in this program.

These are the issues that concern us for the current semester:

___ CB 1: PROVIDED SAFE, EFFECTIVE CARE TO VARIOUS AGE GROUPS
___ CB 2: PROMOTED HEALTH AND HEALTH MAINTENANCE
___ CB 3: SUPPORTED INDIVIDUAL=’S PSYCHOSOCIAL INTEGRITY
___ CB 4: SUPPORTED INDIVIDUAL=’S PSYHSIOLOGICAL INTEGRITY
___ CB 5: COLLABORATED WITH OTHER HEALTH TEAM MEMBERS
___ CB 6: DEMONSTRATED A CARING ATTITUDE
___ CB 7: UTILIZED EFFECTIVE COMMUNICATION
___ CB 8: DEMONSTRATES PROFESSIONALISM
___ CB 9: MAINTAINED CONFIDENTIALITY
___ CB 10:DEMONSTRATED RESPECT FOR CULTURAL DIVER
___ CB 11:DEMONSTRATED ETICAL PRACTICE
___ CB 12:FUNCTIONED WITHIN THE SCOPE OF PRACTICE
___ CB 13:SOUGHT EDUCATIONAL OPPORTUNITIES
___ CB 14: DEMONSTRATED ACCOUNTABILITY
___ CB 15: SUBMITTED SATISFACTORY RESEARCH

Notes:
Notice to Student:
You are hereby being counseled regarding the following concerns that we have identified as a student enrolled in the LPN program at Garnet Career Center.

NOTE:

The following applies in regards to the above concerns:

a) ___ are being given a warning at this time
b) ___ are being placed on probation until such a time that this concern has improved or is no longer an issue for us or yourself.
c. ___ referrals made

It is important to us that any difficulty or difficulties you are having meeting the program requirements be understood and addressed. There are resources and referrals available to assist you in most situations which will enable your meeting the requirements of this program and ultimately being successful.

If you are struggling in any area of your studies, please contact one of the instructors or myself. We are available to you at various times in the event you should want extra tutoring.

_________________________________ Date _____
Student

_________________________________ Date _____
Teresa Reynolds Program Coordinator

cc: ___ Clothier ___ Financial Aid Secretary ___ Counselor ___ Principal ___ Student File/Student
Practical Nursing Program (LPN)
Attendance Probation Notification Form

Student Name: ___________________________ Date: __________

Notice to Student:

You are currently in violation of the attendance policy for the Garnet Career Center School of Practical Nursing. According to the West Virginia LPN Board of Nursing and NCLEX you have to complete 1300 hours of class/clinical to be eligible to sit for your licensing exam. There are 1350 hours in this program which means that you can only miss 50 hours total to stay within these guidelines.

**This is a Notice.** You are being placed on attendance probation for excessive absences. Your attendance will be monitored on a daily basis for any further absence. In the event that you remain below the accepted percentage of hours per semester allowed by the GCC School of Practical Nursing Policy, you will remain on probation. This may impact your receiving any financial aid monies that are to be allotted to you until such time that this percentage improves.

The financial aid secretary and Mrs. Clothier, the financial aid representative, will be notified of this action. The program coordinator will be contacted by them prior to any disbursement of money to verify that you are in good standing and eligible to receive these funds.

______________________________________
Student Signature

Teresa Reynolds, Program Coordinator

_____________ Hours available to date
_____________ Total hours missed to date

Note:
School of Practical Nursing
ACADEMIC WARNING/PROBATION

Student Name: ____________________________ Date: ____________

Notice to Student:

You are currently in academic danger of failing and are hereby notified that you:
   a) ___ are being given a warning at this time
   b) ___ are being placed on Academic Probation until such a time that your grades improve.

This will be lifted at the end of the current semester. You must maintain an 80% in each subject area to pass the class as stated in your GCC LPN Handbook and as required by the WV State Board of Nursing. A grade of 79.5% will be rounded up only at the end of Med. Surg. II which ends with PN 103 and therefore is not considered a passing grade until such time.

Your grades at this time for the current semester are:

Anatomy ___ Foundations ___ Geriatrics ___ Med. Term ___
Math ___ Med. Surg.I ___ Lifespan ___ OB ___
Pharm/Math ___ Mental Hth. ___ Peds. ___ PVN I ___
PVN II ___ Intro Nutrition ___ Med. Surg.II ___
Clinical PN 101 ___ Clinical PN 102 ___ Clinical PN 103 ___

It is important that the causes of this deficiency be understood and recommendations for improvement can be implemented to insure your success in this program.

Causes for Deficiency:

1. ___ Lack of Motivation
2. ___ Poor Attendance
3. ___ Inadequate Prep. for Class
4. ___ Failure to Complete
5. ___ Failure to Make Up/Turn in Work (Due upon return of absence)
6. ___ Low Test Scores
7. ___ Other:

If you are struggling in any area of your studies, please contact one of the
instructors or myself. We are available to you at various times in the event you should want extra tutoring. Remember that there are several student resources within your Elsevier site available that can also assist with your studies and help you to achieve a passing grade.

___________________________________  Date  ________

Student

___________________________________  Date  ________

Teresa Reynolds Program Coordinator

cc: __ Clothier ___ Financial Aid Secretary __ Counselor __ Principal ___

Student File/Student

C:/Business Ed/Forms/Academic Probation

June 2017-2018

STUDENT WEAPONS POLICY

Weapons and/or Explosive Devices

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms “weapons”, “tools”, or “instruments” shall include by way of illustration, but are not limited to, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet gun, or BB gun, look like firearms, etc.); any knife (e.g., straight, regular, retractable, etc.); any martial arts device (e.g., Chinese star, nunchaku, dart, etc.); any defensive device (e.g., gas repellant, mace, stun-gun, chemical sprays, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to blackjack, chains, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, studded or pointed bracelets, ax handles, etc.

A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design give the appearance of any of the explosive devices, detonators, etc.)

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession, in his/her locker, in a student’s vehicle on school property or in any vehicle a student brought on school property or on property being used by the school, at any school function or activity or any school event held away from the school.
Any violation of this Policy that may constitute a violation of state and/or federal criminal statutes shall be prosecuted.

The use, possession or transmittal on school property or at any school function or activity of non-facsimile water pistols or matches, is not permitted. However, if such water pistol or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student, three-day suspension or cessation from the program.

An adult student in violation of the Kanawha County Weapons and/or Explosive Device Policy will be terminated.

__________________________________________________________________________

Student’s Signature                                                                 Date
GARNET CAREER CENTER
SCHOOL OF PRACTICAL NURSING

PROCEDURE FOR SAFETY OF PREGNANT STUDENTS

Students are advised that the nature and exposure to a variety of illnesses in the clinical experiences included in the practical nursing program could pose a potential threat to an unborn baby. Students who become pregnant prior to or during the school year may wish to withdraw from the program and return the following year in accordance with readmission policies. The student who chooses to continue in the program will be required to:

1. Notify the Coordinator immediately when pregnancy is suspected.
2. Sign a waiver releasing the school and cooperating agencies from liability should activities relating to the educational program be detrimental to the unborn child.
3. Provide a statement from the physician authorizing continuation in the program without restrictions. This must be provided after each prenatal visit.
4. Note that absenteeism policies apply of the school apply for absences due to pregnancy or delivery.
5. Students must sign a pregnancy form which states that they have been made aware of the possible complications and risks related to the role of the practical nursing student. It also must provide a statement from their physician authorizing continuation in the program following each prenatal visit. This release shall be signed by the student and the coordinator and dated with the release form the physician attached and shall be kept in the student's permanent file.

Student’s Signature ___________________________ Date __________

Coordinator’s Signature ___________________________ Date __________

Physician’s Approval Attached _______ YES _______ NO _______ NO
Garnet Career Center  
School of Practical Nursing  
Student Computer Contract  
2017-2018

I ________________________________, acknowledge I have received a Hp personal computer  
(Print Name)  
for educational use during my admission to the practical nursing program at Garnet Career Center.

Serial Number: ________________________________________________________.

Class Room /Clinical Computer  
Student will sign school computer contract.  
The following rules will apply for computer use during class room and clinical setting:  
Student will sign school computer contract.  
Student is responsible for keeping computer charged.  
Student will access the World Wide Web only on the direction of practical nursing instructor.  
Student will not download any computer program to personal computer unless instructed to do so by practical 
nursing instructor.  
Student is not to download/upload any offensive or pornographic material to personal computer.  
Student is not to download/upload any pictures or music to personal computer.  
Student will not text or instant message during instructional or clinical setting.  
Student will not open personal email accounts during instructional or clinical setting.  
The following disciplinary actions will be taken for violating preceding rules:  
1st offense - Verbal Warning  
2nd offense- Written Warning  
3rd offense - Principal Conference / Program Coordinator Conference  
4th offense - Disciplinary actions will be taken as set by the principal/program director and may  
include suspension and or dismissal from the practical nursing program.  
I also understand that the personal computer will become my private property  
upon graduation, withdrawal, or termination from the program. I have read and agree with the rules concerning 
personal computer use during classroom and clinical hours.

_________________________________________  ______________  
(Student Signature)  

__________________________________________  (Student Signature)  
(Date)

Practical Nursing Program Coordinator
Providing false or misleading information when applying for computer access, or violating any of the above rules, will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recovery costs, suspension and/or expulsion from school.

School Name: ____________________________________________

Student: I have read and consent to the rule and responsibilities listed above. I have never had my computer privileges restricted or revoked by any other school.

Student Name (Please print): ____________________________________________

Student Signature: __________________________ Date: ____ / ____ / _____

School Sponsor: I have read and discussed the above rules and regulations with the student. The school staff will not be responsible for the student’s behavior if he/she intentionally disregards the regulations in this policy.

Teacher’s Name: (Please print): ____________________________________________

Teacher Signature: __________________________ Date: ____ / ____ / _____

SCHOOL INTERNET WEB SITE STUDENT INFORMATION
I hereby give permission to use the following information on the school and/or district web sites (initial that you approve):

_____ Student’s first name  _____ Student’s last name
_____ Student’s photo  _____ Student in group photo

*Vocational students not currently enrolled in a KCS secondary school are not required to obtain parent signature if they are 18 years or over.

NOTE: This form will be kept on file in the school listed above. It will not be transferred to another school.
Garnet Career Center
School of Practical Nursing
2017-2018

RELEASE OF INFORMATION

I, __________________________, hereby authorize the Garnet Career Center to release any information concerning employer, insurance, governmental agency, institution, school, state board of nursing, or third party who solicit such information for the purpose of evaluating my qualifications. I give permission to the school to release information that I am an enrolled student and whether or not I am present on a specified day.

Date: _________ 2017

Signature: ____________________________________________________________

Garnet Career Center
School of Practical Nursing

AUTHORIZATION TO OBTAIN INFORMATION

I, __________________________, give permission for Garnet Career Center and its authorized representatives to consult with any employer, agency or institution, or third party who may have information bearing on my credentials, clinical competence, character, etc.

Date: _________ 2017

Signature: ____________________________________________________________
GARNET CAREER CENTER  
SCHOOL OF PRACTICAL NURSING  

CONFIDENTIALITY STATEMENT FOR STUDENTS  
2017-2018 Class

I, __________________________________________, understand that as a student at Garnet Career Center, any information that I may obtain by way of medical records of patients of whom I am directly involved in the care, authorized review activities including but not limited to Quality Assurance or research, and/or observations which may occur within the scope of my position is to be held in the strictest of confidence.

I agree that I will not make any type of unauthorized disclosure of information or names obtained and further agree that I will not make unauthorized copies of patient information or medical records.

I have read the foregoing, understand it and agree to it. I also understand that this is legally binding which may be enforced by legal proceedings, and that I may be held legally obligated for damages for any injuries resulting from violation of its terms. Any breach of confidentiality could result in termination of my enrollment in the Nursing Program at Garnet Career Center.

____________________________________  ____________________  
Signature                                      Date

____________________________________  ____________________
Witness                                       Date
GARNET CAREER CENTER
SCHOOL OF PRACTICAL NURSING

DISCLAIMER FORM

DATE:    ________

STUDENT’S ID #: ______________

I, ____________________________, hereby give my consent to be
Photographed/videotaped while participating in the Garnet Career Center
School of Practical Nursing Program. I hereby release KANAWHA
COUNTY BOARD OF EDUCATION, GARNET CAREER CENTER,
ANY INSTRUCTOR, and/or OTHER STUDENT(S) from any liability,
claim or action resulting from such videotaping.

_______________________________________    ________
Student’s Signature                    Date

_______________________________________    ________
Witness                                   Date
Garnet Career Center
School of Practical Nursing

2017-2018 Class

STUDENT CONTRACT AND RELEASES

I, ________________________________ , received the Practical Nursing student handbook and class expectations. I was also referred to the Kanawha County Schools web site. I was given at least twenty-four hours to read the contents of the handbook and class expectations and to clarify any questions that I had. Therefore, I now attest that I have read the total contents of handbook(s), including the Weapons and Harassment policies. I understand the stipulations, requirements and content thereof, especially as they related to the academic, drug and attendance policies. I agree to adhere to all rules, regulations, and policies set forth therein. I understand that I can be dismissed from the practical nursing program for failing to meet academic, clinical, conduct, drug or financial requirements. I further agree to demonstrate behaviors consistent with the ethical and legal standards required by the program and the reputation established by the school in the community. I will provide the school with fingerprints and any information of crimes, convictions, physical limitations or injuries which would impact my completing the academic and/or clinical requirements or that may jeopardize the safety of a client, resident or patient in my care. I will hold in confidence information attained during my clinical PRACTICUM.

I will provide written documentation from my physician of drugs that may impair my performance. I will not take any over-the-counter medications that may impair my performance or behavior.

I understand that I will be required to submit to random drug/alcohol screens during the course of the academic year and said screens will be at my expense, approximately $70.00. Screening may be requested at any time by the nursing faculty of the Practical Nursing Program, and shall be performed in accordance with the proper chain of custody procedures. I understand that a positive drug screen for illegal drugs or scheduled drugs if not prescribed by a physician at the time of the screen will result in termination from the program.

I agree to schedule an exit interview with the coordinator, director or other designee should I find it necessary to withdraw from the program. I will provide written documentation of my withdrawal.

____________________________________  ____________________________
Student Signature  Date  2017

____________________________________  ____________________________
Coordinator/Faculty Signature  Date  2017
CONFIDENTIALITY STATEMENT FOR STUDENTS
2017-2018 Class

I, __________________________________________, understand that as a student at Garnet Career Center, any information that I may obtain by way of medical records of patients of whom I am directly involved in the care, authorized review activities including but not limited to Quality Assurance or research, and/or observations which may occur within the scope of my position is to be held in the strictest of confidence.

I agree that I will not make any type of unauthorized disclosure of information or names obtained and further agree that I will not make unauthorized copies of patient information or medical records.

I have read the foregoing, understand it and agree to it. I also understand that this is legally binding which may be enforced by legal proceedings, and that I may be held legally obligated for damages for any injuries resulting from violation of its terms. Any breach of confidentiality could result in termination of my enrollment in the Nursing Program at Garnet Career Center.

____________________________________  ____________________
Signature                                      Date

____________________________________  ____________________
Witness                                        Date
GARNET CAREER CENTER/ADULT EDUCATION
STUDENT LOCKER AGREEMENT
2017-2018 Class

Student: __________________________

Locker #:Location: __________________________

I understand that it is my responsibility to keep my locker clean. I also understand that it is my responsibility to keep my locker secure with a lock supplied by me. I will not allow anyone to use my locker under any condition, nor am I allowed to use other student’s lockers.

Additionally, I understand that all items in my locker will be considered my possessions. I also understand that the school has the right to search my locker at any time. Each student shall maintain only one locker at any given time.

I also understand that all items must be removed from the assigned locker on my last day of each program or upon such time as I do not attend classes regularly. After such time the locker will be cleaned out by the facility staff.

Signature: __________________________

Date: __________________________
STUDENT GOVERNMENT

BY-LAWS FOR STUDENT GOVERNMENT

The following by-laws will apply if student government is established.

BY-LAWS OF STUDENT GOVERNMENT

ARTICLE I

NAME

The student council organization is sanctioned by Garnet Career Center. The name of this organization shall be The Garnet Career Center Practical Nursing Student Council.

PURPOSE

The purpose of the Garnet Career Center School of Practical Nursing Student Council is to serve the needs of its members, by:

1. Fostering activities which will develop:
   - leadership, character, citizenship
   - ethical practice and competence
   - physical mental, and social well-being of individuals
   - harmonious relationships
2. Fostering effective communication skills.
3. Strengthening problem-solving, and conflict resolution skills
4. Planning social, recreational, and graduation activities within the policies of the school.
5. Preparing students for a future role in nursing organizations.
6. Acting as peer disciplinary agent.

ARTICLE II

MEMBERSHIP

Section 1. Membership is open to all practical nursing students currently enrolled in the program.
Section 2. Each member shall be entitled to all rights and privileges and shall be entitled to one vote on each matter submitted to the vote of the membership.

ARTICLE III

OFFICERS
Section 1. The officers of the organization shall be the **Class President, Vice President, Secretary, Treasurer, and Historian**. The Coordinator and faculty will be ex-officio members. It is not the responsibility of class officers to negotiate changes in exam dates or schedules.

**DUTIES**

**The president** shall be elected from the student body. He/she shall preside at all meetings and along with other council members formulate a plan of work. In addition, he/she shall make committee appointments. The class president will represent the student body at faculty meetings when requested. The final approval of all projects, etc. rest with the coordinator. The class president shall act as parliamentarian and follow Roberts Rules of Orders to ensure that meetings are conducted in an orderly manner.

**The Vice President** shall represent the president during his/her absence and shall perform other duties as assigned.

**The Secretary** shall record and distribute meeting minutes, and agendas to both the student body and the coordinator. The secretary is responsible for all correspondence. The secretary shall keep a current list of all members. She or he will preside at meetings if both the president and vice-president is unavailable.

**The treasurer** shall prepare the budget, collect dues and pay bills. The treasurer will maintain a complete record of all monies received and spent. All payments must be authorized by the president and a faculty advisor.

Receipts for all expenditures must be maintained. All monies collected or donated must be maintained in Garnet’s main office. Neither the student council nor any other student government entity may maintain the money in cash or in a private fund or checking account. The treasurer shall report regularly to the president and the student body.

**ELECTION OF OFFICERS**

**Section 3:** Officers should be individuals with leadership skills. Elections shall be held within twenty weeks after admission to the program. By week 16, nominations shall be conducted. Nominees are selected from within the student body. Nominees may campaign from then until elections are held. By week 18 elections are to be held. The entire class is eligible to vote for officers at this time.

The nominee who receives the majority of votes will be elected for each position.
In case of a tie vote, there shall be a re-vote among the candidates that tied.

Votes will be ballot and will be counted by a faculty or other designated member. Voting may not be by proxy or absentee ballot.

**TENURE**

**Section 4.** Officers shall serve a one (1) year term. Officers can be removed from office for misconduct, failing to carry out the duties of office, breaches in ethics, failure to accurately present class concerns, or causing confusion and dissension. Removal will be by two-thirds majority vote of the student’s body present on that day.

**VACANCIES**

**Section 5.** In the event of a vacancy in the office of the President, the Vice President shall succeed to the office. Elections shall be held for any resulting vacancies.
ARTICLE IV
MEETINGS

Section 1. It is recommended that at least 9 meetings are scheduled with the total membership. At least four (4) scheduled meetings will be held during the school term on faculty senate days. Meetings should last from 30 minutes to one hour.

Section 2. Members shall receive an agenda one week prior to the meeting. This agenda can be posted.

Section 3. The agenda is to be formulated by student council members with a provision that new business can be brought to the floor by the student body members.

Section 4. Student body members who have up-to-date dues are eligible to vote. If dues are not collected, all members of the student body are eligible to vote. Ex-officio members do not have voting privileges.

Section 5. The president may call special meetings as necessary in order to complete outstanding business, to fill vacancies, to distribute new information, to discuss concerns.

Section 6. Two-thirds of the student body present in class on the day of the vote shall constitute a quorum.

ARTICLE V
COMMITTEES

Section 1. Committees shall be Public relations, Graduation, Fund-raising and Nomination.

Section 2. The President shall appoint Ad Hoc committees when needed.

ARTICLE VI
DUES

If the student body elects to collect dues, the amount shall be determined by the members and the elected officers. Dues shall be submitted on the date scheduled. Remember, all dues and other collected monies will be maintained in an account in Garnet’s main office.

ARTICLE VII
PARLIAMENTARY AUTHORITY

Rules contained in the current edition of Robert Rules of Order shall govern the conduct of all meetings of the student body in all cases to which they are applicable and in which they are not inconsistent with the by-laws and any special rules of order the student may adopt.

ARTICLE VIII
AMENDMENTS
These By-laws may be amended at any meeting by a majority vote of the student body and the elected officers. Proposed amendments must be submitted in writing, to the members at least three weeks prior to voting. Written notification of the proposed amendment and the voting time must be submitted to the members three weeks prior to the voting that.