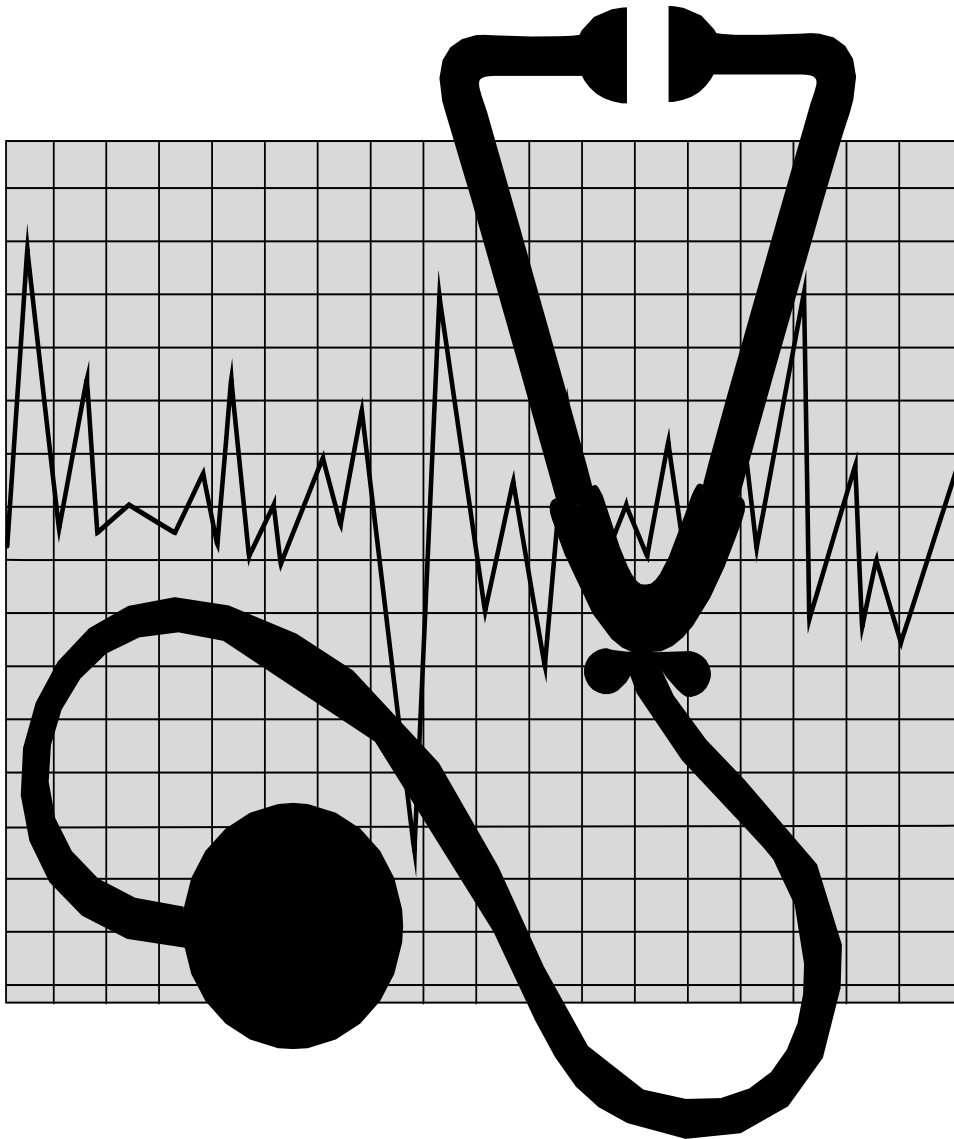


GARNET CAREER CENTER  
SCHOOL OF PRACTICAL NURSING  
**STUDENT HANDBOOK**



**2014 - 2015**

## 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 formulated to provide you with information about the instructional and administrative policies, procedures and expectations of the Garnet Career Center School of Practical Nursing. Information contained herein will assist you to function more effectively and independently. Rules and regulations can not cover every situation; it is therefore expected that our students act as mature adults. You alone 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.

**This handbook is to be used in conjunction with the Garnet Career Center Student Handbook.**

## ***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 Caroline Cloer, Title IX Coordinator, Kanawha County Board of Education, at 200 Elizabeth Street, Charleston, WV 25311-2119; Phone 348-1344; to James Simmons, 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

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## 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 their 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 2006-2007 Garnet currently continues 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. Madalene Summerfield (1961-1973), Mrs. Louise Greenleaf (1973-1974), Mrs. Virginia Jones (1974-1981), Mrs. Gerry Lytle (1981-1983). Mrs. Mary Brothers (1983-2008) and Mrs. Teresa Reynolds from July 2008 and continues to hold that position.

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

## DEPARTMENTAL INFORMATION

### Departmental Phone Numbers

Nursing Office:	348-6114	ext: 120
Mrs. Reynolds Office	348-6114	ext: 119
Main Office Phone	348-6195	ext: 105
Fax Number :( Nursing)	347-7467	
Fax #: (Garnet)	348-6198	

### Pager Numbers

Ms. Reynolds RN	556-9617
Mr. Brown, RN	556-9644
Ms. McCoy, R.N.	556-9621
Ms. Shiltz, R.N.	556-9616
Mr. Shields R.N.	556-3466

## **Garnet Career Center**

### **School of Practical Nursing**

#### **GARNET CAREER CENTER MISSION STATEMENT**

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

#### **SCHOOL OF PRACTICAL NURSING MISSION STATEMENT**

Our mission is to prepare individuals who are competent, ethical, and compassionate care givers; prepared to pass a licensure examination and enter the workforce.

#### **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 and 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 life-long 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.

## **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 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 July 25 ,2014.

**CLASS HOURS** are scheduled from **8:00 a.m. to 3:15 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** are from **7:00 a.m. to 3:00 p.m.** Clinical hours may change as needed to meet educational and program goals and may include evenings, nights or weekends. Clinical Ratio: one instructor to 10 students.

## **COURSES PER SEMESTER**

### **PN 101**

Basic Math  
Med. Term  
Geriatric Nursing  
Practical/Vocational Nursing I  
Fundamentals  
Introduction to Computers  
Clinical Practicum

### **PN 102**

Pharmacology I  
Introduction to Med Math  
(Dosage Calculations/Integ. with Pharm)  
Mental Health  
Introduction to Nutrition  
Medical Surgical Nursing I  
Lifespan  
Clinical Practicum

### **PN 103**

Practical/Vocational Nursing II  
Medical/Surgical Nursing II  
Geriatric Leadership  
Pediatric Nursing  
Clinical Practicum

Maternity Nursing  
Pharmacology II  
Nursing Research/Care Plans (Integ.)  
HESI Assessments

## **CLINICAL SITES ( used most often)**

CAMC, ALL DIVISIONS  
HERBERT J.THOMAS MEMORIAL  
SELECT SPECIALTY HOSPITAL  
ST. FRANCIS HOSPITAL  
CAMC: TEAYS VALLEY

Dunbar Rehab and Care Center  
CAMC Gen Behavioral Med. Unit  
Oak Ridge CENTER  
SUNBRIDGE CARE CENTER  
(TEAYS VALLEY)

## **PROGRAM GOALS**

Reviewed/Revised 4/08 :6/09;2/2010 TR; 06/2011 TR  
Revised 5/12 TR: Revised 7/13 TR: Revised 8/13 TR:  
Reviewed/Revised 7/2015 TR; Revised 3/2015 MFP



The graduate Practical Nurse will be able to perform nursing care ranging from simple to complex under the supervision of the Registered Nurse, Licensed Physician, or Licensed Dentist. Graduates can be expected to:

1. Provide safe, effective care to various age groups.
2. Promote health and health maintenance.
3. Provide care that supports the individual's psychosocial integrity.
4. Assist the individual to maintain physiological integrity.
5. Collaborate with other health care team members.
6. Demonstrate a caring attitude.
7. Utilize effective communication skills.
8. Demonstrate professionalism in speech, dress, attitude and behavior.
9. Maintain confidentiality.
10. Contribute to the development of care plans using the nursing process.
11. Demonstrate respect for cultural diversity.
12. Demonstrate ethical practice.
13. Comply with the scope of practice as outlined in the nurse practice act.
14. Utilize educational opportunities for continued personal and professional growth.
15. Demonstrate accountability.
16. Demonstrate critical thinking skills.

## 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)

### Clinical

Performance Evaluations  
 Role playing  
 Student mentoring  
 Paired learning  
 Pre/Post conferences  
 Evaluation  
 Lab practice and demonstrations  
 Cooperative Learning  
 Self-appraisal  
 Self-Directed Study  
 Observational Experiences

**(Our Adult Basic Education Department is available by appointment to assist with basic math skills.)**

## METHODS OF EVALUATION:

Instructors will evaluate students by reviewing/grading:

Student reports and projects  
 Student portfolios  
 Written examination  
 Student participation  
 Clinical evaluation

Performance testing  
 Nursing Care Plans  
 Concept Maps and other formats  
 Clinical research  
 Case studies

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

## CONFIDENTIALITY POLICY

In your role and with the performance of your duties as a practical nursing student, you will be entrusted with the personal information within your 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. You are only to access the information of that particular patient you have been assigned to care for at that time.

It is the policy of the 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 the agency elevator or cafeteria
- \*\* 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 logging into the computer system
- \*\* Leaving a secured record unattended while signed on
- \*\* Attempting to access secured information without proper authorization

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

Violation of any part of this policy may be grounds for dismissal for this nursing program. Unauthorized release of confidential information could result in legal issues for the person who does not adhere to these standards.. There could be personal, civil, and/or criminal liability along with legal penalties in accordance with the guidelines set by HIPPA.

## **CLASS ATTENDANCE POLICY**

1. The student is expected to be punctual and regular in attendance. Absences will be recorded on a daily basis by the faculty and in cases of dispute the faculty's records will be the final, official record. **All absences and tardy time are deducted from the total number of missed hours permitted for the entire year WHICH CONSISTS OF FIFTY (50) hours . The LPN Board mandates that students have to complete 1300 hours of instructional time to be eligible to sit for the NCLEX exam therefore students MUST MEET THIS REQUIREMENT IN ORDER TO CONTINUE IN THE PROGRAM.** The LPN Board only recognizes the two following instances in which an absence may be excused: 1) Mandatory court appearance and 2) Military Duty.
2. Students arriving to class after the official starting time are considered tardy AND will be admitted to class only after reporting to the coordinator or another instructor available and obtaining a pass allowing them to be admitted at that time. Students will be **docked time accordingly in 15 minute increments.** This rule does not apply if there is a test being given or a quiz. You will not be allowed to enter class until the testing is complete. You will be allowed to take the exam currently in progress as per the Make-up Exam Policy. ( See Make-up Exams)
3. 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.
4. Students are required to call and report any absence from class or clinical (refer to the specific guidelines for clinical absence). **A student will be automatically terminated if they have not called or come to class for five**

**consecutive days.** The Coordinator and Principal 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.

5. **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 reference information. Work schedules do not lessen the student's responsibility for meeting course or clinical requirements.

### CLINICAL ATTENDANCE POLICY

1. **Students are allowed to miss only one clinical day per semester.** There are no make-up days
2. Students are required to notify the instructor by **6:30 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.**
3. If unable to reach the instructor, page the coordinator and also leave a message on the clinical unit to which you are assigned. Students who come to the clinical areas past 7:00 a.m. will be counted absent in one-half hour increments. Students who come to the clinical setting after 8:00 a.m. (e.g. 8:01 according to the instructor's time) will be sent home. Tardy students are to immediately seek the instructor face to face in order for him/her to verify the time of arrival.

### GRADING POLICY (CLASS)

Students receive two progress reports during a semester. Students must be passing both the class and clinical portions of the program by the end of the semester in order to progress to the next semester. Any student whose class or clinical work, whose 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.

**You are required to maintain at least an 80% in order to pass a subject. Final grades will be rounded up to the next highest number. Ex: 79.5% will round up to 80%. The lowest grade may be dropped upon completion of that subject. The final decision will rest with the coordinator.**

Grades are awarded as points. **Grade reports will be provided only twice during a semester and at the time specified by the faculty.** Instructors do not have time to stop and print grades reports for individual students. **The student is responsible for maintaining a personal record of the grades awarded for exams and other activities not the Instructors.. Class participation points will only be awarded to those students who are present and actively engaged in the activity.**

**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 too unsafe to practice.**

### GRADING SCALE

**94-100 A      87-93 B      80-86 C      0-79 F**

### GRADING POLICY (CLINICAL)

## GRADING SCALE

**NI: Needs Improvement**

**W: Warning**

**U: Unsatisfactory**

**S: Satisfactory**

Clinical performance will be evaluated daily. Clinical grades will be provided twice during each semester. At the beginning of each 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 their 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 clinicals will receive a U for Attendance and therefore can be terminated if absences bring their total grade percentage below 80%.**

## CLINICAL EVALUATION

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

**If a student is having trouble in a particular clinical setting or not progressing as expected, as long as there has been no major incident, safety violation or injury to another student or patient, it may be the decision of the Coordinator to place said student in another clinical area for further evaluation by that instructor.**

## EXAM POLICY

Exams are listed on the schedule as a courtesy to the student. **Exams may be administered at any time during the day in lieu of when it appears on the schedule.** The student shall be seated and ready for the exam when the instructor enters the room. There will be no backpacks or books allowed in the room while testing are in progress. Students are required to purchase a calculator for use with math questions and it is their responsibility to bring these to class. We will not provide calculators for you. Seating arrangements are controlled by the instructor. **Complete silence is enforced from test/answer sheet distribution until the last test/answer sheet is collected.** Students who do not adhere to this policy may have their exam terminated and points deducted or receive a “zero” on their exam. **Cheating or the appearance of cheating WILL NOT BE TOLERATED AND can result in an automatic zero on that test and/or termination from the program.** Please follow your instructors’ directions as given regarding the testing procedure.

**Any student who fails to put their name on a test or quiz will be required to take an alternate one immediately with 5% of the total points deducted.**

## POP QUIZZES

Pop quizzes **MAY BE GIVEN AT THE INSTRUCTORS’ DISCRETION** and cannot be made up. Instructors are not required to review for exams. Learning objectives are the student’s study guide. **Test questions will not be argued!** To initiate a discussion about a test question, obtain a green “request” form (located in the black file cabinet across from room 313). List the question number, your concern, the rationale and page number(s) supporting your answer. Submit the request form to the instructor who taught the topic. Exam grades will not be returned on the day

of administration. An instructor has five (5) school days to grade and return exams. **DISHONESTY WILL NOT BE TOLERATED AT ANY LEVEL.** Students involved in academic dishonesty will be dismissed from the program. The coordinator and ultimately the principal shall have final discretion.

## MAKE-UP POLICY - EXAM

**Please know the make-up policy for missed tests.** If you miss an exam, you are required to take the make-up promptly on your return to school. Please report directly to the nursing office at 8 AM or whatever time you return to school in order to meet this make-up policy requirement. You have one opportunity to make up a missed test. If you fail to do so it will result in you getting a zero for that particular exam.

After completion of a make-up test, the student will be given a slip allowing them to return to class. If any scheduled exams or quizzes were given during this time, the student will be allowed to take these prior to returning to class without penalty. **\*\*\*\*\*Alternate exams may be administered.**

- EX: a)** If you miss 1<sup>st</sup> period and come in at 9:30 A.M you are to report directly to the Nursing office to take the missed test. You will automatically lose 5 % on any test that is less than 100 questions and five (5) points from any test containing more than 100 questions. Upon completion of this, you will be given a note to return to class. You are responsible for getting any work that was missed during your absence and during this testing time.
- b)** If you miss a test and the next day you return is a clinical day, you are expected to report to the school after clinical to take the make-up exam. **You will have 45 minutes to report to the school for this test.**

## 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**). Late submissions will be accepted in the event of an absence without penalty AND are due prior to the beginning of the next class. (EX: If you are absent the first class session and return for the beginning of the second class, your assignment must be handed to the instructor prior to that class.). Late work will be accepted no later than that day; (Ex: you forgot your homework and go home to get it at lunch) or the next day with 5% deducted from your total grade. It must be submitted no later than 8:00 AM the next morning and must be hand delivered to the instructor who assigned it or another one if he or she is not available. Written work is to be placed in the area as you get off of the elevator in the specified instructor's box. Written assignments, projects and research must be submitted in **black ink except pencil for Math. All work must be legible, with correct spelling and grammar. Typewritten or computer printed reports are acceptable unless specified otherwise from the Instructor assigning the work.** For professional papers such as research papers, reports and resumes only one side of a standard 8 ½ x 11 size sheet of paper may be used.. Written work is to be that of the students and cannot be a report generated from the Internet. Work that does not meet either of these two criteria will not be accepted and the student will receive a zero for that work. The student should contact the instructor if a question arises, 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 to them by an individual instructor for each assignment. ..**  
**\*IT IS NOT THE INSTRUCTOR'S/COORDINATOR'S RESPONSIBILITY TO REMINDE A STUDENT OF A REQUIREMENT OR DEADLINE DATE.**

## CONFERENCE REQUEST

Instructors will conference with students concerning academic and clinical performance by appointment only. Instructors will not discuss medically related problems, suggest medical options, or provide financial counseling. All routine inquiries will be handled as quickly as possible. Secure a green request form (“green slip”) from the file box across from room 313 and record the nature of your request. Place the form on the appropriate person’s mailbox. We will respond to the student by placing our response in your designated mailbox slot located down the hall from the computer room/library. **It is the students’ responsibility to check their box on a daily basis.** The coordinator will periodically attend student meetings and will discuss student concerns at that time. Conference times are usually scheduled either before or after school.

## LUNCH

Students will be given 45 minutes for lunch due to the discontinuation of our cafeteria. This will allow you time to go out for lunch. There are several places nearby for your convenience. There is a refrigerator located in the cafeteria area on first floor that you may use to store your food. Please put your name on it and remember to remove it at the end of the day. There has been a security camera placed in that area to prevent people from taking another person’s lunch. Food is not allowed to be eaten on the third floor due to our “visitors” that the crumbs tend to bring in. You will be allowed to have drinks and gum or hard candy during class when there is no testing scheduled. If you drink coffee, that is something that may be arranged by talking with Mrs. Reynolds. **Students are not to participate in activities during lunch which will result in impaired behavior such as drinking.** Classroom doors will be locked during the lunch hour.

## STUDENT MESSAGES

Messages are intended solely for the name of the student they are addressed to. Messages will be placed in your personal mailbox. Remember it is your responsibility to check these daily prior to leaving for any correspondences. Messages received by the main office will also be placed in the mailbox unless it is an emergency and the secretary or staff member will get you out of class. Neither the Nursing Department nor Garnet Career Center is responsible for missed messages. **It is the student's responsibility to provide their families with the schools phone numbers.** The number for the Nursing Office is: 304-348-6114. When in the clinical area, it is the students responsibility to give their instructor’ pager number to the family member. Please do not call the facility!

## PAGERS, CELL PHONES, AND PDA’S,

**Pagers, cell phones, PDA’s, etc. are not allowed in the class/clinical setting per Kanawha County Policy and the health care facilities that we utilize.** Any student expecting an emergency call or who may have a sick child, spouse, sister, parent or other emergency must give that person the nursing office number in case they need to call. The secretary or other staff member will immediately get you to the phone or deliver the message. Students who are caught with their cell phone in class will be escorted out of the classroom to place their phone in their locker. The following disciplinary action will be taken:

- a) 1<sup>st</sup> Offense: Verbal Warning
- b) 2<sup>nd</sup> Offense: Written Warning
- c) 3<sup>rd</sup> Offense: Principal Conference / Program Coordinator Conference
- d) 4<sup>th</sup> 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.

\*\*\* **Policy changes and notifications will be posted on student’s message board.**

## **COUNSELING SERVICES**

A full-time counselor, Cathy Kasdorff , is available in the main office to counsel students about personal matters.

## **WITHDRAWAL**

Students who withdraw from the program must schedule an exit interview with the coordinator and sign a withdrawal form. Students who leave the program without notification jeopardize their chance for readmission. Withdrawing/terminated students must remove the content of their lockers in one week. Following this time frame contents will be removed and discarded without further warning.

## **PROBATION**

Applicants to the Practical Nursing program may be admitted on a probationary status. Students admitted on probation must adhere to all program policies, requirements, and stipulations set forth. Students on probation shall be eligible for financial aid during the probationary period, but they generally shall not receive any financial aid refunds until the terms of their probation have been met. Students on probation may continue to attend classroom and clinical experiences unless otherwise specified. The appropriate staff will be notified of the students' probationary status. 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.

## **CRIMINAL HISTORY/MISDEMEANOR/FELONY CONVICTION**

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 who has been convicted of a felony, is habitually intemperate or addicted to the use of habit forming drugs, who is mentally incompetent or who is guilty of professional misconduct including conviction of a misdemeanor conviction 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 setting for the NCLEX.

At the completion of the practical nursing program, any applicant who has been convicted of a crime is advised to contact the Board office to discuss the potential impact of a criminal conviction on the board application and licensure process.

## **SUSPENSION OR DISMISSAL**

Suspension or termination can be immediate depending on the severity of the infraction. The student is prohibited from coming on property owned or leased by Kanawha County Schools and is also prohibited 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 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. (Will subject you to dismissal prior to the end of the semester if serious enough to warrant it.)
- Intemperance, substance abuse
- Hazing
- Vandalism
- Bomb threats or false alarms
- Inappropriate classroom or clinical dress as outlined in Kanawha County School 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.
  - copying the work of other students
  - giving information about 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.

Behavior disparaging or detrimental to the image of the practical nursing program.

## **STUDENT LOCKERS**

Each student will be assigned a locker for which they must provide their own locks. **Lockers remain the property of Kanawha County Schools and may be searched if there are reasonable grounds to suspect that the search will turn up 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

## **SMOKING**

The use of alcohol, tobacco, tobacco products, 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. **\*\*\* ( See Garnet's handbook for further details. PAGE 10 )**

## **DRUG TESTING/SUBSTANCE ABUSE POLICY**

It is a violation of the policy of Kanawha County Schools and of the 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 those funds. 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 are at the student's expense and normally cost approximately \$70.00.** 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. **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 any 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 while he/she is under the influence of alcohol, a narcotic drug or other mood altering medication. Permission to return to the clinical setting will be based on the results of the drug screen and the severity of the problem identified. Students using illegal substances will be dismissed.** Any student in violation of the Substance Abuse policy who is receiving any type of student financial assistance (Title IV funds, Veteran's, etc.) will be in jeopardy of losing eligibility to receive those funds. 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.**

## **APPEAL PROCESS**

This procedure 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 this 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 the 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.

## **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.**

1. Students will report to class wearing their school uniform 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. You may wear navy blue or white turtle necks, long sleeve shirts or t-shirts under your polo when you are cold for lab and class. ***This means no pink, purple, yellow etc.!!!!*** (***This applies to school only. Long sleeves are not allowed in the clinical setting due to infection control issues.***)
2. On lab day, students will wear the Garnet white polo shirt with their blue scrub pants. Pants need to fit properly. They should not be rolled up or down and cannot be longer than the top of the shoe.

3. Students shall wear a good rubber soled tennis shoe for lab for safety reasons. It would be a good idea to keep an old pair in your locker unless you plan to wear them in class.
4. Make up -tasteful, conservative, no heavy foundation, blush, eye shadow, etc.
5. Teeth clean and in good repair
6. Hair clean, neatly arranged, no head coverings, caps etc.
7. Facial hair, beards, mustaches, clean, closely trimmed daily. No “five-o’clock shadows” allowed. (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 ).
8. Pieced jewelry is restricted to one location on the ear lobe. NO tongue rings, eyebrow piercing or any other piercings visible to the eye are allowed.
9. No chain or spiked jewelry.
10. Any type of shoe may be worn to class per KCS policy except when in the lab area as stated previously.
11. Students should plan to dress accordingly to the weather. It is a good idea to layer your clothing in the winter so that you can add or take away as needed. **Students may wear plain white or navy blue warm-up jackets (no writing on them) with their name tag or ID badge when it is cold instead of the thin white lab coat.**
12. You may wear navy blue or white turtle necks or long sleeve shirts under your lab uniform when you are cold This means no pink, purple, yellow etc.!!!!!! (. This applies to school, classroom only. Long sleeves are not allowed in the clinical setting due to infection control issues.)

**COMMUNITY ACTIVITIES:** Dress for various community activities depends on the nature of that particular activity. Dress will be dictated by the coordinator to assure appropriateness.

#### **DRESS CODE POLICY (CLINICAL)**

1. Official school uniform, clean, neat, pressed and well fitting with appropriate undergarments. Pants no longer than heel of shoe. Students will be required to purchase new uniforms if the fit of the uniform, color etc. becomes inappropriate.
2. Lab coats/warm up jackets, clean and pressed. These are to be worn to and from clinical setting and not worn during direct patient care. Students will remove their jackets once they are to begin 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.
3. Shoes are to be white leather (no canvas), and kept polished. Heel no higher than one inch and shoes are to be worn during clinical practice only. Shoestrings and shoes clean, polished, and buffed at all times. It is a good idea to wear an old pair of shoes until you arrive at the clinical site and then change, especially if you have to walk where there is no pavement.
4. **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.

5. Tattoos must be covered as per hospital policy as well as ours. You may not wear long sleeves in the clinical areas. This is an infection control policy. Tattoos must be covered using derma bond make up for example or flesh colored protective/bandage tape.
6. Hair shall be clean and neatly arranged off the collar not below. Bangs cannot hang below the eyebrow. No ribbons, bows or lace may 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 come to pre-conference with your hair down expecting to put it up then. It must be up and ready for your day upon arrival to the site.
7. Jewelry that can be worn consists of an engagement ring, wedding band or set only. One pair of small post type earrings( no loop or dangling earrings) in white, blue, gold or silver tone can be worn. **No necklaces, bracelets, tongue rings, nose, eyebrow piercings or hole stabilizers etc. may be worn.**
8. Nails are to be no longer than one-fourth inch, clean, manicured. No artificial nails, French nails, nail extension or nail polish of any kind can be worn.
9. Make up as stated per classroom policy.
10. No perfume, cologne, heavily scented aftershave, hand lotion or hair spray. These can be very irritating to those who are ill.
11. No heavy scent of smoke on uniform or breath. I suggest that you do not smoke while in uniform in route to the clinical site. If you can't refrain from a cigarette while driving, please do not put your lab jacket on until you arrive. This will prevent the smoke odor as well as prevent it getting wrinkled. If there is a heavy smoke odor on your clothing, you may be asked to leave. These odors are sometimes very irritating to those who are sick.
12. Free from unpleasant mouth or body odors.
13. Identification (name tags) worn at all times.
14. Males/females can wear short-sleeve, white, V neck T shirts under the uniform top. Males with excess hair in the chest area should wear the regular t-shirt under their clinical shirt to cover this.
15. Gum cannot be chewed while in uniform. Drinks are limited to break time.
16. Clinical watch with sweep second hand in white, navy blue, silver or gold tones.

**Any student who fails to meet any of the above dress code stipulations or demonstrate professional behavior in the clinical setting can and will be sent home. A clinical grade of unsatisfactory will be awarded under the category of professionalism if dress codes are not met. The student will also be counted absent for the day.**

## **CLINICAL SUPPLIES**

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

Clinical Objectives	Penlight	Black Sharpie marker
Stethoscope	Watch with sweep second hand (working).	Lab Dx Book
Bandage scissors	Goggles	Drug Book
2 Black, ballpoint pens	Master skill sheets	
Pocket size notepad	Fundamental text	

**Students will be required to purchase a three-ring binder for the clinical area. This notebook will be kept with you at all times during clinical rotations and will contain your: Fundamentals Skills Sheet, Clinical Objectives, daily assignment sheets, data collection sheets, assessment tools, care plans and any other**

**assigned clinical work. It is your responsibility to keep up with your materials not the instructors!!!!**

## **OUTSIDE EMPLOYMENT**

Outside employment is discouraged due to the rigorous requirements of the program. Outside employment will not alter program schedules or lessen program requirements

### **NAME, ADDRESS OR PHONE NUMBER CHANGE**

Report any change in name, address, phone numbers or emergency numbers to the coordinator in writing. It is imperative that we be able to reach you in the case of an emergency or sudden change in schedule. Please 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. A pay phone is located on the first floor at the Dickinson street entrance. **Student may receive only emergency phone 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 coordinator's responsibility to arrange schedules to meet different needs. With 90 students this is impossible.

## **SCHOOL CLOSURE POLICY**

The nursing program will adhere to the same policy (in most instances) as Kanawha County Schools. School closings are announced on the radio and television, especially Channel 13 as early as 6:00 a.m. Closings are also posted on the Kanawha County School Website.

On days when school is cancelled students will be assigned work consisting of Case Studies, Virtual Clinical Excursions and/ or Research.

**IN THE EVENT THAT SCHOOL IS CLOSED STUDENTS WILL REPORT TO CLASS OR CLINICAL THE NEXT DAY AS PER THEIR 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.**

## **ISE DAYS**

Students can come to school for two hours of 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 \$2.25 a clock hour. (Please refer to your program cost sheet given during orientation.)

**ALL PRICES AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.**

Students should keep in reserve approximately \$200.00 to pay for conferences, travel expenses and drug screens and photo identification. **\*\*\* (Refer to the Garnet Student Handbook for further explanation.)**

**All financial arrangements are to be made in the main office. A student whose payment is in arrears will not be permitted to attend class/clinical instruction and will be counted absent for those days.**

**\*\*\*No grade transcripts will be issued to current or graduate students until all charges are paid in full.**

## **REFUND POLICY**

The refund policy is outlined in the Garnet Career Center Student Handbook. Refund policies are subject to change based on Federal Guidelines. **\*\* (See page 7)**

## **FINANCIAL AID**

Students, who need assistance with preparing financial aid applications, must make an appointment to speak with the financial aid advisor who is at school on Wednesday and Thursday from 9:00 am to 1:00 p.m. No financial arrangements are made in the nursing department. **\*\* ( Refer to the Garnet Student Handbook for further explanation)**

## **WORK & TRAINING FORMS**

Work/training and (DHHR) forms will be signed by the Coordinator. 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 the **red folder labeled “pick-up,”** or on the student’s mailbox.

## **BUILDING APPEARANCE/CLEANLINESS**

Visitors will judge a 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. No pop cans, papers, books, notebooks, pencils/pens, personal clothing etc. are to be left on the desk or in the room at the end of the day. Articles left in the classroom can be discarded without notification and the school is not responsible for students items that disappear from the classroom. If you drop anything on the floor, especially in the hallways please pick it up. We are not your maids!!!!!!

## **SAFETY/CRIMINAL ACTIVITY**

To insure the safety and well-being of staff and students, Garnet cooperates with local law enforcement agencies in regard to criminal activity. The following violations will be immediately reported to the local law enforcement agencies and may result in termination from your training programs.

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

Additionally, Garnet has the right to search students, their cars, or their lockers if there are reasonable grounds to suspect that the search will turn up 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.

(**\*\*\*See Garnet Career Center Student handbook** )

Students are to report unsafe conditions they observe to the coordinator immediately whether it be related to criminal activity as outlined above or any safety issue related to structural problems, damaged equipment, wet floors, loose tiles etc.

## **LIBRARY / COMPUTER LAB**

A small student library is located in room 315. The library is equipped with internet accessible computers and a printer. Students may not access the Internet without the presence of a faculty member. **Students will not download anything onto any computer.** You will sign an agreement for KCS regarding the computer policy and it will be placed in your file. A Public Library is located on Capitol Street and a medical library is located in the Robert C. Byrd building adjacent to Charleston Memorial Hospital. If you do not have access to a computer or Internet at home, these are available for your use.

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

## **SOCIAL MEDIA POLICY**

The use of any social media such as Facebook, Twitter, my space and all others that would identify fellow students, faculty, administration, the school of nursing, clinical facilities, patients, the patient's family is strictly prohibited and would 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** ).

## **SCHOOL ISSUED PERSONAL COMPUTERS (CLASSROOM COMPUTERS)**

Students will purchase a lap top computer for program use only while enrolled in the practical nursing program. You will also be purchasing E-Books and a computerized charting course (SIM CHARTING) which will have your own personal access number assigned and will be downloaded onto your computer. Students will be given the ISBN numbers for three-books so that they may purchase them for their own use. Students are to bring their computers to class charged and ready for use each day. Please do not bring your books (if you purchase them) to class for use instead of the computer. These are for your personal use at home for studying.

**\*\*\*You are expected to read, know and adhere to the following guidelines.**

### **Class Room / Clinical Computer**

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.  
Students 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:

- 1<sup>st</sup> offense - Verbal Warning
- 2<sup>nd</sup> offense- Written Warning
- 3<sup>rd</sup> offense - Principal/ Program Coordinator Conference
- 4<sup>th</sup> 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**

A certificate will be awarded to all students who successfully complete the program's academic, clinical and conduct requirements. Our graduation is traditional and stipulations for it are formulated by the school of nursing. Caps and white uniforms are part of this traditional pinning ceremony. Plans for the graduation ceremony will be distributed to student at the appropriate time, We usually start this conversation sometime in May.. The graduation ceremony is considered as part of the over-all attendance time.

## **PASSPORT PICTURES**

Two passport size picture ( 2 inch by 2 inch) are required to process state board applications and other evaluations. Please wear a light or white shirt or top as the pictures must be signed. It is the student's responsibility to have these done. You will be notified when the time comes to complete this requirement.

## **TRANSCRIPTS**

Student records/PN transcripts will be forwarded to other agencies providing the party making the request **is not indebted** to the school. The student must complete a release form in order for those to be sent. Request may be faxed (348-6198) or mailed to the school. The following information must accompany the request.

- Full legal name at the time of graduation
- Social security number (last four digits)
- Year and month of graduation
- The name, complete address of agency, party and/or institution to which transcript is to be mailed

A remittance fee of **\$5.00 made payable to Garnet Career Center** (fee is subject to change). **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.**

## **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 slip from their physician stating that they're 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 STUDENT'S and/or THE INSTRUCTOR'S RESPONSIBILITY, TO DECIDE IF THEY ARE TOO ILL TO MEET CLASS/OR CLINICAL EXPECTATIONS.**



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. An ambulance will automatically be called for students who become ill or injured on school property.

## **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:

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 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.

## **TRANSFER POLICY**

If space permits, students wishing to transfer **from our program to 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 transferring from another nursing program will be permitted to use other entrance exam scores as deemed appropriate by our school of nursing. They will be required to provide a letter of recommendation from the program they are leaving which must have left the program in good standing as well. If accepted, an individualized plan for completing the program will be formulated by the nursing faculty. The student is expected to adhere to that plan and meet all remaining program and State Board of Examiners' requirements.

## **INTERNATIONAL STUDENTS**

International students desiring 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.

## **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 will not be considered for readmission.** Each student must complete a new drug screen and criminal background check. 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 passing a drug screen and all other requirements. The student will also be required to complete two additional random drug screens with such times being designated by the program coordinator during the course of the year. The students' scores will be ranked among the current testing pool and they will be granted readmission if their scores fall into the designated ranking level.

## **VISITORS**

Please indicate to family members or friends that **all visitors** must sign in the main office and receive a badge 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 "Kinkos" is located approximately 1 ½ blocks from the school. Students may check with the main office about the use of their copier.

## **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.

## **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 Hisotrian**. 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 a 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 meetings, 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 or 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 date.

**Garnet Career Center  
School of Practical Nursing  
Class Guidelines and Rules**

Class will begin at 8:00 A.M. with roll call. Students arriving to class after the official starting time are considered tardy AND will be admitted to class only after reporting to the coordinator or another instructor available and obtaining a pass allowing them to be admitted at that time. Students will be docked time accordingly in 30 minute increments. If there is a scheduled test, you will be required to make it up after roll has been called for the next class period. You will lose 5 % on any test with less than 100 questions and 5 points on any test with over 100 questions.

1. Refer to your student handbook for the absenteeism policy. It is your responsibility to maintain a record of your time. If you are absent, please record the date and reason in case there is a discrepancy. Mrs. Reynolds is the person in charge of maintaining official time. If you have any questions please see her. For those of you receiving financial aid, an excess of hours missed in one semester will place you on probation and may delay your getting any money. There are a specific number of hours you have to attend to eligible for the next disbursement. Also, for those of you receiving help through DHHR, Mrs. Reynolds will check your official time with what you claim on your monthly report sheet before signing it. Please place any of these forms in the "In Box"; a green folder located on the coordinators' office door and they will be returned to your mail box before the end of the day.
2. If you are caught sleeping in class, unless you are snoring or otherwise disrupting the class, you will be left alone. It will be your responsibility not the instructor's to get any information that you may have missed.
3. Please do not get up and leave the classroom unless it is an emergency. You are expected to use your break times for the bathroom. We encourage you to be considerate of the disruption this may cause. If you leave class in the middle of an exam or a quiz, you will not be allowed back into the room until testing is completed.

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. Drinks are allowed in class except during a test. Please put them in a closed container to avoid spills.
5. **Cell phones ARE NOT ALLOWED IN THE CLASSROOM** per Kanawha County School policy. They are to be left in your lockers while here except during your breaks and lunch. Please either turn them off or put 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. We will get you to the phone if necessary or deliver the message to you promptly.
6. **Cell Phones ARE NOT ALLOWED IN THE CLINICAL area at anytime.** They are to be left either in your car or in your clinical bag. You are allowed to have them during your break. Remember that there is not always a place where your bags can be locked up therefore neither we nor the hospital is responsible if your phone is lost or stolen. **Once again it is your responsibility to provide your family member with the instructor's beeper number in case of an emergency. They are not to call the hospital or facility where you are located.**
7. **Personal Computers:** **It is your responsibility to bring your student issued PC with you to class EACH DAY regardless of whether you have a hard copy of the textbook or not.** Students not having them will be dismissed from class and asked get it before being allowed to return. **These are an essential part of your 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 classroom instruction time.** If you are caught doing so you will be dismissed from that lecture. **If your computer is lost, stolen, or damaged it will be your responsibility to replace it.**
8. Exams will come from your textbooks, focusing on the objectives, lecture, handouts and workbooks. It is your responsibility to read the syllabus given for each subject. There may be assignments contained in certain chapters. Preparation for class involves pre-reading the assigned chapter prior to lecture and at least starting on the corresponding workbook chapter.
9. Homework assignments may be given at the discrepancy of the instructor. It 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 your grade. **If you are absent on the day homework is due then it will be due when you first come back.( If you are absent for the any of the first part of the day the homework is due then it will be due prior to you reporting for class.) It must be HANDED to the appropriate instructor personally.** There are bins located in the foyer area as you exit the elevators which contain a drawer labeled for each instructor. Please make sure that you place the homework in the appropriate drawer. This is your responsibility not ours and homework may not be accepted if placed in the wrong one.
10. Quizzes may be given at any time an instructor chooses. If you are absent for a scheduled quiz, meaning it is on the actual calendar or you have been told the day before that you would be given one, you will be allowed one opportunity to make this up when you first return to class. **"POP" quizzes will not be made up. It is your responsibility to let the instructor know that you need to make up an exam or scheduled quiz..** Your grade will be penalized with 5% of the total points available. Class participation activities which are assigned may or may not be made up at the discretion of the instructor.

11. A) Please know the make-up policy for missed tests. **If you miss an exam, you are required to take the make-up the first period that you return to school. You have one opportunity to take a test. If you fail to do so it will result in your getting a zero for that particular exam. It is your responsibility to come to the nursing office prior to going to class and let the instructor know that you need to make up an exam. We will not remind you.** The instructor may choose not to let you take the exam at that time if there is something important in lecture that you do not need to miss or a special event has been scheduled at that time.( You still need to report to the office first for any specific directions). The student will take the exam once he/she has been released by the instructor..
- B) If you are late or miss 1<sup>st</sup> period and come in at 9:30 A.M. you will follow the same procedure and automatically lose 5 % on any test that is less than 100 questions or five (5) points from any test over 100 questions.
- C) If you miss a test and the next day you return is a clinical day, you are expected to report to the school after clinical to take the make-up exam.  
**\*\*\*You will have 45 minutes to report to the school for this test.**
12. When an exam is to be given, you are expected to be in the classroom and seated by 800A.M. ready to test. You are to have two #2 pencils and calculator if needed. There are to be no books, papers, backpacks or purses to be brought into the room unless otherwise instructed. You are typically allowed one minute per question. Ex: A 60 question test gives you 60 minutes or one hour to take it. There are occasions, especially when we start math that you are given more time for testing. Your name is to be written legibly on the scan sheet along with the date, subject and chapter being tested. Please fill in the circles completely and neatly. If you have to erase, make sure that you erase the wrong answer thoroughly. If the question required a written answer, please do so on the back of the scan sheet or as otherwise directed.
13. Instructors have five theory days in which to grade and return your tests per Kanawha County School policy. We will strive to return these as promptly as possible.  
**Exams will not typically be returned the same day as they are given.**
14. If you have a question or concern over a particular question, you may voice this concern at the time the test is reviewed by the instructor but you will not argue with that instructor. If you are not satisfied with the discussion and end results, please fill out a “GREEN SLIP” stating the question number, the page number or numbers that reference that question and place it in the appropriate instructor’s box. A reply or request to see you regarding this matter will be placed in your student mailbox as promptly as possible.
15. **You are expected to keep track of your own grades in order to know how well you are progressing. Grade printouts are given at mid-semester and at the end of the course. If there is a concern or discrepancy with your grade at any given time notify the instructor.**
16. **You are required to maintain at least an 80% in order to pass a subject.** Final grades will be rounded up to the next highest number. Ex: 79.5% will round up to 80%. The lowest grade may be dropped upon completion of that subject. The final decision will rest with the coordinator.
17. All of the preceding rules are based on policies found in either your Garnet Student Handbook or in the Kanawha County Student Handbook or mandated by the West Virginia LPN Board of Examiners. You



can also refer to their websites for this information. It is your responsibility to read and be familiar with all policies. Remember, **“Ignorance of the law is no excuse”!!!!**

**Last but by no means least; remember you are here to learn. Making mistakes is part of this process. We don’t expect you to know everything; if you did you wouldn’t need us or this program. We have set high standards for you and for our program and intend to maintain these standards, our integrity and the profound reputation we have set in our community throughout the years. We are here to teach you, mentor you and give you the knowledge necessary to become a good, prudent nurse and to succeed in this challenge you have taken on.**

**Laugh, learn, and make the most out of each new learning experience and each new day. You are our reasons for being here!!**

**Garnet Career Center  
School of Practical Nursing**

**JUNE 2013/2014  
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, \_\_\_\_\_, 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: \_\_\_\_\_ 2013                      Signature: \_\_\_\_\_

**Garnet Career Center  
School of Practical Nursing**

**Student Computer Contract**

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:

1<sup>st</sup> offense - Verbal Warning

- 2<sup>nd</sup> offense- Written Warning
- 3<sup>rd</sup> offense - Principal Conference / Program Coordinator Conference
- 4<sup>th</sup> 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)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Practical Nursing Program Coordinator