

ONC BOCES
Practical Nursing Program



STUDENT HANDBOOK
2020 - 2021

*A Program Sponsored by
Otsego Northern-Catskills BOCES
Administrative Offices located in
Grand Gorge, New York 12434
and
Milford, New York 13807*

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WELCOME, STUDENT PRACTICAL NURSE

The OTSEGO AREA SCHOOL OF PRACTICAL NURSING welcomes you as a student. Our purpose is to assist you as you develop into a competent student nurse as well as prepare you to eventually become a Licensed Practical Nurse. Your purpose, we are sure, is to learn, and to develop your capabilities in this direction.

We are interested in assisting you, as a student, to gain the highest level possible in knowledge, skill and interpersonal development. We hope you will develop the confidence to ask for assistance as you need it. This will be a busy time for you and us. It will be most difficult, if not impossible; to catch up if you fall behind. Therefore, please let us know if you have areas of concern.

This handbook was developed to help you through the first confusing days, when there is so much that is new and different. Hopefully it will answer some of your immediate concerns, and be a reference for you to look back to throughout the year.

2017 marked the 55th anniversary of the school. Through all the changes that have come over these 55 years, we have a history of which to be proud. Our graduates numbered 105 from the original ONEONTA SCHOOL OF PRACTICAL NURSING, with more than 1,500 since from the adult and secondary programs. These graduates have a reputation for skill, knowledge, and caring that have made them the backbone of area healthcare facilities. As we have moved into the 2020's, we see even more of our graduates becoming important members of the nursing care team, providing direct care in nursing homes, rehabilitation centers, clinics, private homes and in 2018 they began reentering the inpatient hospital settings. Additionally, increasing numbers of our graduates are continuing their education and returning to the community as Registered Nurses. Changes in health care delivery systems continue to create new opportunities for well-prepared, versatile health care providers.

Change seems to be the one constant in our society today. As you begin this major change in your life, let us help you adjust to that change so it becomes a positive factor, not just this year, but for all those years ahead of you.

MISSION STATEMENTS

ONC BOCES Practical Nursing Program OTSEGO AREA SCHOOL OF PRACTICAL NURSING

The Mission Statement of the Otsego Area School of Practical Nursing is:

“To provide high quality instruction so that all graduates will be prepared to pass the National Council Licensure Exam for Practical Nursing (NCLEX-PN) and be responsible, accountable and informed contributors to their health care community.”

Adopted: September, 2004

Revised: July, 2016

OTSEGO NORTHERN CATSKILL BOCES

The Mission Statement of the Otsego Northern Catskills BOCES is:

“To provide leadership and support systems through teamwork with component districts to enhance students’ opportunities for a world class education.”

Adopted: January 23, 2008

THE HISTORY OF THE SCHOOL

In 1960, a request for the ONEONTA SCHOOL OF PRACTICAL NURSING was made to the State Education Department by the Oneonta School District. Meetings with the Department of Education resulted in the approval of a program utilizing Fox Hospital as a clinical area. Hospital administration and the Oneonta School Board created the teaching facility on the second floor of the oldest building of the hospital with class and laboratory space. Although the school itself has been relocated, A.O. Fox Hospital and Nursing Home continue as one of its clinical sites.

Mrs. Margaret Preston, RN was employed by the Oneonta School Board as the first Nurse-Director of the program, and in August of 1962 the school had state approval to begin operating. The first class of the ONEONTA SCHOOL OF PRACTICAL NURSING entered in November 1962 and graduated one year later in October of 1963.

Classes continued each year in this manner until the fall of 1968, when the BOARD OF COOPERATIVE EDUCATIONAL SERVICES (BOCES) accepted the administrative and financial responsibility for the school. The Oneonta School of Practical Nursing became the Otsego Area School of Practical Nursing (OASPN) to reflect its wider provision of service outside the Oneonta School District. The Otsego Area included the nineteen school districts of Otsego, Greene, Delaware, and Schoharie Counties that are part of the ONC BOCES District.

The establishment of a sister program known by the same name and operating out of Bassett Hospital was begun the same year. This program was available to senior students from ten area high schools. The program ran two school years: The senior year of high school and one post-graduate year. Additional courses in Health Services were also offered to area high school juniors and seniors to acquaint them with the job opportunities available in the health field, and to prepare them for entry level jobs as nursing assistants.

Both the Adult and Secondary programs, as they came to be differentiated, were under the direction of Mrs. Ruth Rabeler, RN who succeeded Mrs. Preston on her retirement in 1968. In June of 1970, the first class graduated from the secondary program. The following year the class and laboratory space were moved to the new occupational education building in Milford, retaining the clinical facilities at Bassett Hospital.

Mrs. Rabeler retired in October of 1980, at which time Mrs. Jeanne Grover Bidwell was appointed Coordinator of Health Occupations Education, with responsibility for the existing programs in practical nursing and health occupations.

The School continued with the original "Adult" program at Fox Hospital and the "Secondary" program at Milford and Bassett; the students in the high school extended program began to include adults, as well as high school seniors. Additionally, an evening program of study for adults was begun and continued for three school years at the Chenango Vocational-Technical Center at Norwich. (1982-1985)

Articulation agreements were arranged with Broome Community College and SUNY at Morrisville to facilitate program graduates to advance place in their Associate Degree R.N. programs. When the State University College at Delhi added a second level for R.N., our graduates were also able to challenge and advance place in that program. To accommodate this, in 1983 both Introductory Psychology and Introductory Sociology were made part of the School curriculum, and were offered for college credit through SUNY - Delhi, SUNY - Oneonta, and SUNY - Morrisville for P.N. students.

In spite of all the 'additions' to the curriculum, the length of both programs was shortened in 1985. The adult programs were reduced from 12 months to 10 months from September to June, and the secondary program's second term was shortened to five- and one-half months (August to January). All programs were registered with New York State Education Department as providing the same curriculum in 1204 hours of instruction, which included 6 hours in college credit courses.

During 1985-86 declining enrollments and decreased employment opportunities for the LPN in area hospitals led to the discontinuance of the secondary program at Milford and the evening program at Norwich. However, in late 1988, requests from Bassett Hospital in Cooperstown and the Chenango Western Delaware BOCES in Norwich to reopen the programs in their areas were granted. The reopening of a ten-month adult program at Milford in April 1989 graduated its first class in March 1990, and ran until January 1997, at which time declining enrollment led to its closure. The adult program in Norwich was reopened in October 1989 and run by ONC BOCES until September 1992 when the Chenango Western Delaware BOCES in Norwich became NYS registered to function independently from the Otsego Area Center.

On January 31, 1998, Jeanne Grover Bidwell-Clow retired from BOCES and Sharyn Gibbons RN, C was appointed to the position of Coordinator/Head Instructor of the Otsego Area School of Practical Nursing. At this time, it was determined that a stronger emphasis on the nursing content was needed in the program. This decision was based on the fact that the PN licensure exam was increasing in content difficulty. Therefore, the 2 college credit courses that had been offered during the 10-month course were dropped. Students could, if desired, pick these courses up independently outside of the existing OASPN program. The program curriculum was maintained at 1204 hours and the time gained from dropping the college courses was used to increase emphasis on nursing content, particularly pharmacology.

In June of 2004, A.O. Fox Hospital started an expansion plan that would eliminate the existing OASPN campus. In August of 2004, the campus was moved to 50 Dietz Street, Suite O in Oneonta. The larger classroom, lab, and office space allowed the program to increase the number of enrollments which accommodated the increased interest in the nursing program.

On June 26, 2008, Sharyn M. Gibbons RN, C retired from the Otsego Area School of Practical Nursing and Regina M. Pasa RN, BS was appointed as the new Coordinator/Head Instructor. To more adequately meet the needs of the program's students, additional office space was rented at 50 Dietz Street. The addition of Suite P to the OASPN program enabled the program

to provide more study areas to enhance student learning.

On April 14, 2012, there was a fire at the 50 Dietz Street location. The office areas in Suite P were heavily damaged by fire, water and smoke. The computer lab, nursing lab and classroom received smoke damage only. The Practical Nursing offices were temporarily moved to 48 Dietz Street, Suite I Front and the PN classes were held on the State University of New York, Oneonta campus for the remainder of the 2011 - 2012 school year. The 50 Dietz Street offices and classroom were reopened August 6, 2012 in preparation for the 2012 - 2013 school year.

At the conclusion of the 2012 - 2013 school year the lease agreement for the 50 Dietz Street location had ended and the Administration of ONC BOCES made the decision to relocate the Practical Nursing Program to 31 Center Street in Oneonta. This site is occupied by the District Offices of Oneonta City School District, which was responsible for the beginning of the ONC BOCES Practical Nursing Program, Otsego Area School of Practical Nursing.

On March 13, 2020, we were notified that at the request of the Otsego and Schoharie County Departments of Health, all public schools in Otsego and Schoharie County would be closing for two weeks, to slow the spread of the Coronavirus (COVID-19). The Practical Nursing Program's last day of in person attendance was Wednesday, March 18, 2020 and the year ended with a virtual graduation on June 29, 2020. The program transitioned from in person lectures and clinical to all online, this took great patience and flexibility from all involved. As the 2020 - 2021 school year approached the ONC BOCES Practical Nursing Program was given permission from NYSED to begin the year as a Hybrid Program offering some in person and online components for both lectures and clinical experience. We will continue to be flexible and maintain the program's integrity while meeting all social restriction requirements that seem to be continuously changing.

Employment demands for LPNs continue to fluctuate; however, graduates are able to find employment in a variety of different settings. The high demand for nursing personnel in area nursing homes, rehabilitation centers, private duty, clinics, doctor offices, home care, dental offices and once again inpatient hospital settings continues to provide opportunities for our graduates. Partnership programs currently exist between area hospitals and local colleges and many OASPN graduates are taking this opportunity to further their nursing education to become RNs while working as LPNs.

PHILOSOPHY

We, the nursing faculty at the ONC BOCES Practical Nursing Program, believe that nursing is a profession which requires knowledge in order to make appropriate nursing decisions concerning actions within the guidelines of the Nurse Practice Act¹. Nursing is an art and a science. The understanding of scientific principles and commonalities will provide a foundation for nursing care. The art of nursing is achieved through the integration and application of scientific principles with a humanistic, caring and creative dimension.

Nursing is the holistic approach to meeting the needs of the individual. We believe that the individual is a unification of physical, psychological, social, cultural, intellectual, emotional and spiritual attributes. No individual aspect can be considered in isolation.

A primary goal of nursing is to encourage self-care practices which promote and maintain health for individuals, as well as society. The ever-changing technology and needs of our community can only be addressed through continuous, active learning.

We believe that the practical nurse is an integral part of the health care team in providing care and education to the healthy, sub-acute, chronically ill, convalescent and rehabilitative patients under the direct supervision of a registered nurse, physician or dentist.

We believe nursing education is an organized, active, purposeful process which assists the learner in acquiring and applying knowledge, skills and attitudes essential for nursing practice. The active, ongoing educational process will evolve from the individual's life experiences and previous formal education. The faculty directs its efforts toward assisting students in recognizing that self-actualization is a need of each individual.

We believe that our school has contributed to the nursing profession by providing an education for qualified individuals to render safe, skilled nursing care as practical nurses and by providing an opportunity for advancement to other levels of nursing.

The ONC BOCES Practical Nursing Program / Otsego Area School of Practical Nursing is registered by the New York State Education Department, which is responsible to the Board of Regents. The Board is recognized by the U. S. Department of Education as a national accrediting body for nursing education programs.

1. N.Y.S. Nurse Practice Act – Article 139, Section 6902

Licensed Practical Nurse (LPN): provides skilled nursing care tasks and procedures under the direction of an RN (Registered Nurse), clinical practitioner, clinical nurse specialist, physician, or other authorized health care provider. (defined by NYSED, Office of Professions 5/23/2017)

New York State Office of Professions: License Requirements

General Requirements:

In order to provide nursing services as a licensed practical nurse (LPN) in New York State, you must be licensed and registered by the New York State Education Department (NYSED)

To be licensed and registered as an LPN in New York State, you must:

- be of good moral character;
- be at least seventeen years of age;
- meet education requirements;
- meet examination requirements; and,
- apply for an LPN license with NYSED.

The specific requirements for licensure are included in Education Law Article 139 and 8 NYCRR Part 64.

PROGRAM EDUCATIONAL OBJECTIVES

Following successful completion of the Practical Nursing Program, graduates will be able to achieve the identified educational and career objectives:

1. Demonstrate characteristics of professionalism, self-control and others necessary for employment while maintaining and upgrading nursing skills and knowledge through formal and informal learning opportunities.
2. Utilize critical thinking skills in formulating positive conclusions in the context of nursing practice.
3. Perform basic principles of care / nursing skills in new situations while participating as a contributing member of the healthcare team.
4. Utilize therapeutic communication skills to establish effective interpersonal relationships in order to meet patient/client needs.
5. Contribute to the promotion of self-care and optimal well-being of individuals and society through teaching and role modeling under the supervision of a registered professional nurse, legally authorized physician, dentist or other licensed health care provider legally authorized.
6. Use technology in a competent, caring and safe manner in the delivery of nursing service.
7. Provide safe, competent nursing care within and ethical/legal framework established by the Nurse Practice Act.
8. Accept responsibility for own professional action and growth and facilitate the professional growth of others.
9. Successfully complete the National Council for Licensure exam.
10. Be eligible to obtain employment and practice within the legal definition of practical nursing as defined by Title VIII, Chapter 994, Art. 139; Nurse Practice Act, NYS Education Law.

FUNCTIONAL ABILITIES ESSENTIAL FOR NURSING PRACTICE

A candidate for a nursing degree needs to possess functional abilities essential for nursing practice. Reasonable accommodations may be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

FIFTEEN CATEGORIES OR FUNCTIONAL ABILITIES

Category	Description
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.
Physical Endurance	Physical stamina sufficient to perform full range of required client care activities.
Mobility	Physical ability sufficient to move from place to place and to maneuver to perform nursing activities.
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.
Visual	Visual ability sufficient for accurate observation and performance of nursing care.
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.
Smell	Olfactory ability sufficient to detect environmental and client odors.
Reading	Reading ability sufficient to comprehend the written word at a minimum of tenth grade level.
Arithmetic	Arithmetic ability sufficient to do computation as a minimum of an eighth-grade level. It includes the following three concepts. <u>Counting</u> : the act of enumerating or determining the number of items in a group; <u>Measuring</u> : the act or process of ascertaining the extent, dimensions or quantity of something. <u>Computing</u> : the act or process of performing mathematical calculations such as addition, subtraction, multiplication and division.
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.
Critical Thinking	Critical thinking ability sufficient to exercise sound nursing judgment.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.
Communication Skills	Communication abilities sufficient for interaction with others in oral and written form.

Ailey, S. and Marks, B. (2017) Technical Standards for Nursing Education Programs in the 21st Century.
Rehabilitation Nursing, 42(5), pp. 245-253

Yocum, C. (1996) Validation Study: Functional Abilities for Nursing Practice. Chicago: National Council of State Boards of Nursing

GENERAL INFORMATION

DRESS CODE

All students are expected to act in a professional, mature manner. This includes giving proper attention to personal cleanliness and dressing appropriately for school and school functions.

A. Classroom Dress Code

1. Photo Identification

- a. All students will receive a photo ID for Center Street access. ID must be worn above the waist while in attendance.

2. Dress must be appropriate for health, safety and allow the student to function in the lab setting. Shirts and shoes must be worn at ALL times.

3. Clothing **MUST** cover the entire abdomen, buttocks and chest, **NO** undergarments should be visible.

- a. Clothing shall not include extremely brief garments such as tube tops, spaghetti straps, mesh or net shirts, tops that are not long enough to be tucked in or are off the shoulder.
- b. Pants / shorts / sweatpants must be secured at the natural waist to ensure that **all undergarments are completely covered.**
- c. Shorts / Skirts / Dresses must extend beyond mid-thigh.

4. Sleep wear is not appropriate classroom attire.

5. Spandex or other such workout clothing is not appropriate classroom attire.

6. Footwear must allow for safe movement in the building, class and lab Footwear that is considered a safety hazard will not be allowed.

7. The wearing of hats or head scarves in school is not allowed except for documented medical or religious purpose.

8. Clothing that is distracting, offensive, obscene or degrades others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability is not permitted.

9. Clothing must not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including receiving a counseling statement, conference with the Program Coordinator and being sent home for the remainder of the day and marked absent. Subsequent offenses will be treated as insubordination (refer to page 49).

B. **Clinical Area Dress Code** (worn on clinical days or as directed).

Students must dress in accordance with contract agreements between ONC BOCES and the clinical sites. An agency may refuse educational access to its area if any student does not meet its standards of conduct, appearance, safety or health requirements. Any student not conforming to the standard dress code and/or proper grooming and hygiene may be asked to leave the clinical experience and will be marked absent for the day.

1. Uniforms are to be worn to and from the clinical areas only.
2. Proper uniform must be worn at all times. ***Specialty areas may require modifications of the clinical dress code. Students will be made aware of these modifications prior to entering that specialty area.*

Proper uniform consists of:

- a. Each student will receive two (2) pairs of Colored Scrubs, as part of their tuition. One pair in mid-October and one pair in late January.
***Uniform top MUST be long enough so that undergarments are not visible when performing student nurse daily functions.
***Students may purchase a uniform colored or black long sleeve undershirt to wear under the uniform top. This must be tucked in the uniform pants.
***No over jackets are allowed.
***Uniform must be well-laundered and wrinkle free.
- b. White nursing shoes or white leather sneakers with clean white laces (no color on the shoe), white clogs are permitted only if they are secured with heel straps. Purchased by student.
***All shoes must be impermeable to fluids (no cloth or mesh or openings on the tops of the shoes).
***Shoes must be for clinical purpose only. They should not be worn outside of the clinical experience to run errands.
- c. White stockings or socks must be worn at all times in the clinical setting. (No prints or decorations)
- d. Penlight and Bandage Scissors (included in tuition) must be carried at all times in the clinical setting.
- e. Stethoscope, Watch with second hand, small notepad, and black or blue **ballpoint pen** (student purchased) are required.
- f. Jewelry - Plain wedding band (no stones or engravings). Two (2) pair of posts / flat earrings may be worn in the ears only.
 1. **No facial jewelry or visible piercings may be worn in the clinical setting.** This includes tongue piercings.
 2. **No bracelets or necklaces.**

3. Grooming and Hygiene - Students are held responsible for good personal hygiene as they are working closely with clients.
 - a. Daily bathing - deodorant should be applied. Students will not be permitted on the clinical unit smelling of tobacco.
 - b. Shampoo hair - hair must be clean and neat, **pulled back off face and collar.**
***No colorful barrettes, pins, ribbons, headbands or neon hair colors.
 - c. Beards and mustaches are allowed but must be neat and trimmed.
 - d. Cosmetics - If makeup is worn it should be in **moderation.** Heavy eye makeup is not permitted.
 - e. No perfume, cologne, body sprays or heavily scented deodorants are permitted in the clinical setting.
 - f. **Hickeys or other bruises must not be visible.**
 - g. **Unprofessional Tattoos** must be covered while in clinical areas.
 - h. Fingernails - clean, short and well groomed. Nail length should not be visible from palm side of hand. Nail polish and **applied/artificial nails are not allowed.** This is a safety issue related to infection control and a NYSDOH policy.

4. Photo Identification (this is a patient's right and a State law.)
 - a. All students **must** wear a **picture** ID when participating in the clinical experience. ID must be worn above the waist.
 - b. Students will be furnished with a school photo ID badge prior to the beginning of the clinical experience.
 - c. Any student who does not have a photo ID badge will be sent home from the clinical experience, and this will be counted as an unexcused absence.
 - d. To replace a lost ID badge the student must contact the program's Senior Account Clerk; there will be a \$10.00 charge, payable at the time of replacement.
 - e. All photo ID **MUST** be returned to the program's Senior Account Clerk upon withdrawing or being dismissed from the program or prior to taking second semester finals.

*****Students not conforming to the dress code will be asked to leave the clinical area and will be marked as an unexcused absence for that day.**

CLINICAL DAY INFORMATION

1. Locker space in the clinical facilities is not usually available. It is advisable to leave purses and other valuables in the trunk of your car or at home. (ONC BOCES and the clinical facilities are **NOT** responsible for lost items.)
2. Gum chewing is not permitted in the clinical areas or during post-conference.
3. Breaks (15 minutes) and lunch/dinner (30 minutes) are done at the clinical instructor's discretion. Breaks are optional and not guaranteed.

4. In order to protect the students from any potential legal/ethical conflicts, **cell phones are not allowed on the clinical unit under any circumstances.**
***If in the case of emergency, you need to be contacted during clinical hours please give **(607) 431-2562** and the Senior Account Clerk will call the clinical unit.
 - a. Personal cell phones may be checked at break/meal times, in designated areas. These are usually outside of the facility.

5. While in the Program Clinical Uniform students are expected to maintain professional behavior and attitude at all times. This includes but is not limited to the following: attire, language (verbal and nonverbal), and appropriate topics of conversation.

6. HOSPITAL VISITATION - Friends and relatives who are patients in the hospital may only be visited during regular visiting hours and according to each facilities visitor policy. Please do so only after your regularly scheduled clinical time. Students must change from their student uniform to visit friends and family.

CLINICAL TIME

Clinical time is subject to change according to availability of clinical staff, facility space **and COVID regulations**. Students may be required to do day, evening **or online** clinical rotations on weekdays or weekends **to complete required clinical hours**.

1. First semester clinical experience begins approximately the first week of November and continues until 90 clinical hours have been completed. Students are required to attend 2 clinical rotations per week when clinical is in session, this may be in person OR virtual. Hours will be determined depending on availability of clinical instructors and sites.
2. Second semester clinical experience begins approximately the first week in February and continues until 285 clinical hours have been completed. Students are required to attend 2 clinical rotations per week when clinical is in session, this may be in person OR virtual. These may include day, evening or weekend clinical and will be determined depending on availability of clinical instructors and sites.
 - a. Students are expected to be on time and prepared for clinical.
 - b. Students are responsible for their own transportation to/from the clinical facilities.

CLINICAL DAY DOCUMENTATION

1. Students will be required to submit written reports for the time spent in clinical rotations, refer to individual course/clinical syllabus. The reports will be recorded and contribute to both the academic and clinical grade; refer to each course/clinical syllabus. All reports must be handed in on time to receive credit. **Reports MUST be done on time to receive credit.**

CLASS TIME

1. The in-person classroom schedule is from 0800-1430 Monday through Friday.
 - a. The class is divided into Group A (Monday, Wednesday and Friday mornings) and Group B (Tuesday, Thursday and Friday afternoons.)
**This schedule is subject to change with Holidays and Vacations and Clinical Hours refer to the Weekly Schedule.

Please arrive early, **after completing the online Daily Self-Assessment Form for COVID-19 and be prepared so that we may start class on time. When clinical rotations begin there will be no lectures on clinical days, refer to Clinical Time on page 17.

2. For online classes; the lectures will be posted on the first day of the school week by 0800 a due date and time will also be posted, **edpuzzles must be completed by the due date and have a score of at least 80 to receive class hours.**
3. Classroom instructors are available for remediation and student assistance on in-person class days from 0730-0800 and 1430-1600; appointments are necessary. If other arrangements are needed please discuss with appropriate instructor.
4. Class attendance is of the utmost importance, as not all of the class material is from the text. Missed class work is your responsibility, as well as assignments due.
5. A weekly schedule will be placed on the online google classroom the last day of the week for the upcoming week.
 - a. Note the class schedule and assignments. It is the student's responsibility to be prepared prior to the beginning of each lecture. If you are absent and need to receive lecture packets this must be done **BEFORE** the lecture begins.
6. The ONC BOCES Practical Nursing Program school year calendar for this year is **posted on the Google Classroom, under the ONC BOCES Practical Nursing Program icon.**
***Note: There are differences with the ONC BOCES Calendar.
7. Break periods are scheduled at the discretion of the classroom instructor during morning and afternoon schedules.
8. Classes will begin promptly at the scheduled time. Late to class (or early departure) is noted. (Refer to Attendance Policy: Classroom Tardiness Early Departure, page 30-31).
9. **No electronic devices are allowed in the classroom** during lectures unless requested by the instructor. Audio or Visual recording of lectures is **NOT** allowed.

TELEPHONES

1. **SCHOOL PHONES ARE NOT FOR PERSONAL USE.**
2. **No cell phones, IPODs, hands-free phone devices, watches with internet/texting ability or pagers are allowed in the classroom, lab or in the clinical facilities.** If it is necessary to bring any of these devices into the building they are to be **turned off** and left in the program's office area in the space provided. Messages can be checked at break times **outside** of the building. Cell phones are not to be checked in the building or stairwells.

- a. Students who violate this policy in class will be sent home and it will be calculated as absent time.
- b. If the device goes off or is found during a test, the student will be sent home (absent time) **AND** a zero (0%) grade will be given for that test. **NO MAKE-UP / RETAKE WILL BE ALLOWED FOR THIS TEST.**
- c. Students who violate this policy in the clinical setting will be sent home and this time will be calculated as unexcused absence time. A counseling statement will be issued and a counseling session with the program coordinator will be required on the next class day. This absent time must be made up per the clinical absence policy (pages 32 – 33).



3. The school's phone number 607-431-2562 can be given for **emergency contact only**.

BATHROOMS

The students may use the facility bathrooms as needed during the classroom day, permission is not necessary. Please do your part to maintain cleanliness, there are sanitary wipes available in each bathroom if needed and do **NOT** flush anything but bodily substances and toilet paper.

BREAK AREA

1. Your instructor will inform you of the designated schedule for break times and lunch periods.
2. Make sure to clean up after yourself.
 - a. Please take home your dirty dishes/silverware.
 - b. All tables, counters and microwaves must be wiped after use.
3. **THERE IS NO EATING ALLOWED IN THE CLASSROOM DURING LECTURES.**
4. Students are allowed to have drinks at their desk during lecture, all drinks **MUST** have tops. If spills occur it is the responsibility of the student to clean them up.
*****a. All liquids MUST be disposed of in the sinks before containers are disposed of in the garbage.**

5. At the end of each day the refrigerator **MUST** be emptied of all food containers.
Anything left will be thrown away.
 - a. Anything placed in the refrigerator must contain the student's name.
6. The coffee pot must be emptied, cleaned and unplugged every day.
7. Students are responsible for bringing their own plates, cups and utensils, these will **NOT** be provided by the program.

*****There is to be NO food or beverages by computers.**

*****Failure to adhere to the above regulations will result in a loss of break area privileges.**

LIBRARY

1. There are reference books and magazines in the computer area.
2. **Library books are not allowed to leave the building.**
3. DVDs can be viewed in the building, they cannot be taken home.
4. Use of the A.O. Fox Hospital and Bassett Medical Center Libraries are permitted during clinical hours.
5. Students are permitted to use the Libraries at Hartwick College and the SUNY College at Oneonta.

USE OF PROGRAM EQUIPMENT

1. Office equipment is to be used for school-related purposes only.
2. Students are not allowed to operate the copier. Notes may **ONLY** be copied on days a student has been absent from class. Notes from lectures may only be copied by that course's instructor.
3. If there is an extenuating circumstance regarding class notes please refer to the Program Coordinator.
4. All equipment used in the classroom or skills lab must be returned to its proper place when done using. If it is defective or in need of repair, the instructor must be notified.
 - a. Any person defacing or damaging any piece of equipment will be financially responsible and required to pay for its replacement.
 - b. Theft is a crime, which is punishable by law; violators will be prosecuted to the fullest extent of the law.
5. **STUDENTS ARE NOT ALLOWED TO REST/RECLINE ON THE LAB BEDS OR LAB CHAIRS.**

ELECTRONIC ACCEPTABLE USE TELECOMMUNICATIONS POLICY

The purpose of Acceptable Use Procedures for electronic telecommunications is to provide guidelines to students and staff of the Otsego Northern Catskills Board of Cooperative Educational Services (BOCES).

The purpose for providing access to electronic telecommunications is to support research and education in and among academic institutions, business, government, other organizations, and individuals by providing access to unique resources and the opportunity for collaborative work.

The Otsego Northern Catskills BOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing in making electronic telecommunications available to students and staff. The Otsego Northern Catskills BOCES will not be responsible for any damages suffered by individuals. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via electronic telecommunications is at the risk of the user. The Otsego Northern Catskills BOCES specifically denies any responsibility for the accuracy or quality of information obtained through its provision of electronic telecommunications.

Acceptable Use and Conduct

- Access to the BOCES' computer network is provided solely for educational purposes and research consistent with the BOCES' mission and goals.
- Use of the BOCES' computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords should be changed periodically.
- Only those network users with written permission from the principal or computer network coordinator may access the BOCES system from off-site (e.g., from home).

- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the BOCES network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstances should the user demonstrate the problem to anyone other than to the BOCES official or employee being notified.
- Any network user identified as a security risk or having a history of violations of BOCES computer use guidelines may be denied access to the district's network.

Prohibited Activity and Uses

The following is a list of prohibited activity concerning use of the BOCES computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network

- Using the network for commercial activity, including advertising
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.

- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive, threatening or harassing to others.
- Using another user's account or password
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive email.
- Forging or attempting to forge e-mail messages
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network while access privileges are suspended or revoked
- Using the network to receive, transmit or make available to others a message that is inconsistent with the BOCES Code of Conduct's policies and/or procedures.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages
- Intentionally disrupting network traffic or crashing the network and connected systems
- Installing personal software or using personal disks on the district's computers and/or network without the permission of the appropriate district official or employee
- Using district computing resources for commercial or financial gain or fraud
- Stealing data, equipment or intellectual property
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite resources, including but not limited to downloading music videos, etc. for personal use.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

No Privacy Guarantee

Anyone using the BOCES computer network should not expect, nor does the BOCES guarantee privacy for electronic mail (e-mail) or any use of the BOCES computer network. The district reserves the right to access and view any material stored on BOCES equipment or any material used in conjunction with the BOCES computer network.

Sanctions

All users of the BOCES computer network and equipment are required to comply with the BOCES policy and regulations governing the BOCES computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

BOCES Responsibilities

The BOCES makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the BOCES assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the BOCES computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The BOCES will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or errors or omissions of any user. The BOCES also will not be responsible for unauthorized financial obligations resulting from the use of or access to the BOCES computer network or the Internet.

Further, even though the BOCES may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the BOCES policy and regulation.

PARKING

1. Students are **NOT** allowed to park in the parking lot behind the school at 31 Center Street during school hours, city parking tickets will be given to violators, ONC BOCES is not responsible for parking tickets issued to students during program hours.
2. During the day, parking is permitted in the municipal lot located between Ford Avenue and Dietz Street. Students are asked to follow the parking lot rules regarding seasonal and 2- and 4-hour parking, ONC BOCES is not responsible for parking tickets issued to students during program hours.
3. Students may also park on the city streets according to the city parking rules. ONC BOCES is not responsible for parking tickets issued to students during program hours.
 - a. Students are not allowed to park on Center Street in front of the school. This is a designated drop off zone.
4. Students will adhere to affiliated agency rules and regulations for parking while at clinical facilities.

GUM CHEWING

Gum chewing is **NOT** allowed in the classroom or clinical setting.

TOBACCO CHEWING

The chewing of tobacco is **NOT** permitted in the classroom, clinical areas or affiliated agencies/education centers.

INCLEMENT WEATHER

In case of bad weather:

- A. Students will select to receive a phone call, text message and/or email from the ONC BOCES Practical Nursing Program regarding program delays or closures, to the phone number(s) or email addresses that the student has placed on the ONC BOCES e2Campus Emergency Notification System. Therefore, if your contact information changes it is your responsibility to change this information on the e2Campus Emergency Notification System's website.

TRANSPORTATION

- A. All transportation is the responsibility of the student. Students may choose to carpool to the campus or the clinical facility. Any type of transportation agreements are made solely between students. Most sites can be accessed by Oneonta Public Transportation.

STUDENT CHANGES, NOTIFICATION

- A. Please notify the Program's Senior Account Clerk **IN WRITING**, immediately of any change in your name, address or telephone number.

*****This is important for one year after graduation so that important Income Tax information can be sent appropriately.**

STUDENT ISSUES

- A. For students who are 18 years of age or older, or have been declared an independent / emancipated minor: **No student issues (i.e. grades, attendance, financial responsibilities) will be discussed with a parent, spouse, guardian or paying institution unless written permission** is submitted to this office by the student. Release of Information Forms are available from the Program's Senior Account Clerk.

NCLEX-PN PREPARATION

- A. Each student is required to take a pre-licensure practice exam which is given in late May. The cost of the pre-licensure exam is included in your tuition.

SMOKING/ VAPING POLICY

The ONC BOCES smoking/vaping policy is as follows:

- A. No person is permitted to use, possess, or distribute tobacco/vapes at any time, including non-school hours, on school property, grounds, or at any school-sponsored event or activity off campus, this includes clinical.
- B. Students **are not allowed** to bring tobacco/vape products or accessories, this includes but is not limited to lighters, vape pods or mods, in the school or clinical buildings.
- C. Students are permitted to smoke/vape in designated areas only:
 1. Classroom - NO SMOKING/VAPING in or near the school building or on school grounds is permitted. This includes the parking lot behind 31 Center Street and on the sidewalks surrounding the building.
 - a. Students that smoke/vape are required to be at least one block away from the school building. Students are asked to wear a cover/jacket during smoking/vaping that is removed upon returning to the classroom, wash hands and use an effective breath mint so they do not smell of smoke/tobacco/vape while in the classroom setting.
 2. Clinical - Area hospitals have a smoke/vape free policy. No smoking/vaping is permitted inside the buildings or on hospital grounds (which includes parking lots.) Smoking/vaping is permitted in facility designated areas only.
 - a. Students who smoke/vape in appropriate areas during clinical must wear a cover/jacket during smoking/vaping that is removed upon returning to the clinical rotation, wash hands and use an effective breath mint so they do not smell of smoke/tobacco/vape while performing in their clinical duties.
- D. All waste products that may result from smoking/vaping must be disposed of properly, do not litter. The school DOES NOT provide receptacles.

***We would remind you of the health hazards related to smoking/vaping, and ask you to think of the example you set for others as a member of the health-care team.

*****Failure to adhere to the smoking/vaping policy will result in:**

1. First Offense: Administrative referral, one (1) day out of school suspension
2. Second Offense: Subsequent offences treated as insubordination (page 49).

RECORD OF CONVICTION

1. A student who has a record of conviction for a misdemeanor or felony before admission to this program or while attending this program should be aware that licensure will be delayed and possibly denied. You may contact the New York State Education Department, Office of Professional Licensing Services (518) 474-3817, ext. 280 or opunit4@nuysed.gov. All information concerning the incident must be submitted when applying for state licensure.
2. After completion of required education and passing of NCLEX-PN, an investigation by the NYSED Office of Professions, will be done to determine the candidate's suitability for licensure, including personal interviews, review of court records (& subsequent probation/parole etc.) and information gathered from persons who know the student personally (including faculty)
3. No graduate may work on a limited permit until the investigation is concluded.

SPECIAL NOTE

There is no guarantee that a graduate will be allowed to sit for the NCLEX-PN, pass the licensure exam or obtain employment upon completion of this program.

HEALTH REQUIREMENTS

To participate in clinical, **ALL** students (and faculty) must complete necessary health documentation and submit it to the Coordinator three weeks prior to the beginning of the clinical experience. A signed release to share this medical information with the clinical facilities is also required.

Please review the following schedule to be sure your health record and immunizations meet the requirements for clinical participation. (Clinical participation is dependent on proof of the following.):

1. Physical exam by a Medical Practitioner on the school's health form which states that the student is free of any limitations to participate in the practical nurse clinical experience.
 - a. A student will not be allowed in the clinical setting if any limitations are identified.
 - b. Students who take any medications that have the potential to alter or affect the central nervous system such as pain relievers, antidepressants, mood elevators, tranquilizers, or sedatives must have current Medical Practitioner written approval on file for use during program hours.
 - c. All Physical Exams must be within 11 months of start date and must be renewed to remain current for the entire school year.

2. Skin test for tuberculosis (PPD) results of 2 with one being within eleven months of clinical start date and must be repeated to remain current for the entire school year.
 - a. If a positive result is obtained then a negative chest x-ray is needed within two (2) years or a QuantiFERON-TB Gold Test must be completed to be eligible for clinical.
 - b. If this is your first PPD, you are required to have the Two-Step Testing before starting clinical. If the first PPD is negative then repeat the PPD in 1 -2 weeks. If the first PPD is positive then refer to 2a, above.

3. Rubella (German Measles) immunity:
 - a. Proof of **ONE** MMR or one Rubella vaccine on or after 12 months of age
-OR-
 - b. Positive titer for Rubella (Blood test)
Copies of lab report **MUST** be submitted to Program.

4. Mumps immunity: (for those born after 01/01/1957)
 - a. Proof of **TWO** MMRs or two Mumps vaccines on or after 12 months of age and administered more than 30 days after the first dose.
-OR-
 - b. Positive titer for Mumps (Blood test)
Copies of lab report **MUST** be submitted to Program.

5. Rubeola (Measles) immunity: (for those born after 01/01/1957)
 - a. Proof of **TWO** MMRs or two Measles vaccines on or after 12 months of age and administered more than 30 days after the first dose.
-OR-
 - b. Positive titer for Rubeola (Blood test)
Copies of lab report **MUST** be submitted to Program

6. Varicella immunity:
 - a. 2 Varicella immunizations
-OR-
 - b. Positive titer for Varicella (Blood test)
We **MUST** have a copy of the lab report showing immunity.
-OR-
 - c. **Medically documented** disease

7. Tetanus/Diphtheria/Pertussis (Tdap): documentation within the last 10 years from program completion date.

8. Hepatitis B Vaccination:
 - a. Vaccine Series dates, you may be “in process,” but must have at least one vaccine administration before beginning clinical.
-OR-
 - b. Positive titer for Hepatitis B (Blood test)
We **MUST** have a copy of the lab report showing immunity.
-OR-
 - c. Signed Hepatitis B Vaccination Declination stating that you have been informed of the benefits of the Hepatitis B Series and the risks associated with the clinical aspect of the program and you waive the right of getting this vaccine.

9. Influenza vaccine is required for all Healthcare Providers, including student nurses, this is a New York State Department of Health mandate. If you choose not to receive a “Flu Vaccine” you must sign a waiver and wear a mask during all clinical experiences per each healthcare facility policy.

Information regarding immunization status may be obtained from your high school or college health offices, your family medical practitioner, pediatrician, obstetrician, or hospital records. Employers may also have records, particularly if you have been working in a health care setting.

COVID-19 PROCEDURE

- **This procedure was reviewed and signed by each student during the interview process, it is also posted on the ONC BOCES Practical Nursing Google Classroom page. As information is updated, we will do our best to communicate that to students in a timely fashion.**

CHANGE IN HEALTH STATUS

- Students must inform the Program Coordinator of any change in their health status i.e. physical injury or medical conditions that impair physical function or exposure to a highly communicable disease, such as but not limited to: chicken pox, pertussis, rubella before accepting a clinical assignment.
- The student should not report to the classroom or clinical area with flu-like symptoms which include: elevated temperature (over 100.4 degrees F or 38 degrees C), diarrhea and/or vomiting within 24 hours of experience.
- Medical clearance which states there are no restrictions from a Healthcare Provider will be needed to return to school after three (3) or more consecutive days of illness.
- If the student is injured on campus or during a clinical assignment they **MUST** notify the supervising faculty immediately. An incident or accident form should be completed before leaving for the day and facility policy will be followed.
- The ONC BOCES PN Program reserves the right to require a medical practitioner's statement regarding students' health status if it is impaired at any time during the school year.

You, the student are responsible for your own health care: physician, medication, hospital bills. **NO** Health Care Insurance is provided for students by the school.

PREGNANCY

- If pregnancy is suspected or actual, it is the student's responsibility to notify the Program Coordinator as soon as possible. A medical practitioner's statement and release to participate in the clinical areas without restrictions will be required. The student will be relieved of all clinical duties with loss of program clock hours until such written information is on file.

EMERGENCY ROOM / DOCTORS VISIT DUE TO ILLNESS

- Students that are seen in the emergency room or at a healthcare setting due to an illness will be required to bring documentation that they are cleared for the classroom and clinical experience.

LATEX ALLERGY

- Any enrolled student with a known latex allergy is required to provide medical documentation of such an allergy to the Program Coordinator within the first week of school.

ATTENDANCE POLICY

ABSENCES

The number of hours for class and clinical work are calculated and registered with the New York State Education Department for each course in this program (Classroom day = 6 hours, Clinical day = 7.5 hours). When a student is absent they will miss important educational material. Additionally, employers look for a good attendance record as an indicator of motivation, reliability, and overall good performance. However, it is recognized that there are unavoidable situations in which it is healthier to stay at home, or that family situations may require one's first consideration. Therefore, the attendance policy of the PN program is as follows:

Classroom Absences:

1. Eighteen (18) hours of absent time is allowed each semester without penalty.
 - a. Absences which are not used in the 1st semester **CANNOT** be carried over for use in the 2nd semester.
 - b. All absences **MUST** be called into the Program's office. Leaving a message on the Program's answering machine is acceptable, (607)-431-2562. Absences that are not called in will receive a counseling statement and meet with the Program Coordinator.
 - c. It is in the student's best interest to bring documentation of absence if available and is required if student was seen by a healthcare provider.
 - d. Students will receive attendance counseling statements every five (5) weeks or earlier if attendance issues arise.

2. Classroom absences in excess of eighteen (18) hours will be subject to the following outcomes:
 - a. Dismissal from program.
 - b. Leave of Absence. (refer to Leave of Absence Policy page: 34)
 - c. Continuation in program with individualized attendance contract of **9** hours which if used must be documented and will require make-up time. If these additional hours are exceeded dismissal will result.

**Decisions regarding the outcome of excessive classroom absences will be based on the student's reason for absences, if the student followed call in procedure and the student's academic record in the program.

3. Instructors will take attendance at the beginning of each class. This information is used to calculate overall attendance, if any discrepancies in attendance occur this information will be used to address the issue. All attendance records are kept by the Program Coordinator.

*** The classroom door will be closed and locked when class begins (this is a safety requirement).

Classroom Tardiness / Early Departure:

1. Students are required to be on time and prepared for class.
 - a. If a student is unavoidably late, he/she must notify the Program's office at (607)-431-2562 as soon as possible, leave a message if there is no answer.
 - b. The student must sign in and complete a "tardy slip" in the Program's office prior to entering the classroom.
2. If a student finds it necessary to leave school early they must notify a staff member as soon as possible prior to leaving.
 - a. The student must complete an "early departure slip" in the Program's office.
3. Classroom tardiness/early departures are calculated to the nearest fifteen (15) minute interval. Examples: 1 minute - 15 minutes equals 15 minutes, 16 - 30 minutes equals 30 minutes, 31 - 45 minutes equals 45 minutes and 46 - 60 minutes equals 1 hour.

All class work missed during absences, tardiness or early departures, is the responsibility of the student to make up.

4. Students are expected to take scheduled tests and hand in assignments on days which they are in attendance even if they were tardy or have an early departure.
5. Following an absence students are expected to turn in assignments or take missed tests on the first day they return to class.

***If assignments are to be submitted electronically they are due on time regardless of absence.

*****There are NO absences allowed for virtual online class edpuzzle lectures.

6. Missed tests cannot be taken during regular class hours. Students may take missed tests before or after school. It is the student's responsibility to make these arrangements with the Instructor.
 - a. If the test is not completed on the next day of attendance there will be a loss of 5 points from the achieved grade for each day not taken.
 - b. After 5 days the student will be given a zero for the missed test and this test will not be available for make-ups.
7. An absence from a laboratory experience in which a skill is taught or demonstrated will require the student to make an appointment with the Instructor to make up the lab. Laboratory experiences must be made up within one (1) week from missed lab experience.
8. Students will be allowed to make one copy of a fellow student's lecture notes **due to absence only**. Students must make arrangements with the missed course's instructor to have notes copied. (Refer to use of program equipment on page 20.)

Clinical Absences:

1. All absent time equal to or in excess of 3 hours must be made up.
****All clinical make-up time is done as a whole day (time will be dependent on the clinical area used and will be the decision of the Program Coordinator).
2. All absent time **MUST** be called in to the Program Coordinator. Students will be given the Program Coordinator's contact information prior to beginning the clinical rotations.
 - a. The student must notify the Program Coordinator at least one (1) hour prior to the start of the clinical experience if they are going to be absent.
****All absences must have a legal documented excuse to be considered for make-up time at no cost to the student. All documented excuses must be turned in to the Program Coordinator on the next class day.
 - b. If the student is going to be unavoidably late to clinical they **MUST** notify the Program Coordinator as soon as possible. If the student is repeatedly late for clinical an attendance counseling statement will be issued and if lateness causes 3 or more absent hours to accumulate the student will be required to make-up a clinical day at a cost of \$200.00/day.
 - c. If the student feels that it is necessary to leave the clinical rotation early, they **MUST** get approval from the Program Coordinator at least 24 hours prior to the incident whenever possible. If the student repeatedly leaves clinical early an attendance counseling statement will be issued. If leaving early causes 3 or more absent hours to accumulate the student will be required to make-up a clinical day at a cost of \$200.00/day.
 1. All clinical tardiness and early departures are calculated to the nearest 15-minute interval.
3. A **NO CALL / NO SHOW** is considered a **CLINICAL INCIDENT/CLINICAL FAILURE for that day**. The student will receive a counseling statement upon returning to the classroom and meet with the Program Coordinator. The student **MUST** make this clinical day up at a cost of \$200.00 / day.
 - a. A second **NO CALL / NO SHOW** will result in automatic dismissal from the program.
4. Make-up time for in-person clinical:
 - a. First Semester: Students are allowed one (1) in-person clinical make-up, 7.5 hours at no cost if it has been called in and documented appropriately.
 - b. Second Semester: Students are allowed two (2) in-person clinical make-ups, 15 hours at no cost if they have been called in and documented appropriately. A maximum of three (3) clinical make-up days are allowed in second semester. **Subject to change depending on COVID restrictions at the time of second semester.

5. When make-up time is required, the student **MUST** arrange this through the Program Coordinator. Clinical make-up time is done in a clinical setting on weekends or over vacations with clinical instructor supervision, the cost for a clinical make-up day is \$200.00 per student per day. This cost will be billed to the student and MUST be paid in full prior to the make-up day experience.

*****There are NO absences allowed for virtual clinical experiences.

*****Reported absences, tardiness or early departures by another student will not be accepted.**

*****Absences, tardiness and early departures are also reflected in the final student evaluation. The student's final evaluation is used when giving references to prospective employers.**

Absences Due to Medical Excuse:

1. Absences must not exceed the allotted time allowed. (Refer to Classroom Absences – pages 30 - 31 and Clinical Absences – page 32 - 33.)
2. If a student has been barred from class and/or clinical experience by a medical provider, a note from the medical provider is required stating the student is medically able to return to class and/or clinical experience.
 - a. No restrictions are allowed in the clinical setting.

Absences Related to Death in Family

1. When appropriate documentation is provided, three (3) bereavement days are allowed for the death in the immediate family. Immediate family will include spouse, child, parent of either spouse, grandparent of either spouse, grandchild, siblings of either spouse, person in spousal relationship, foster children and those residing with the student. One (1) bereavement day is given for the death of an aunt or uncle of either spouse, niece or nephew of either spouse when appropriate documentation is provided. Makeup opportunities will be given upon receipt of the documentation.
2. Appropriate documentation can include: obituary, memoriam or copy of the death certificate.

APPOINTMENTS

1. Make all appointments **BEFORE** or **AFTER** the regular school day, or during holiday or vacation time to avoid absent time.
2. In the event of an emergency appointment, please notify the Program Coordinator as soon as possible.
3. **Time missed for appointments will be counted as absent time.**

Make-Up Time:

(Refer to Classroom absences - pages 30 - 31, and Clinical absences – page 32 - 33.)

1. First semester make-up time must be completed prior to entering the second semester.
2. Second semester make up time must be completed prior to receiving a program diploma, applying for licensure, working on a limited permit and sitting for the National Council Licensure Examination for Practical Nursing (NCLEX-PN).
3. Documentation of all makeup time as required by the Program Coordinator and must be submitted to receive credit for makeup time.
 - a. Documentation must be submitted for class time on the day of the make-up and the next class day after any clinical experience.
4. Documentation of all makeup time is kept in the student's file.

LEAVE OF ABSENCE (LOA)

When frequent or prolonged absences have caused serious gaps in clinical or theoretical education, a leave of absence (LOA) is recommended. This LOA would permit the student to withdraw and re-enter the program within one year on a space available basis. If the LOA is granted for medical reasons, the student must submit a medical clearance prior to returning to the program.

For undergraduate programs the time frame cannot exceed 150% of the published clock hours necessary to complete the program. The Program Total Clock Hours are 1204, a student must complete the program within 1806 Clock Hours (1204×1.5) to receive Federal Funding.

A LOA from the first semester will require the student to repeat the entire first semester, ($1204 + 545 = 1749$). A LOA from second semester is possible as long as the first semester academic average was at least 85% in each first semester course and the first semester clinical experience was Passed and LOA is taken within 602 hours of the second semester ($545 +$ hours attended second semester before LOA $+ 659 =$ must be less than 1806).

WITHDRAWAL NOTICE

If a student chooses to withdrawal from the program a withdrawal notice must be completed and signed by the student and Program Coordinator on the day of the withdrawal. The Chromebook (if withdrawal is in the first semester) and all clinical identification badges **MUST** be turned in. Withdrawal forms are available in the program's main office.

GRADUATION REQUIREMENTS

Students **MUST** meet the following criteria in-order to be eligible for graduation:

- A. Successful completion of all required theory course work with a cumulative average of 77 in each course.
- B. Satisfactory completion on all clinical rotations (Pass).
- C. Achievement of a "100" on the required drug calculation exams in each quarter of the program.
- D. Satisfactory attendance, not to exceed eighteen (18) hours classroom absences and three (3) hours of clinical per semester.
- E. Successful completion of Basic Life Support, CPR for Healthcare Providers with documentation on file.
- F. Completion of a Comprehensive NCLEX-PN Predictor and any required review questions which are assigned as a result of the student's score on that Predictor.
- G. Completion of all financial obligations to the ONC BOCES Practical Nursing Program, including an exit interview via the program's Senior Account Clerk.

ONC BOCES PN PROGRAM
OTSEGO AREA SCHOOL OF PRACTICAL NURSING
CLOCK HOURS (2020 - 2021)
FIRST TERM COURSES

	Total	Class	Clinical	Lab
NURSING I - (Fundamentals of Nursing)	320	185	90	45

(9 clock hours)

Basic nursing skills combined with information necessary to understand the history of nursing, the role of the PN, and an understanding of health concepts. Critical thinking skills are introduced and the nursing process is used to apply learned information and provide a framework for practice. Concepts of basic nutrition and its application to health and nursing care are integrated into this course. Clinical experience at selected area agencies provides practical application of those skills learned and practiced in the clinical laboratory.

HUMAN ANATOMY AND PHYSIOLOGY	100	100		
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(5 clock hours - online)

The study of the human body and how it works, with references to concepts and principles of health and nursing care.

HUMAN GROWTH AND DEVELOPMENT	60	60		
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(3 clock hours - online)

The study of the life cycle from conception through death. General concepts of growth and development are discussed, along with nursing implications for health teaching, counseling and care for each stage of life.

PHARMACOLOGY I	65	45		20
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(3 clock hours)

Review and drill in basic math necessary for safe drug administration. Introduction to the branches of pharmacology, legal, ethical and developmental aspects of drug administration, medication and intravenous rate calculations and administration principles and techniques.

TOTAL FIRST SEMESTER	545	390	90	65
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ONC BOCES PN PROGRAM
OTSEGO AREA SCHOOL OF PRACTICAL NURSING
CLOCK HOURS (2020 – 2021)
SECOND TERM COURSES

	Total	Class	Clinical	Lab
NURSING II (MEDICAL-SURGICAL)	439	165	285	19

(9 clock hours)

The study of physical, psychological and socio-cultural aspects of illness on the adult. Pathophysiology of common diseases / disorders are discussed along with common nursing interventions and treatments. Advanced nursing skills (critical thinking) and concepts are taught to care for hospitalized adults with common illnesses, including therapeutic nutrition applications and medication administration. Clinical experience is done in a variety of healthcare settings allowing the students to apply what they have learned with supervision.

PHARMACOLOGY II	70	60	**	10
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(3 clock hours)

Provides a foundation to understand drug actions, side effects, interactions, nursing implications and patient education based on drug classifications.

** The pharmacology clinical application (supervised medication administration) is included in the medical-surgical clinical hours.

MATERNAL-CHILD NURSING	75	60	**	
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(3 clock hours)

Nursing concepts and skills to care for families during pregnancy, childbirth and postpartum. Common complications and their implications are also discussed along with women's health issues and family planning.

**Clinical experiences in women's health clinics and family care clinics allow the student to apply this knowledge.

PEDIATRICS	75	60	**	
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(3 clock hours)

The focus is on the common pathophysiologic conditions and the nursing care of the pediatric patients from infancy through adolescence and their families.

**Clinical experiences in pediatric health clinics and family care clinics allow the student to apply this knowledge.

TOTAL SECOND SEMESTER	659	345	285	29
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PROGRAM TOTALS	1204	735	375	94
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Hegis Code: 5209.20

STUDENT PROGRESSION / RETENTION

ACADEMIC STANDARDS

Grades in academic subjects are issued quarterly, at 10-week intervals. An interim report, counseling statement, shall be issued at 5-week intervals for students with failing or marginal performance. Counseling statements may also be issued at any time to identify areas of concern when the Instructors and/or Coordinator believe the student's behavior may have consequences regarding attendance, patient safety, or student/program policies and practices.

- A. Each course's grade is comprised of components specific to that course and explained in each course's syllabus.
- B. Overall grading procedure:
 - 1. All course quarter and final averages are rounded to a whole number.
 - 2. Quarter program averages are rounded to a whole number.
 - 3. Semester averages and Overall Program averages are rounded to the tenth.
 - 4. When determining student rank Overall Program Averages are rounded to the hundredth as needed.
- C. Grades are issued four times a year, at 10-week intervals.
 - 1. Honor Roll – An honor roll is published each semester honoring those students who have achieved a cumulative quarter grade of 89.5 to 94.4.
 - 2. High Honor Roll – A high honor roll is published each semester honoring those students who have achieved a cumulative quarter grade of 94.5 to 100.
- D. All students are required to maintain at least a 77% average in each course in the program in order to graduate, and be eligible for the practical nurse licensure exam.
- E. Students with grades below an 80 will be placed on academic probation after a conference with the Instructor and Program Coordinator. Probationary status will be reviewed for signs of improvement at three and five weeks from the initial counseling statement date.
 - 1. Students that have failing grades **MUST** show improved averages in the 5 weeks or dismissal will result.
- F. Quarter grades, which are **INCOMPLETE**, must be completed within one week of the marking period close.

- G. Students must have a combined passing two-quarter average in a course in order to sit for a final. (i.e. – Nursing 10 week + Nursing 20 week = passing average, 77 or greater).
- H. Students who wish to withdrawal and re-enter due to individual course averages below 77% must comply with the following guidelines:
 1. Failure of one course with all other semester course averages of at least 85% will be required to repeat only that failed course.
 2. Failure of one course with averages less than 85% in other semester courses are required to repeat not only the failed course but also those courses with averages less than 85%.
 3. Failure of more than one course in a semester requires repeating of the entire semester.
 4. Students that are repeating a course or the entire semester **MUST** do so within one (1) year, on a space available basis, or they will be required to reapply to the program.

LABORATORY PERFORMANCE

- A. Skills labs in Nursing Fundamentals and Pharmacology I and II are on a pass/fail basis.
- B. A lecture/demonstration of each skill will be given by the faculty.
- C. Students are required to practice skills in the lab setting under the guidance of an instructor. Students are required to sign up for lab time on the week of the skill demonstration, lab times will be posted in the lab area. If these times are not convenient for the student make arrangements with the Instructor.
 1. Each skill will have a required amount of practice time assigned to it.
 2. Students will be approved to test on skills or be assigned more practice time according to the instructor.
- D. All skills must be passed satisfactorily in the class lab before being performed in the clinical setting.
- E. If a student is unable to pass a skills lab, they will receive remediation and will be allowed to repeat the lab once.
 1. The student will be given amount of practice time required dependent on the skill.
 2. A student will not be able to perform the skill in the clinical setting until components of the Lab Practicum are completed.
 3. Failure to successfully complete the lab competencies will result in dismissal from the program.

CLINICAL EXPECTATIONS / STANDARDS

- A. Laboratory skills must be passed before students may perform these skills in the clinical experience.
- B. Complete program requirements (confidentiality, health and CPR), mandatory education and facility orientation before beginning the clinical experience.
- C. All clinical procedures are performed in accordance with the procedure policy in effect at that institution, maintaining standard precautions learned in the skills lab setting.
- D. Seek direction/validation from the clinical instructor/staff. Consult the clinical instructor with questions, unless urgent concern for patient safety, in which case facility staff may be sought. Seek instructor assistance before performing skills.
- E. Keep instructor and nursing staff informed of resident/client/patient status.
- F. Maintain resident/client/patient confidentiality.
- G. Administer medications **ONLY** under the approved standard of practice and with the **CLINICAL INSTRUCTOR'S SUPERVISION**. Document all administered medications IMMEDIATELY after giving according to facility policy and procedures.
- H. When documenting:
 - 1. Write student notes first for the instructor to review then rewrite student note in patient record according to facility policy.
 - 2. Complete all written and computer documentation including checklists, accountability sheets and flow sheets before leaving the clinical unit.
- I. Give end of shift report to the appropriate staff nurse or head nurse per facility policy. This report should include any treatments and medications which were or were not given and the reason, any other pertinent data about the care of the patient/resident/client.
- J. Clinical performance is evaluated by Clinical Instructors in reference to clinical objectives.
 - 1. Clinical evaluation per each rotation is either satisfactory or unsatisfactory.
 - 2. Semester clinical evaluation is Pass or Fail.
- K. Critical incident forms may be issued at any time to identify areas of concern when the Instructors and/or Coordinator believe the student's behavior may have consequences regarding clinical attendance, patient safety, or program policies and practices.

STUDENT PROBATION / DISMISSAL

Decision for academic probation, clinical probation or recommendation for dismissal will depend on several factors:

I. PROGRAM PROBATION

A. ACADEMIC PROBATION

1. 5-week grades which are borderline passing 77-79 will receive a counseling statement, remediation and will be reassessed at 3- and 5-week intervals.
2. 5-week grades which are failing (below 77) will receive a counseling statement, remediation and will be reassessed at 3- and 5-week intervals for improvement.

B. CLINICAL PROBATION

1. Inability to correlate classroom theory/lab skills to clinical situation.
2. Any action in which a student fails to demonstrate safe care or a critical element of care will be documented as an unsafe clinical action. Unsafe nursing practice is defined as any action or inaction which does, or has the potential to cause serious harm to the client. (i.e. medication error, failure to protect a confused client with the appropriate precautions.)
3. Failure to take basic precautions in the clinical setting (i.e. standard precautions, identifying a patient, inappropriate hand washing).
4. Inappropriate behaviors or communication in the clinical setting, not following dress code, unprofessional mannerisms, use of cell phones in the clinical setting during program hours.
5. Interpersonal relationship that interferes with clinical performance, i.e. arguing with clients, visitors, peers, instructors or staff.
6. Unsatisfactory or Incomplete lab performance.

***A student who has committed one of the above acts will receive written documentation (a clinical incident form) and student conference. The student conference with the Program Coordinator and Clinical Instructor (if available) will be held within three (3) school days of the incident. The student then will attend school remediation as deemed necessary by the Coordinator and be re-evaluated at 3- and 5-week intervals.

C. ATTENDANCE PROBATION

1. Excessive absenteeism, as evidenced by missing 90% of the allowed time (16.25 hours of class and 2.75 hours of clinical) in each semester. refer to the Attendance Policy on pages 30 - 34.

WRITTEN REPORTS

All documentation regarding student progress will be placed in the individual student's file. Students will receive copies of all documentation and be informed in writing of any recommendations or actions from the Program Coordinator.

II. PROGRAM DISMISSAL

A. ACADEMIC DISMISSAL

1. Quarter grade in one course below 77 with no signs of improvement 5-weeks after receiving a counseling statement and remediation.
2. Combined Quarter grades (10 & 20 weeks or 30 & 40 weeks) below 77 in a course.
3. Two courses with averages below 70 in one quarter.

B. CLINICAL DISMISSAL

1. Continued unsatisfactory or incomplete lab performance 3- and 5-weeks after receiving a counseling statement and remediation.
2. Failure to correct clinical deficiencies after receiving documentation and remediation.
3. Documentation of three unsafe clinical actions.
4. Repeat of a critical incident that was unsafe during clinical rotation after receiving documentation, counseling and remediation.
5. Failure to call into a clinical agency more than once. This is called a no call, no show. (Refer to Attendance Policy–Clinical Absences, page 32-33)
6. Prematurely leaving the affiliated health care agency without prior approval from the instructor. This could be considered abandonment of patients in the clinical area.
7. Breach of client confidentiality.
8. **At any point in the clinical training, if a student is negligent or unprofessional, they may be dismissed from the program.**

C. ATTENDANCE DISMISSAL

1. Excessive absenteeism as indicated under the Attendance policy on pages 30 - 34.

**In all cases of dismissal / withdrawal, the Program Coordinator will request an exit interview. When the dismissal/withdrawal is found necessary the student will return books on loan and other materials borrowed. Chromebook (in first semester) and student ID badges MUST be turned in to the Program's Senior Account Clerk. The student will be billed for any materials not returned.

D. STUDENT CONDUCT

The ONC Board of Education endeavors to provide a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

(Reference ONC BOCES Education Law § 2801)

VIOLATIONS/POLICIES

The following is a list of specific violations of rules/regulations, which constitute cause for disciplinary action, administrators at the ONC BOCES retain discretion to reduce or augment the recommended penalties enumerated below if mitigating or exacerbating factors and/or the student's anecdotal record of prior offenses warrant the consideration. It is impossible to identify all types of offenses and penalties. If a student is insubordinate or disorderly in a manner not specifically enumerated below, it will be treated within the context of the overall policy. Reference may be made to Education Law §2801.

All penalties are considered possible penalties and are imposed at the discretion of ONC BOCES administrators. The range of penalties may include, but are not limited to:

1. SOCIAL MEDIA

Social Media are forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Examples include but are not limited to Twitter, Facebook, YouTube, Snapchat and My Space. As students you will want to represent ONC BOCES in a fair, accurate and legal manner. When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual.

- a. Do not post confidential or proprietary information about ONC BOCES, staff, fellow students, clinical facilities, clients or others who you may have come in contact with as an ONC BOCES Practical Nursing student.
- b. Do not use ONC BOCES marks (logos and /or graphics) on personal media sites. Do not use ONC BOCES' name to promote a product, cause or political party or candidate.
- c. No personal phone conversations or texting are allowed at any time while in client areas or in the program areas.
- d. No student shall take still pictures or videotape staff or fellow students for personal or social media use.
- e. At no time shall clients be videotaped or photographed.
- f. Be aware of your association with ONC BOCES in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself. Identify your views as your own.
- g. HIPPA guidelines must be followed at all times. Identifiable information concerning client/clinical rotations must not be posted in any online forum or webpage.
- h. You have sole responsibility for what you post. Be smart about protecting yourself, your and others' privacy and confidential information.

Consequences

1. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and /or dismissal from the program.
2. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

2. CONFIDENTIALITY

All information obtained by the student nurse regarding patient/client information is considered confidential. This information is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Clients have the right to expect that you share information about them only with health care providers who are actively involved in promoting their health. Any breach of confidentiality by a nursing student is grounds for immediate dismissal from the program. All students are required to sign a confidentiality form that will be placed in their personal file.

3. PROHIBITED SUBSTANCE POLICY

- A. The Board of Cooperative Educational Services Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties is committed to the prevention of alcohol, tobacco and other substance use/abuse. This policy describes the philosophy of the District and the program elements the District will use to promote healthy lifestyles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances injurious to health. In the event that a student is caught using drugs or alcohol on school property, the ONC BOCES Code of Conduct will be followed.

No person may use, possess, sell or distribute alcohol, tobacco and other substances, nor may use or possess drugs or drug paraphernalia, on school grounds or at school sponsored events, except drugs as prescribed by a physician. The terms "alcohol and other substances shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes and any of those substances commonly referred to as "designer drugs". The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who BOCES personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any staff member observing narcotics possession or usage by students shall report the incident immediately to the immediate supervisor or his/her designee. The District Superintendent or his/her designee shall then seek immediate action. Any narcotics found shall be confiscated immediately, followed by appropriate disciplinary action, up to and including permanent suspension and referral for prosecution. In its efforts to maintain a drug-free environment, ONC BOCES shall cooperate to the fullest extent possible with local, state, and/or federal law enforcement agencies.

See ONC BOCES Board of Education Policy #5440 for further details.

- B. The chemically impaired student is someone attending class or clinical and perceived to be under the influence of alcohol and/or other substances. Psychological and/or physical symptoms such as: odor of alcohol, unsteady or staggering gait, rapid or slurred speech, dilated or pinpoint pupils, bloodshot eyes, fine motor tremors, difficulty in calculation, inability to follow directions, inability to stay awake, nausea, vomiting and/or sweating or drastic change in demeanor may be considered to be under the influence.
- C. Any student who demonstrates symptoms that may indicate the use of alcohol or controlled substances will be removed from the classroom or clinical setting immediately.
1. The student will be assisted to obtain transportation home. The student will NOT be allowed to drive themselves.
 2. If the student insists on driving, the authorities will be notified.
 3. A student who demonstrates symptoms that may indicate the use of alcohol or controlled substances will be required to submit to a chemical screen at their own expense. Refusal to submit to this screening may result in dismissal.
 4. If it is established that the student is under the influence of drugs or alcohol, the student will be dismissed from the Practical Nursing Program.
- D. A student who has been dismissed for a violation of the Prohibited Substance Policy may appeal for readmission two years from the date of dismissal, or thereafter. The appeal must be in writing, present a rationale for readmission, be accompanied by two letters of recommendation which indicate that the individual is alcohol and/or drug-free or has completed a rehabilitation program, and be sent to the Program Coordinator. An advisory committee will review the appeal within 30 days of receipt, and notify the student of the decision in writing.
- If an appeal is granted, the student will be readmitted to the school under the requirements in effect at the time of readmission.
- E. Any student who discloses a concern about drug or alcohol abuse will be referred to an appropriate agency.
- F. Individuals who wish to obtain information on drug and alcohol abuse prevention programs may contact **The National Clearinghouse for Alcohol and Drug Information, 1-301-468-2600**. Information and referrals to treatment centers in local communities may be obtained by contacting The National Institute on Drug Abuse Hotline 1-800-662-HELP. A list of State Drug Abuse Prevention and Treatment Coordinators can be obtained by contacting LEAF Council on Alcoholism/Addiction, 80 Water Street Oneonta, NY 13820, 607-432-0090.

4. THREAT OF VIOLENCE

Any act or threat of violence toward another individual while in school or in the clinical setting will result in the following:

- a. Intimidation, Harassment, Menacing, Bullying/Cyber-Bullying: "...the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law § 11 (8)."
 1. First Offense: Administrator referral, one (1) day out of school suspension, notification of law enforcement, restitution and restoration, corrective instruction and supportive intervention.
 2. Second Offense: Administrator referral, notification of law enforcement, restitution and restoration, and removal from the program.
- b. Minor Altercation: "Involving physical contact and no physical injury. Striking, shoving, or kicking another person or subjecting another person to unwanted physical contact with intent to harass alarm or seriously annoy another person, but no physical injury results."
 1. First Offense: Teacher/Staff may handle, Verbal warning, Student/Teacher conference, Administrator referral, one (1) day out of school suspension.
 2. Second Offense: Administrator referral, subsequent offences treated as repeated insubordination page 49.
- c. Reckless Endangerment: "Subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious physical injury, but no actual physical injury."
 1. First Offense: Administrator referral, one (1) day out of school suspension.
 2. Second Offense: Administrator referral, subsequent offences treated as repeated insubordination page 49.
- d. Dangerous Action: "Any action that is considered dangerous or unsafe, but does not meet the criteria of other offenses."
 1. First Offense: Administrator referral, one (1) day out of school suspension.
 2. Second Offense: Administrator referral, subsequent offences treated as repeated insubordination page 49.

- e. Violent Student: “Any action by a student that is violent in nature, but does not met the criteria of the other offenses.”
 - 1. First Offense: Administrator referral, one (1) day out of school suspension, notification of law enforcement.
 - 2. Second Offense: Administrator referral, notification of law enforcement and removal from program.

- f. Criminal Mischief: “Intentional or reckless damaging of the property of the school or of another person, including, but not limited to, vandalism and the defacing of property.”
 - 1. First Offense: Administrator referral, one (1) day out of school suspension, notification of law enforcement.
 - 2. Second Offense: Administrator referral, notification of law enforcement and removal from the program.

- g. Assault with Physical Injury: “Intentionally or recklessly causing physical injury to another person.”
 - 1. First Offense: Administrator referral, notification of law enforcement, removal from program.

- h. Assault with Serious Physical Injury: “Intentionally or recklessly causing serious physical injury to another person.”
 - 1. First Offense: Administrator referral, notification of law enforcement, removal from program.

- i. Possession, Use, Distribution of Weapon: “Bringing a weapon or possessing a weapon at school, which may include a pocket, pen or other knives, look alike fake weapons, or other devices, instruments, materials or substances (“Other Items”) that can cause physical injury or death when used to cause physical injury or death or, when such Other Items are brandished as a weapon.”
 - 1. First Offense: Administrator referral, notification of law enforcement, removal from program.

5. DISHONESTY

All forms of dishonesty, including cheating on any written or oral assignment/test, plagiarism, knowingly furnishing false information to the school, forgery, alteration or use of documents and instruments or identification with intent to defraud will result in Administrative referral and disciplinary hearing. Repeated offenses will be treated as insubordination, page 49.

6. THEFT

Larceny or Other Theft Offenses: "Unlawful taking and carrying away of personal property with intent to deprive the rightful owner of property. Permanently or unlawfully withholding property from another."

- a. First Offense: Administrator referral, one (1) day out of school suspension and notification of authorities and /or law enforcement, restitution/ payment.
- b. Second Offense: Administrator referral, notification of law enforcement, restitution / repayment and removal from the program.

7. DISRUPTIVE BEHAVIOR

"A deliberate action that negatively affects the education of others; a behavior which causes an interruption in a class activity."

- a. First Offense: Verbal warning, counseling statement and instructor conference.
- b. Second Offense: Administrator referral, one (1) day out of school suspension.
- c. Third Offense: Subsequent offenses will be treated as insubordination page 49.

8. EXCESSIVE DISPLAY OF AFFECTION:

- a. First Offense: Verbal warning, counseling statement and instructor conference.
- b. Second Offense: Administrator referral, one (1) day out of school suspension.
- c. Third Offense: Subsequent offenses will be treated as insubordination page 49.

9. GAMBLING:

- a. First Offense: Verbal warning, counseling statement and instructor conference.
- b. Second Offense: Administrator referral, one (1) day out of school suspension.
- c. Third Offense: Subsequent offenses will be treated as insubordination page 49.

10. PROFANITY/ ABUSIVE LANGUAGE:

- a. First Offense: Verbal warning, counseling statement and instructor conference.
- b. Second Offense: Administrator referral, one (1) day out of school suspension.
- c. Third Offense: Subsequent offenses will be treated as insubordination page 49.

11. INSUBORDINATION

"Refusing to follow a staff member's direction; talking back; being deliberately or socially rude, expressed disrespect toward any BOCES employee, or becoming argumentative with any BOCES employee."

- A. First Offense: Administrator referral, 1-3 days out of school suspension.
- B. Second Offense: Administrator referral, 1-5 days out of school suspension, dismissal hearing.

12. Violation of school policies and/or regulations which may be enacted and repeated offenses which by themselves would not warrant suspension or dismissal but collectively indicate that further attendance by the student is not in the best interest of the student or the school.
13. Violations of sections of the NY State Education law (6509) regarding professional misconduct, in as much as students of practical nursing may perform nursing activities in the course of their study.
14. SEXUAL HARASSMENT POLICY AND REGULATION:

Title IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES") recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. The Board condemns and strictly prohibits all forms of sexual harassment at BOCES facilities, on school buses and at all BOCES-sponsored activities, programs and events regardless of the location. While this policy is specific to sexual harassment, other forms of harassment based upon race, creed, national origin, religion or sexual orientation are also prohibited. Complaints of all types of harassment will be handled in the same manner as specified in this policy and regulation.

Sexual Harassment Defined

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education including any aspect of the student's participation in BOCES-sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or

3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in BOCES-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

The complete sexual harassment policy (0110) and regulations can be obtained from the main office or found on the ONC BOCES website at – <http://www.oncboces.org> BOARD OF ED, Board Policy Manual.

GRIEVANCE PROCEDURE

In Compliance with the standards set for the governing of Civil Rights in Vocational Education Programs, all students are protected under the following grievance procedures.

Note: Certain areas which are within the scope of a professional teacher's responsibilities are not subject to grievance. (Example: interpretation of a subject and/or work experience in the area of the teacher's expertise).

DEFINITION OF A GRIEVANCE - A grievance is a complaint regarding an alleged violation of a student's rights regarding grading, academic and laboratory work, dismissal, suspension, student conduct or discrimination due to sexual orientation or disabilities.

PROCEDURE

1. A student or a group of students have the right to submit a complaint informally to the staff member involved. If no satisfactory resolution occurs, a formal written complaint must be filed with the Program Coordinator within five school days of the complaint. This complaint must be submitted on the ONC BOCES PN Program Grievance Form which is located on page 52 of your Student Handbook or can be obtained in the PN Program's Senior Account Clerk's office.
2. The Program Coordinator will conduct a hearing within five school days of receiving the complaint and will provide a response in writing within five school days of the hearing.
3. If the student and/or students are not satisfied with the settlement offered at the first level, an appeal may be made to the Adult Education Coordinator.
4. A hearing by the Adult Education Coordinator with the student, and/or students and faculty will be held within five school days of receipt of the appeal.
5. A decision will be made in writing by the Adult Education Coordinator within five school days.
6. If the student and/or students are not satisfied with the settlement at this level, the appeal may be carried to the District Superintendent following the same procedure as outlined in 3 - 5.

ONC BOCES Practical Nursing Program
Otsego Area School of Practical Nursing
31 Center Street, Third Floor
Oneonta, NY 13820
Phone: (607) 431-2562
Fax: (607) 431-2563



ONC BOCES Practical Nursing Program
Otsego Area School of Practical Nursing
Grievance Form

Date: _____

To _____,

I, _____, am filing a grievance regarding the following ONC
(print your name)

BOCES PN student right(s), list the page number(s) from the current ONC BOCES PN
Program Student Handbook which describes the right(s) that you believe have been violated:

Date of Occurrence: _____

Site of Occurrence: _____

Give a brief description of incident: _____

Student's Signature

Hegis Code: 5209.20

New York State Education Department
Office of the Professions
State Education Building - 2nd floor
89 Washington Avenue
Albany, New York 12234

NOTICE TO COMPLAINANTS

The Professional Education Program Review Unit of the New York State Education Department, will attempt to assist in the resolution of complaints about academic quality, refunds, and proper application of published institutional policies in professional programs (i.e., related to the licensed professions) at postsecondary institutions in New York State. Please note that the Department will not take action until all grievance procedures at the institution have been followed and all avenues of appeal exhausted. These steps should be documented in the complaint:

Additionally, the Department will not intervene when the complaint concerns the following matters:

1. Grades or examination results, which are the prerogative of the institutions faculty.
2. Discrimination against enrolled students on the part of the Institution or faculty; complaints should be filed with the
U.S. Office of Civil Rights
26 Federal Plaza
New York, New York 10278.

Further information can be obtained from the school's main office.

OTSEGO NORTHERN CATSKILLS BOCES ADULT AND CONTINUING EDUCATION PROGRAM

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

This Notice is provided to you as required by Title II of the Americans with Disabilities Act of 1990.

Program Services: The Otsego Northern Catskills BOCES does not prevent individuals, on the basis of a disability, admission and participation in its services, programs, or activities. Otsego Northern Catskills BOCES will make all reasonable modifications to programs to help participation by persons with disabilities. The ADA does not require Otsego Northern Catskills BOCES to make modifications, if the nature of the program was changed or created an undue financial or administrative burden.

Employment: Otsego Northern Catskills BOCES does not discriminate on the basis of disability in its hiring or employment practices.

Communication: Otsego Northern Catskills BOCES will, for most requests, provide the aids and services for individuals to communicate in order to participate as other students do in our programs, services, and activities. If you need help in the area of communication to participate in programs of Otsego Northern Catskills BOCES, you should contact, Kevin Stevens, Adult Education Coordinator at (607) 286 - 7715 ext. 3101 or email kstevens@oncbores.org. Questions, concerns, complaints, or requests for more information regarding the ADA may be forwarded to Otsego Northern Catskills BOCES designated ADA Coordinator.

Dr. Jennifer Avery
Deputy Superintendent
Otsego / Northern Catskills BOCES
Northern Catskills Occupational Center
2020 Jump Brook Road, PO Box 382
Grand Gorge, NY 12434

Phone: (607) 588-6291 ext. 2221 or
(607) 286-7715 ext. 2221

Email: javery@oncbores.org

This notice is available upon request in large print, audio tape and Braille formats.

The above document represents information from the following web site: Department of Justice, ADA Best Practices Tool Kit for State and Local Governments, <http://www.ada.gov/pcatoolkit>.

OTSEGO NORTHERN CATSKILLS BOCES ADULT AND CONTINUING EDUCATION PROGRAM

American Disability Act: Grievance Procedure

- A grievance is a written method for making a complaint .
- If you think you have been discriminated against in an adult literacy program because of your disability, you may:
 1. Clear up your complaint by talking with the people involved;
 2. File a formal grievance with the program; and/or
 3. File your complaint directly with the U.S. Department of Education, Office of Civil Rights.
- A program cannot treat you differently or retaliate against you for filing a complaint. If you feel that the program is treating you differently or treating you badly because you have filed a complaint, report it to the U.S. Department of Education, Office of Civil Rights immediately.

The material above is part of the document available on the web for printing at: <http://das.kucrl.org/iam.html>. The document was supported in whole or in part by the U.S. Department of Education, Office of Special Education Programs, (Cooperative Agreement No. H324M980109).

- A data gathering process shall follow the filing of a complaint where all interested persons and /or their representatives, if any, have an opportunity to submit information relevant to the complaint.
 - Within 15 calendar days after the meeting, Otsego Northern Catskills BOCES will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Otsego Northern Catskills BOCES and offer options to substantive resolution of the complaint.
- This process shall be conducted by Kevin Stevens or in his absence, any other person designated by the program or agency director.
- If the response by Otsego Northern Catskills BOCES or its designee does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the District Superintendent .
- The above process and time limits for handling a complaint, i.e. meet with the complainant to discuss the complaint and possible resolutions, information gathering and providing a written or appropriate alternative format response with a final resolution of the complaint shall occur at the next higher level of review.

- The Otsego Northern Catskills BOCES shall maintain the files and records of all written complaints sent to the program and appeals to other offices. These records will be retained for at least three years.
- A program cannot treat you differently or retaliate against you for filing a complaint. If you feel that the program is treating you differently or treating you badly because you have filed a complaint, report it to the U.S. Department of Education, Office of Civil Rights immediately.
- Complaints to the U. S. Department of Education, Office of Civil Rights must be filed within 180 days of discrimination or within 60 days after the program/agency has provided communication to you regarding resolution of your complaint.

U.S. Department of Education
 Office of Civil Rights
 400 Maryland Avenue, S.W.
 Washington, D.C. 20202-1100
 1-800-421-3481
 Web: <http://www.ed.gov/ocr>
 E-mail: OCR@ed.gov

- To file a complaint with the U.S. Department of Education, Office for Civil Rights (OCR) you should submit in writing the following information:
 - Your name, address, and phone number.
 - The name and location of the program that you believe discriminated against you.
 - A detailed description of what happened and when it happened.
 - The reason for the violation of the ADA that is, you are a person with a disability.
- Make sure enough details provided for the Office of Civil Rights to know what happened.

The above document represents a synthesis of information from the following websites: Department of Justice, Title II of the Americans with Disabilities Act, www.ada.gov/reg2; Department of Justice, ADA Best Practices Tool Kit for State and Local Governments, <http://www.ada.gov/ppcatoolkit>. Acknowledgement is also given to the Arkansas Adult Education and Literacy, Policy & Procedure Manual for Serving Students with Learning Disabilities and /or Attention Deficit Hyperactivity Disorder, <http://aalrc.org/resources/ld/policyManual/index.aspx>.

TUITION PAYMENTS

Tuition payments are due on a semester basis. All students are billed at the beginning of each semester. Accounts not paid in full prior to the beginning of first semester finals week will not be able to attend the second semester and accounts not paid in full prior to the beginning of second semester finals week will not receive a diploma and a hold will be placed on the student's records/transcripts. No students will be certified eligible for the National Council Licensure Exam for Practical Nursing if they have delinquent accounts.

Privately funded students will be required to sign an Installment Promissory Note (see the Senior Account Clerk) and a Tuition Payment Credit Agreement (see the Senior Account Clerk) upon receipt of the first semester invoice. Unpaid privately funded accounts are assessed a 2% per month service charge starting on the 16th day of the month payment is due and each 30 days or portion thereof that such payment and late fees are not paid.

FINANCIAL AID

Each student will receive a "Financial Award Statement" within the program's first month of attendance. This statement will outline the total projected grant funding to be received, the cost of attendance and the eligible amount of Federal Student Loans that they may apply for. Credits to the student's account for Pell Grants, Federal Education Opportunity Grant, Federal Loans, Otsego County Tuition Assistance, CDO Workforce Assistance, VESID, BRIDGE, private or other public agencies will be calculated when official notice is received, **and** only after the student has been in the program for a minimum of 30 days. Refunds for overpayment are made only when money is received by the Grand Gorge Office and request for refund is made. Refunds are mailed to the student at the student's address on file. No refunds can be issued to students at the Grand Gorge office.

FINANCIAL AID DISBURSEMENT

The following is a checklist of what needs to be completed before financial aid can be processed and disbursed:

- Packaged by the Financial Aid Office
- Accept or Decline Financial Aid Award Letter
- Affirmed enrollment & accepted financial responsibility by the required due date
- Signed Promissory Note(s) & completed entrance interview session if receiving loans

Once all of the above is completed:

- The ONC BOCES PN Program will apply all financial aid received to the student bill
- The loan refund process starts once all applicable charges are paid in full for the semester. Checks will be mailed to the student's address on file within three (3) business days of posting to the student account.
- All students MUST be in Satisfactory Academic Progress to receive financial aid and refunds.
- The ONC BOCES PN Program will disburse FSA funds in such installments within each payment period as will best meet the student's needs. For 2020-2021:
 - a. Requests for PELL will be made on 09/28/2020 and 01/22/2021.
 - b. Requests for Direct Student Loans will be made on 10/07/2020, 11/18/2020, 03/30/2021 and 04/27/2021.

TITLE IV SATISFACTORY ACADEMIC PROGRESS FUNDING POLICY

Students who are eligible to receive Title IV funding must adhere to the program's academic and attendance policies to receive this funding. Title IV funding is released to students twice each semester when the student meets the following criteria:

1. The student must have an academic average in each course of at least 77%.
2. The student must complete a total of 327 program hours (60%) first semester and a total of 722 program hours (60%) program hours in the second semester.
 - a. If the student entered the program in the second semester then a total of 395 (60%) second semester hours must be completed.

If a student does not meet SAP standards and lose eligibility due to the above criteria they will regain eligibility when their academic and attendance meet the program standards. The student can appeal an unsatisfactory determination with the Adult Education Coordinator. The student may be paid Pell and Campus-based funds for the period in which they resume satisfactory progress. For Federal Student and PLUS loans, they will regain eligibility for the entire period of enrollment in which they again meet SAP standards.

SAP Appeal Procedure

Overview

Appeals will not be reviewed for any student who has not filed a Free Application for Federal Student Aid (FAFSA) and is seeking a loan from a private lender. You have the right to appeal the denial of financial aid. The appeal must be submitted **no later than the midpoint of the semesters (program weeks 10 and 30)** for which you are enrolled or it will be denied. Appeals will not be reviewed until all requested information has been received. ALL infractions must be appealed to the ONC BOCES Practical Nursing Coordinator. Students who fail two consecutive SAP contracts must file a written appeal and schedule an interview with the Adult Program Coordinator. Students who fail three contracts are not eligible to file an appeal until they are in compliance with the SAP policy. Only under extreme circumstances will an appeal be accepted for review. Examples of these circumstances are: death of an immediate family member; medical emergency, such as surgery or hospitalization by student or immediate family member.

Appeal Instructions

Write an appeal describing the circumstances that led to this situation on the SAP appeal form. (<http://www.finaid.wsu.edu/forms.html>)

Please cover the following points in your appeal:

1. The circumstances that occurred which led to my deficiency are ...
2. My plan to resolve my deficiency includes the following...
3. My anticipated graduation date is ... (month/year).

4. I can be contacted for additional information at ... (phone number) and my email address (if available) is ...

Submit supporting documentation to show why an exception should be made. It is YOUR responsibility to demonstrate how circumstances justify making an exception to the policy.

If the reason for the appeal is due to a **medical condition**, and you have sought treatment you **MUST** supply a letter from your health care provider stating whether or not they feel you are sufficiently well enough to return to the program with your appeal. **DO NOT SEND US YOUR MEDICAL RECORDS.**

If the reason for the appeal is due to course(s) grade point average(s) below a 77 or two consecutive quarters with below a 77 course average, you must submit a copy of your reinstatement conditions with your appeal to the Financial Aid Administrator.

Send the completed appeal, **including documentation** to the Office of Student Financial Aid. *(Do not forget to sign the appeal.)*

The Adult Education Coordinator will notify you if any additional information is required.

Appeal Process/Results

Review. The Adult Education Coordinator will review your appeal for reinstatement of aid. Their decision will be based on the strength of your appeal, the documentation submitted, and your academic record.

Notification. You will be notified by mail or may be notified by email (if provided) of the Adult Education Coordinator's decision.

Appeal Approved. If your appeal is approved, you will be sent a contract stating the conditions you must meet by the end of the term to retain eligibility. You **MUST SIGN AND RETURN THE CONTRACT.** Your financial aid will be held until the signed contract is returned. If the contract is not returned within two weeks and your aid had already been delivered, the aid will be canceled and a bill created.

Appeal Denied. If your appeal is not approved, you will not receive financial aid until you have met the SAP requirements. You will have one opportunity to schedule an appointment directly with the Adult Education Coordinator to discuss any additional information or documentation you may have in regards to your appeal. Those students who must meet with the Adult Education Coordinator for failing two consecutive quarters will only have one opportunity to present their case. You may re-appeal after you have met the SAP conditions.

Other Policies. All decisions of the Adult Education Coordinator are FINAL. If financial aid was delivered in error for the current term, the aid will be reversed and you will be required to repay the funds to the ONC BOCES Practical Nursing Program.

OTHER EXPENSES

State Board Exams (NCLEX) requires an application fee (which includes the cost of your first license). An examination fee is also required payable to the testing center that administers the exam. These fees totaled \$343.00 in 2019. A limited permit is required to work as a graduate practical nurse before exam results are known. When you have a definite employment, your employing RN signs the permit which you must submit to the Education Department with a \$35 fee. You **must submit** an Application for Licensure and fee to apply for a limited permit. You may not work on a limited permit if you have not completed program requirements (including financial obligations) OR if you have convictions for misdemeanors or felonies in your past (refer to General Information "Record of Conviction".)

TUITION REFUNDS

Students who withdraw or are terminated prior to the end of the term (fall or spring) may be eligible for a tuition refund on a pro-rated basis according to the number of clock hours the student completed that term. Students should notify the coordinator in writing if they withdraw, if not the last day of attendance will be used as the withdrawal date. Fees are non-refundable.

Refunds are calculated based on the number of clock hours of attendance. If the student has completed over 60% of their program, they have earned 100% of eligibility. However, the school will send back any unused funds.

If the student leaves before 60% of the clock hours are completed, the school will calculate the % of the disbursement earned with the following calculation and will submit any return funds within 45 days of the withdrawal date.

Start date: ___/___/____ End Date: ___/___/____

Date of Withdrawal: ___/___/____

Completed clock hours: (a) _____ # of completed clock hours between start date and withdrawal date

Total Clock Hours: (b) _____ # of clock hours between start date and end date

Completed Clock hours (a) _____ / Total Clock Hours (b) _____ =

(c) _____ % of funds earned by student

If this percentage is equal to or greater than 60%, no further action is necessary. If this percentage is less than 60%, please continue.

Amount of funds disbursed for term (d) _____ x % of funds earned © _____ % =

Amount of Title

IV funds earned by student (e) _____.

Total Funds disbursed (d) _____ - total funds earned (e) _____ = amount of unearned funds to be returned (f) _____

TRANSCRIPTS AND REFERENCES

A transcript is a copy of the graduate's courses, final grades, and clinical performance evaluation. It is sent on request to schools/colleges or State Boards of Nursing. The graduate must authorize the release of this information. One transcript will be provided at no cost to the graduate. Additional transcripts are \$10.00, payable to OASPN. **No transcripts will be issued if the student has an outstanding balance due to ONC BOCES or is in default on any Title IV funding.**

Health information is returned to the student upon withdrawal, dismissal and graduation. The ONC BOCES Practical Nursing Program does not retain health records once the individual is no longer a student.

References are a summary of the student's skills and work habits and are a service provided by the school to employers who request them. A copy of the student's final clinical evaluation may be sent if necessary. There is no charge for this copy to the graduate or the employer. Students must sign a release of information form granting permission to release this information. A notation or copy of the reference will be added to the graduate's school folder. **No references will be issued if the student has an outstanding balance due to ONC BOCES or is in default on any Title IV funding.**

Be sure to include enough identifying information if you request a transcript or reference. The name you attended the program under and year of attendance is essential.

References provided by the school are based on the student's classroom and clinical skills/habits. All references provided by instructors are based upon a professional viewpoint. *ONC BOCES is not liable if the outcome of a particular situation (i.e., reference to a potential employee) is seen as undesirable by the student/graduate.*

SCHOOL ORGANIZATION AND FACULTY

The ONC BOCES Practical Nursing Program / Otsego Area School of Practical Nursing is approved by the New York State Education Department. Administration of the school is through the occupational education branch of the Board of Cooperative Services of Greene, Schoharie, Delaware, and Otsego Counties. (Otsego-Northern Catskills BOCES)

This BOCES is comprised of 19 school districts, divided for geographic reasons into two occupational educational districts.

Otsego County is served by the Otsego Area Occupational Center (OAOC) located in Milford, NY. The school districts served by this Center include: Cherry Valley/Springfield, Cooperstown, Edmeston, Laurens, Milford, Morris, Oneonta, Schenevus, and Worcester. The Northern Catskills Occupational Center (NCOC), located in Grand Gorge, serves the following ten school districts in Delaware, Greene, and Schoharie Counties: Andes, Charlotte Valley, Gilboa-Conesville, Hunter-Tannersville, Jefferson, Margaretville, Roxbury, South Kortright, Stamford and Windham Ashland Jewett.

ONC BOCES BOARD

Board Officers:

Antoinette Hull, President
Prattsville

Barbara Ann Heegan, Vice President
Oneonta

Joseph Ballard
Davenport

Dr. Deborah Fox
Roxbury

Cynthia Kukenberger
Cooperstown

Kurt Hocherr
Fleischmanns

Johnnie Nemec
Cooperstown

Jacqueline Perry
Laurens

Timothy Powell
Stamford

BOCES ADMINISTRATION

Nicholas Savin,
District Superintendent

Dr. Jennifer Avery,
Deputy Superintendent

William Ball,
Director of CTE/Alt Ed/Adult Ed

Kevin Stevens,
Adult Education Coordinator

Lynn Chase,
Director of Management Services

Patricia Powell-Wagner,
Treasurer

ONC BOCES PRACTICAL NURSING PROGRAM

Otsego Area School of Practical Nursing
31 Center Street, Third Floor
Oneonta, New York, 13820
Phone: 607-431-2562
Fax: 607-431-2563

FACULTY

Regina M. Pasa BS, RNProgram Coordinator
State University of New York at Plattsburgh, Plattsburgh, NY
Office Phone: (607) 431-2304

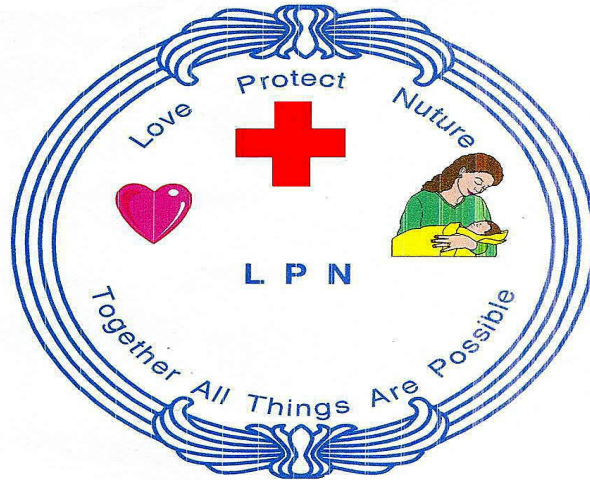
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Designed by Ginette Michelle Blasso
Class of 2015