



## ***Wayne-Finger Lakes BOCES School of Practical Nursing***

**315-332-7374**

**wflboces.org**

### **Regional Support Center**

Health Careers  
121 Drumlin Court  
Arcadia Building  
Newark, NY 14513



**2021-2022 Catalog/Handbook**

## TABLE OF CONTENTS

Class Schedule .....	5
Our Values .....	6
Administration/Board .....	7
Affiliated Institutions .....	8
Philosophy .....	9
Student Rights & Responsibilities .....	9
Essential Partners Rights/Responsibilities .....	11
Instructors' Rights/ Responsibilities .....	13
Coordinators' Rights/ Responsibilities .....	14
Program Objectives .....	15
Competencies of the LPN .....	16

### ADMISSIONS

Admissions Policies .....	17
Selecting Candidates .....	18
After Your Acceptance .....	18
Immunizations .....	18
Admissions Deadlines .....	19
Conditions of Enrollment .....	19
Technical Standards for Nursing .....	19
Requirements to Participate .....	21
Transfer Admissions .....	21

### FINANCIAL AID

Tuition & Fees .....	22
Net Price Calculator .....	22
Student Accounts .....	22
Refund Policy .....	23
Return of Title IV Financial Aid .....	23
Applying for Aid .....	24
Financial Aid Eligibility .....	25
Pell Grant Lifetime Limit .....	25
Unusual Enrollment History .....	25
Subsidized Usage Limit Applies .....	26
Determining Financial Need .....	26
Verification Requirement .....	26
Student Consumer Rights & Responsibilities .....	27
Financial Aid Office .....	27
Federal Pell Grants .....	27
Federal Direct Loans .....	27
Direct Loan Counseling .....	28
Additional Funding Sources .....	29
Payment Plan .....	30
Scholarship Searches .....	30

## TABLE OF CONTENTS (continued)

### CONSUMER INFORMATION

LPN as a Career .....	31
Employment Opportunities.....	31
Student Outcomes .....	32
Crime Statistics.....	33
Drug Screening Policy .....	34
Drug Free & Alcohol Policy .....	34
Weapons/Firearms.....	34
Criminal Background Check.....	35
FERPA.....	36
Requirements for LPN License .....	36
Copyright Policy .....	37
Student Catalog/Handbook .....	37
Gainful Employment.....	38

### STUDENT SERVICES

Orientation .....	39
CPR Training.....	39
Health Fairs .....	39
Constitution Day.....	40
Voter Registration.....	40
Retention Plan .....	40
Case Management .....	40
Academic Support .....	41
Academic Advisement .....	41
Clinical Support.....	42
Facilities & Services for Students with Disabilities .....	42
Career Prep & Career Fair .....	43
Assessment Technology Inst. ....	43
Comprehensive NCLEX Review .....	43
Commencement .....	43
LPN-RN Advance Placement .....	44
Continuing Education .....	44

### ACADEMICS

Units of Instruction .....	45
Course Descriptions .....	48
Attendance .....	50
Pregnancy .....	51
Tardiness .....	51
Excused Absence.....	51
Military Commitment.....	51
Lab Attendance .....	52
Emergency Closing .....	52
Class Preparation .....	53
Grading Policies.....	53
Testing Policies .....	54
Academic Progress.....	55
Academic Warning .....	55
Academic Probation .....	55
Academic Dismissal Appeal .....	55
Withdrawal Procedure .....	55
Readmissions Procedure .....	56
Reinstatement of Fin Aid.....	56
Maximum Time Frame.....	56

## TABLE OF CONTENTS (continued)

### STUDENT CONDUCT

Definitions for Code of Conduct .....	57
Prohibited Student Conduct.....	59
Reporting Violations .....	61
Disciplinary Penalties .....	61
Dissemination & Review .....	62
Conflict Resolution Procedures.....	62
Student Dress Code .....	64
Classroom/Clinical Policies .....	66
Cell Phone Regulations .....	67
Abuse Policy .....	67
Anti-Harassment Policy .....	67
Discrimination Policy .....	68
Forms/Appendix .....	69
Organizational Chart .....	71
Faculty List.....	72
Student Incident Form .....	73
Academic Probation Contract.....	77
Academic Warning Form .....	79
Clinical Probation.....	80
Attendance Warning.....	81
Name/Address Change Form .....	82
Physician's Maternity Rel Form .....	83
Physician's Injury/Medical Procedure Release Form.....	85
Procedure Release Form .....	85
SSN Release Form .....	86
Withdrawal Form .....	87
Handbook Acknowledgement .....	88

# 2021-2022 CLASS SCHEDULES

Semester Start Date	Semester End Date	Hours
September 8, 2021	February 1, 2022	450
February 2, 2022	June 14, 2022	450
June 15, 2022	August 11, 2022	225

## HOURS

### Newark Days

<b><u>Classes</u></b>	<b>September – January</b>	Monday – Thursday	8:30am-2:15pm
	<b>January – August</b>	Wednesday & Thursday	8:30am-2:15pm
<b><u>Lab</u></b>	<b>September – February</b>	Monday – Thursday	2:30pm-4:30pm (One assigned day per week)
		Friday	8:00am-5:30pm (Assigned 2 hour block)
<b><u>Clinical</u></b>	<b>January - August</b>	Monday & Tuesday	7:00am-3:30pm

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

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

**NOTE:** *Every effort has been made to ensure that this catalog is accurate and current. Information in the catalog is correct according to information available to the Wayne-Finger Lakes BOCES School of Practical Nursing administration as of July 2021.*

# WAYNE-FINGER LAKES BOCES ADULT AND CONTINUING EDUCATION

## OUR VALUES

### **We make success possible.**

- *We maximize opportunities for students to achieve or surpass high standards.*
- *We measure ourselves based on the achievement of all students educated in component districts' and BOCES' programs.*
- *We consider student needs foremost when making decisions.*
- *We seek student input and opinions.*
- *All partners collaborate to remove obstacles in order to provide each student with a quality learning experience.*

### **We recognize and support staff as our most important resource.**

- *We pursue and hire a well-qualified and diverse workforce.*
- *We foster an atmosphere which supports the personal and professional well-being of our staff.*
- *We set the conditions for professional growth opportunities and expect individuals to take responsibility for their learning.*
- *We believe it is the responsibility of each staff member to resolve conflict.*
- *Each individual demonstrates commitment to the regional vision, values, and strategies.*

### **We promote and deliver quality services within a cooperative.**

- *We develop and organize systems by listening and create multiple opportunities for receiving input.*
- *We address budgetary and program issues in an open, collaborative environment.*
- *We create cost-saving services and seek alternative funding sources to make more dollars available to student needs.*
- *We create and nurture partnerships with public and private agencies.*
- *We are recognized as a critical partner by our component school districts.*

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

Quinn M. Smith  
Director of Human Resources  
Administration Offices  
Regional Support Center  
131 Drumlin Court  
Newark, NY 14513-1863  
Telephone: (315) 332-7282  
quinn.smith@wflboces.org



U.S. Department of Education  
New York Office  
Office for Civil Rights  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Telephone: (646) 428-3800  
OCR.NewYork@ed.gov

# WAYNE - FINGER LAKES

Board of Cooperative Educational Services

## ADMINISTRATION

Dr. Vicma Ramos	District Superintendent
Andrew DiBlasi	Assistant Superintendent for Administration
Quinn Smith	Director of Human Resources
Erin Fairben	Assistant Superintendent for Instructional Programs, P-16
Michele Sullivan	Assistant Superintendent for Innovation & Accountability

## BOARD MEMBERS

Lynn Gay, President	Joseph McNamara
Philip Rose, Vice President	Anne Morgan
John Addyman	Pamela Pendleton
Timothy DeLucia	O. J. Sahler
Michael Ellis	Cindy Murray, Clerk

## SCHOOL OF PRACTICAL NURSING

Amy Archey, MSN, BS, RN;	Coordinator for Health Careers
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## SUPPORT STAFF

Theresa Laird	Coordinator of Case Management & Student Placement
Laura Wesche	Financial Aid Coordinator

## **AFFILIATED INSTITUTIONS**

### **Rochester Regional Health System**

- Rochester General Hospital  
1425 Portland Ave  
Rochester, NY 14621
- Unity Hospital  
1555 Long Pond Road  
Rochester, NY 14626
- Newark-Wayne Community Hospital  
1200 Driving Park Ave  
Newark, NY 14513
- DeMay Living Center  
100 Sunset Drive  
Newark, NY 14513
- Clifton Springs Hospital and Clinic  
2 Coulter Road  
Clifton Springs, NY 14432

### **FF Thompson Hospital**

350 Parrish Street  
Canandaigua, NY 14424

### **Finger Lakes Health**

North Street  
Geneva, NY 14456

### **The Highlands at Pittsford**

100 Hahnemann Trail  
Pittsford, NY 14534

### **St. Ann's Community**

1500 Portland Avenue  
Rochester, NY 14621

### **Wayne County Nursing Home**

1529 Nye Road  
Lyons, NY 14489

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**HEALTH CAREERS OFFICE**

**Phone: 315-332-7374**

**Fax: 315-332-7364**

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## Statement of Philosophy

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

### **Mission**

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

### **Vision**

The vision of the Wayne-Finger Lakes BOCES is to Make Success Possible. The W-FL BOCES PN Nursing Program believes in supporting lifelong learning in the pursuit of excellence and licensure in the field of nursing.

### **Code of Conduct**

The WFL BOCES Nursing program Code of Conduct represents culturally responsive practices with a problem-solving approach designed to include students and staff in all aspects of programming.

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

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

## Student Rights and Responsibilities

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

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

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

- An education in a safe, appropriate, civil learning environment.
- Be treated equally regardless of race, color, creed, national origin, religion, gender, disability or any other category of individuals protected against discrimination by federal, state or local laws.
- Access school expectations and when necessary, receive an explanation from school personnel concerning rules that are unfamiliar or confusing.

- A school community that is chemical free.
- An explanation of evaluating, marking/grading procedures.
- A copy of the school classroom and clinical academic and behavioral expectations.
- Ask questions when they do not understand.
- Have access to school personnel for appropriate voicing of ideas, opinions and/or concerns.
- Use of school computers, software and internet, with authorization/approval by staff, for program assignments and research.
- Have due process and to present their version of events in instances where disciplinary penalties may need to be imposed or grievances filed (see Conflict Resolution).
- Have the right to understand the organizational structure of the W-FL BOCES PN Program

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

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

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

- Help to maintain a safe, orderly school environment that is conducive to learning and demonstrates a respect for all persons and property.
- Become familiar with and abide by all program policies, rules and regulations.
- Attend class, lab and clinical every session, and be on time and prepared to learn and perform.
- Be familiar with and abide by the program **Attendance Expectations** as mandated for licensure by the New York State Education Dept.
- To sign in when late and sign out when leaving early from class.
- A pregnant student in the Practical Nursing Program is required to make her condition known to the *Case Manager* or the *Coordinator of Health Careers* as soon as possible. Students who are pregnant during their nursing studies may continue in the program with the approval of their attending physician or health care provider. A physician's release will be required. (See **Physician's Maternity Release Form**)
- Notify instructor immediately of any illness, injury or required medical procedures. A physician's release without restriction will be required (Students may be sent home at the Coordinator's discretion with subsequent loss of hours). (See **Physician's Injury/Medical Procedure Release Form**)

- To notify your clinical site by phone, before 7 a.m., when you are going to be late or absent.
- Strive for the highest levels of achievement in all academic and clinical areas.
- Complete all assignments as given.
- Respond to directions and information given by instructors and school and clinical site staff in a positive and respectful manner.
- Ask questions when they don't understand.
- Express ideas, opinions and concerns with civility to appropriate personnel.
- Work to develop and demonstrate effective skills for controlling and expressing anger and frustration.
- Seek help in resolving issues that might lead to unintended consequences.
- Accept responsibility for actions and in-actions.
- Know and adhere to the Dress Code Policies for both classroom and clinical.
- Be chemical free unless medications are being prescribed and monitored by a healthcare provider.
- Conduct themselves as representatives of the W-FL BOCES Nursing Program when participating in or attending program sponsored events and off-site placements by displaying the highest standards of conduct.
- Always communicate with respectable words and tone.
- Work with instructors, coordinators and case managers to develop stronger social skills that may include (but are not limited to): dealing with anger and frustration, managing stress, recognizing and responding to feelings of self and others, problem solving and decision making.
- Restrict the use of cell phones to assigned times and places according to the cell phone policy.
- Use social networking sites responsibly to avoid civil and criminal liabilities involving defamation, copyright, infringement and/or confidentiality rights.

## **Essential Partners' Rights and Responsibilities**

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

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

- Rochester Regional Health System
  - Rochester General Hospital
  - Unity Hospital
  - Newark-Wayne Community Hospital
  - DeMay Living Center
  - Clifton Springs Hospital and Clinic
- F.F. Thompson Hospital
- Finger Lakes Health
- The Highlands at Pittsford
- St. Ann's Community
- Wayne County Nursing Home

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

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

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

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

## **Instructors' Rights and Responsibilities**

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

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

### **Instructors' Rights include, but are not limited to:**

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

### **Instructors' Responsibilities include, but are not limited to:**

- Arriving on time for building meetings and/or all instruction and provide educational instruction for mandated time frames.
- Knowing, modeling, and implementing school practices, rules and expected behaviors.
- Communicating regularly and in an on-going manner with students, staff and program supervisors about student growth, achievement, behavior and/or concerns.
- Accurately recording daily attendance in all instructional areas according to standards set by supervisors.

- Communicating with students:
  - Course objectives, grade expectations, requirements and assignments
  - Marking/grading procedures
  - Classroom management/intervention plan
  - Expectations for students
- Demonstrating interest in teaching, knowledge of current instructional methods and concern for student achievement by attending in-services and staff meetings.
- Providing academic advisement per academic advisement plan (see page 28).
- Refer to proper faculty for concerns outside of academia.
- To provide a learning environment that is compassionate, nonjudgmental, and encourages freedom for students to express ideas.
- To give verbal, written, and critical documentation for remediation for academic and behavioral issues.

## **Coordinators' Rights and Responsibilities**

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

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

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

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

### **Coordinators' Rights include, but are not limited to:**

- Evaluation on a regular basis of all instructional programs, clinical and classroom instructors.
- Enforcing the Code of Conduct on a case-by-case basis, which takes into account:
  - Student's history in the program
  - Nature of the misbehavior and the circumstances surrounding it
  - Student's self-defeating pattern of behavior and impact of this behavior on other students and instructors
  - Effectiveness of previously tried intervention strategies
  - Information from other instructors and/or others as appropriate
  - Other variables and/or circumstances that would assist in or influence a fair decision process
- Creating and developing standards that address circumstances that may not be covered by the Code of Conduct.

- Removing from the classroom for the balance of an instructional day or longer, any student who threatens the philosophy and practices of this school community.
- Referring a student to the Standards Committee (consisting of the Coordinator for Health Careers, the Coordinator of Case Management and Student Placement and the Financial Aid Coordinator) for review, counseling, and/or intervention by appropriate staff. Depending on the nature and severity of the event, it may be elevated to include the PN Administrative Team.

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

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

**THE PRACTICAL NURSING PROGRAM OBJECTIVES**

Graduates of the Wayne-Finger Lakes BOCES Practical Nursing program will:

- Demonstrate the ability to recognize and respect the worth, dignity and rights of the individuals entrusted to their care.
- Demonstrate the ability to identify basic human needs and to assist clients of all age groups to meet those needs in wellness, illness and rehabilitation while maintaining patient confidentiality.
- Demonstrate, through use of the nursing process, the skills necessary for the entry-level practitioner to administer safe, effective nursing care in a variety of nursing disciplines.
- Function within the parameters of the Nurse Practice Act, while following an established code of ethics for practical nurses.
- Function as an effective member of the health care team in a hospital, home care agency, medical office, clinic, or community agency.

- Function as a resource person for individuals needing information about community agencies and health/illness prevention practices.
- Identify professional organizations and their objectives; state the advantages membership may bring to the individual nurse and his/her profession.
- Be prepared to a level of competency that will enable him/her to pass the state licensing exam.
- Utilize critical thinking/clinical reasoning and the nursing process when assisting individuals to reach their maximum level of wellness.
- Communicate and collaborate effectively with clients, families, and members of the health care team.
- Recognize the concept that learning never ends and that continuing education is a personal and professional responsibility.
- Identify opportunities for career advancement, through continuing education and matriculation agreements with area colleges.

## **COMPETENCIES OF THE LICENSED PRACTICAL NURSE (OUTCOMES)**

The Council of Practical Nursing Programs of New York State has defined the competencies for the Licensed Practical Nurse within the framework of CASE FINDING, HEALTH TEACHING and HEALTH COUNSELING (Article 6-902 NYS Education Law Definition of the Practice of Nursing).

### **Case Finding**

- Collaborates with other members of the health team to evaluate data and formulate the nursing diagnosis.
- Compiles data gathered.
- Observes common physical deviations.
- Observes gross mental and emotional deviations.
- Relates basic communication skills in interviewing, observing, reporting, and recording.

### **Health Teaching**

- Assists in the formulation of an individualized teaching plan with other members of the health team, patient and family.
- Documents implementation and results.
- Demonstrates therapeutic interpersonal relationships.
- Determines patient/client knowledge base.
- Implements a teaching plan in collaboration with other members of the health team.
- Utilizes appropriate communication skills.
- Utilizes principles of medical/surgical asepsis.

### **Health Counseling**

- Demonstrates therapeutic interpersonal relationships.
- Identifies patient/client perceptions of a need.
- Identifies the need for and initiates appropriate referrals.
- Utilizes appropriate resources.
- Utilizes basic communication skills (i.e., listening, interviewing, reflecting, and accepting).

# Admissions

## ADMISSIONS POLICIES

Wayne-Finger Lakes BOCES Practical Nursing Program admits students whose ability, preparation and character indicate potential for success in the program. The selection of students is based on review of credentials, references, pre-entrance test scores (TEAS®) and health status, without regard to race, sex, age, national origin, religion, marital status or political affiliation.

## Admissions Requirements

To be **considered** for admissions into the Wayne-Finger Lakes BOCES Practical Nursing, applicants must:

- Provide the admissions office with a copy of your official high school transcript or GED/EDP scores.
- Demonstrate academic proficiency with satisfactory scores on the **ATI Practical Nursing Career Placement Exam**.
- Submit written essay based on criteria given in application packet.

## Admissions Process

Wayne-Finger Lakes BOCES will begin accepting applicants for fall classes after April 1<sup>st</sup> when all admission requirements have been satisfied. **Admission to the Practical Nursing certificate program is selective.** Applicants are accepted as classroom space permits. To be considered for admissions, applicants must:

- **Register for the ATI Practical Nursing Career Placement Exam**  
Complete a PN Registration Form and submit with the required \$82 fee.

**Applicants whose exam scores demonstrate academic proficiency will be notified and forwarded an application packet. Applicants will be required to:**

- **Complete an Application for Admission**
- **Submit Proof of High School Graduation or Equivalent**  
Applicants must submit an **official high school transcript** or GED/EDP certificate verifying high school graduation or equivalent.
- **Submit Two (2) Professional References**  
The information you provide on this form will be carefully reviewed and given considerable weight as part of our selection process. Wayne-Finger Lakes BOCES is looking for individuals who are of good moral character and have the attributes and abilities to contribute to the profession.
- **Complete a Waiver and Release for Continuing Education Student Background Check**  
Applicants permit Wayne-Finger Lakes BOCES to verify and investigate all statements made on their *Application for Admissions* and related materials including permission to contact their professional references. Additionally, students authorize Wayne-Finger Lakes BOCES to conduct a criminal history background check if necessary.

➤ **Attend Information Session**

Applicants will be provided important information on Practical Nursing as a Career, program curriculum and graduation requirements, tuition and fees, and the financial aid process.

## **SELECTING CANDIDATES**

The Admissions Committee will review and rank applicants taking into account the *ATI Practical Nursing Career Placement Exam* scores, reference information, and the student's written essay. Based on the student's ranking and available space, offers of admission will be made to successful applicants. Accepted students will be required to complete the remaining steps: **(Wayne-Finger Lakes BOCES reserves the right to withdraw any offers of admissions for failure to complete these steps in a timely manner).**

## **AFTER YOUR ACCEPTANCE**

➤ **Submit Enrollment Agreement and \$250 Deposit**

A non-refundable tuition deposit of \$250 is required after the student has been accepted to Wayne-Finger Lakes BOCES Practical Nursing program. The tuition deposit will secure the student's seat in the class and is deducted from the student's first term's tuition upon his/her starting classes.

➤ **Attend an Individual Financial Planning Session**

All applicants are required to attend an *Individual Financial Planning Session* to design a payment plan to cover their program's direct costs of attendance. Financial Aid information, application assistance and individual financial planning are provided by the Financial Aid Office to help students and their families fully understand their financial obligations prior to their enrollment.

➤ **Provide Physical Examination and Proof of Immunization**

Students enrolled in the Licensed Practical Nursing program are required to submit a Wayne-Finger Lakes BOCES *Student Health Form* (included in the student's acceptance packet) completed by a Physician, Nurse Practitioner, or Physician's Assistant.

**Meeting the minimum admission requirements does not guarantee admission to the Practical Nursing program.**

## **Immunizations**

The immunization requirements are as follows:

- Everyone born after January 1, 1957, must show documentation of two live vaccinations for rubeola, two for rubella, and one for mumps. Students can also provide blood tests (titers) demonstrating immunity to any of the diseases. A minimum of 90 days before first clinical rotation registration would be needed for rubella vaccine administration and recheck of titer level if initial titers indicate non-immunity.
- Anyone born **BEFORE** 1957 must provide a documented history of disease **OR** administration of one live vaccine for each disease **OR** titers showing immunity to each disease.
- Students must show documentation of a negative Mantoux (TB) test. If the test is reported as positive, follow-up studies must be done to determine the student's health status.
- PPD testing is required every 12 months.
- Area hospitals require that students have the Hepatitis B vaccine to participate in clinical experiences.
- **All PN students are required to provide documentation of a current influenza vaccination prior to November 1st.** Students with medical circumstances preventing them from being vaccinated will need to provide a statement from their health care provider explaining their need for a medical waiver.

## **ADMISSIONS DEADLINES**

In order to be considered for program admission, testing and all admissions materials must be submitted prior to July 1st. Applications received after this date, will be reviewed on a space-available basis.

## **CONDITIONS OF ENROLLMENT**

- Upon Enrollment (unless the school is notified in writing of the student's desire not to be included) students give Wayne-Finger Lakes BOCES permission use their image and/or voice for promotional and recruitment purposes, which may include publications, print and broadcast advertisements, the Wayne-Finger Lakes BOCES web site, and other purposes that support the mission of the School of Practical Nursing.

Students also agree to allow Wayne-Finger Lakes BOCES to use their name, and/or biographical material information for promotional and recruitment purposes, which may include publications, print and broadcast advertisements, the Wayne-Finger Lakes BOCES web site, and other purposes that support the mission of the school.

- The student acknowledges that Wayne-Finger Lakes BOCES has a right to any and all materials, data and/or files obtained, sent, stored, received, searched, attained, etc. via the Internet on Wayne-Finger Lakes BOCES equipment. Additionally, any material, data and/or files so obtained or created are the property of Wayne-Finger Lakes BOCES.

## **TECHNICAL STANDARDS FOR NURSING PROFESSION**

Nursing education requires that the accumulation of scientific knowledge and critical thinking be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The practical nursing certificate awarded by the WFL BOCES School of Practical Nursing at the completion of the educational program certifies that the individual has acquired the basic knowledge and skills required for practical nursing practice in NY State.

All courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, candidates for the practical nursing program certificate must have abilities and skills in five areas:

- Observation
- Communication
- Motor
- Conceptual-Integrative
- Behavioral-Social

### **Observation**

The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

## **Communication**

Candidates must communicate effectively in clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications.

A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

## **Motor**

Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A candidate should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g. medication injection, wound care, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding.

Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

## **Conceptual-Integrative**

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

A candidate must be able to critically think and perform in clinical settings competently. Clinical judgment ability is important for positive patient outcomes.

## **Behavioral-Social**

Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area.

A candidate must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

## Reasonable Accommodations

Reasonable accommodations will be considered on a case-by-case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them in writing to the Coordinator of Case Management and Student Placement 2 weeks prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.

A reasonable accommodation must accompany an evaluation, documentation of a disability, and/or recommendation(s) from a licensed mental health professional and must have occurred within 1 calendar year of the current request. Recommendations from other post-secondary institutions will not be accepted. A candidate will be notified of accommodation request decision within 2 weeks of completed request.

## Requirements to Participate in Classroom, Lab and Clinical Activities

Students must be able to perform the following activities with **NO** restrictions:

- Ability to lift 50 pounds
- Ability to repetitively lift, push, roll, turn, position, transfer patients, move/lift equipment and supplies
- Ability to reach, stoop, stretch, bend, crouch and kneel
- Ability to stand and walk for prolonged periods of time
- Repetitive hand and wrist flexion, coordination of finger and hand movement
- Gross & fine motor skills to calibrate and use equipment and write legibly
- Auditory ability to sufficiently monitor health needs of the patient, emergency signals, and equipment alarms.
- Near and far visual acuity sufficient for observation, implementation of assigned regimen, observe patient responses, read patient records and computer screens, administer cares, read gauges, and use color discrimination.
- Ability to communicate sufficiently for interaction with others in verbal and written form. Explain care procedures; interpret clinical assignments, medical terminology, document and report with complete accuracy patient responses.
- Ability to read, interpret and explain health care provider orders.
- Tactile ability sufficient for basic assessment of patient's physical health status.
- Perform functions of complete data collection on patients/clients/residents.
- Olfactory senses sufficient for maintaining environmental and client safety
- Ability to work in an environment with temperature changes, frequent contact with water and other liquids, noise distractions, and hazards to body or health.

## TRANSFER ADMISSIONS

Due to the non-traditional delivery of our curriculum at Wayne-Finger Lakes BOCES we are unable to accommodate transfer credit or advance placement in our Practical Nursing Program. Applicants who have attended another nursing program must complete the same specified admissions requirements and meet the school's general admissions criteria.

# Financial Aid

## TUITION & FEES

Tuition for the **2021-2022** Practical Nursing Program is **\$17,350**. Tuition includes: textbooks, clinical supplies, uniforms, NCLEX review class, NCLEX exam and licensing fee.

## 2021-2022 Payment Schedule

Tuition and related expenses are due in full prior to the start of each term.

Enrollment Deposit	250.00
Orientation	7,080.00
Prior to February 2, 2022	6,680.00
Prior to June 15, 2022	3,340.00

Wayne-Finger Lakes BOCES may defer payment based on estimated financial aid or pending agency funding if applications are filed with the financial aid office prior to the first day of classes. Students are responsible for any expenses deferred and not covered by Financial Aid.

## NET PRICE CALCULATOR

Check out our "on-line" Net Price Calculator: [wflbocesadulted.org/adult-and-continuing-education/healthcareers/practicalnursing/financial-aid/calculator](http://wflbocesadulted.org/adult-and-continuing-education/healthcareers/practicalnursing/financial-aid/calculator). It will provide you and your family with an early "estimate" of the financial aid for which you might qualify. Based on the information you provide regarding your family's financial situation and your education preferences, the calculator will return a net price. That price reflects your estimated costs of attending Wayne-Finger Lakes BOCES, less your estimated financial aid.

## STUDENT ACCOUNTS

**ANY BALANCE DUE WAYNE-FINGER LAKES BOCES MUST BE PAID IN FULL PRIOR TO THE START OF CLASSES.** Wayne-Finger Lakes BOCES may defer payment based on estimated financial aid or pending agency funding if completed applications and all supporting documentation are on file with the Financial Aid Office. Estimated financial aid is pending official notification from the US Department of Education and completion of the verification process, if required.

Students who leave class prior to the end of the term, may not be eligible for the full amount of financial aid estimated and may owe a refund to the federal student financial aid programs or a tuition payment to Wayne-Finger Lakes BOCES.

Wayne-Finger Lakes BOCES applies awarded financial aid received towards student tuition and fees. Financial aid refunds will not be issued until all tuition and fees have been satisfied. Funding from all financial aid sources must be received by Wayne-Finger Lakes BOCES before a student refund can be issued.

## Student Payments

Cash, personal checks, money orders and some credit cards are accepted. (Wayne-Finger Lakes BOCES accepts MasterCard, Visa and Discover cards). Checks can be mailed to:

Wayne-Finger Lakes BOCES  
Business Office  
131 Drumlin Court  
Newark, NY 14513-1863

Credit card payments may be called into: 315-332-7374

**Please identify the student and class with your payment.**

## Returned Checks

Personal checks will be accepted for tuition payments. When a bank refuses to honor such a personal check, Wayne-Finger Lakes BOCES will charge the student's account a service fee of \$15.00.

## REFUND POLICY

Tuition and related expenses are due in full prior to the start of each term. Wayne-Finger Lakes BOCES may defer payment based on estimated financial aid or pending agency funding if applications are filed with the financial aid office prior to the first day of classes. Students are responsible for any expenses deferred and not covered by Financial Aid.

Students who withdraw or who are terminated prior to the end of any enrollment period, will be eligible for a tuition refund for the term for which they withdraw according to the following schedule:

Clock Hours Scheduled	Percent of Tuition Refund	Clock Hours Scheduled	Percent of Tuition Refund	NO REFUND AFTER 24 SCHEDULED CLOCK HOURS
0	100%	12-17	50%	
1-11	75%	18-23	25%	

**Students who leave class prior to the end of any term,** may be subject to a proration of any federal aid estimated on their *Individual Financial Plan* and may owe a refund to the federal student financial aid programs or a tuition payment to Wayne-Finger Lakes BOCES.

## RETURN OF TITLE IV FINANCIAL AID (R2T4)

Federal financial aid recipients who are terminated or voluntarily withdraw from the School of Practical Nursing before completing more than 60% of their enrollment period, are subject to a proration of any federal aid (Federal Pell Grants and Federal Direct Loans) awarded.

The percentage of **earned aid** is calculated by the **number of clock hours scheduled** as of the student's *Last Date of Attendance* (according to the official school attendance records) divided by the **total number of clock hours in the enrollment period**.

*Once the student has completed more than 60% of their enrollment period, he/she has earned all of the federal financial aid for which they were entitled.*

Wayne-Finger Lakes BOCES takes all or a portion of the student's earned federal financial aid to pay any outstanding charges that remain on their school account. In accordance with federal regulations, any unearned federal financial aid funds determined in the R2T4 calculation are returned (within 45 days of the student's withdrawal date) in the following order, if applicable:

1. Federal Direct Loan, Unsubsidized
2. Federal Direct Loan, Subsidized
3. Federal Direct Loan, PLUS
4. Federal Pell Grant
5. Other state, private and institutional aid
6. Student

*The student **may also be** responsible for returning a portion of the aid. Federal Direct Loans are to be repaid to the loan servicers according to the terms of the borrower's promissory note(s).*

## **FINANCIAL AID**

### **Applying for Financial Aid at Wayne-Finger Lakes BOCES**

- **Apply for an FSA ID:**

Go to [FSAid.ed.gov](https://fsaid.ed.gov) to apply for your FSA ID. An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

*Your FSA ID can be used to sign your FAFSA application electronically, make electronic corrections to your FAFSA, authorize the IRS Data Retrieval process, sign your Master Promissory Note (MPN) for Direct Loans electronically, complete your Direct Loan Entrance Counseling and access your financial aid records online at the NSLDS website.*

**At least one parent of a dependent student will be required to have a FSA ID to sign the FAFSA electronically.**

- **Complete Your 2021-2022 FAFSA:**

In order to receive Federal Financial Aid (Federal Pell Grants and Federal Stafford Loans) at Wayne-Finger Lakes BOCES, students must complete a Free Application for Federal Student Aid (FAFSA) each academic year.

- **Complete Your Wayne-Finger Lakes BOCES Supplemental Financial Aid Form:**

This form collects important information and provides the student with an opportunity to notify the Financial Aid Office of any special circumstances that might affect his or her eligibility for financial assistance.

- **Financial Planning:**

Financial Aid information and application assistance is provided by the Financial Aid Office to help students and their families fully understand their financial obligations prior to their enrollment.

## **General Information**

A basic premise of Federal regulations for awarding financial aid is, that the student and his/her family are expected to contribute to his/her educational expenses. The Free Application for Federal Student Aid (FAFSA) determines the Expected Family Contribution (EFC) for each financial aid applicant. Once a student accepts federal funds, the total of all financial aid (including scholarships, agency funding and student loans), cannot exceed a student's need.

## **FINANCIAL AID ELIGIBILITY**

In order to be eligible for financial assistance at Wayne-Finger Lakes BOCES, the applicant must:

- Be a U.S. citizen or eligible non-citizen
- Have a high school diploma or GED certificate
- Not be in default on a student loan, nor have borrowed in excess of established Title IV loan limits
- Not owe a refund on a Federal grant received at any previously attended school(s)
- Be registered with Selective Service, if a male
- Be enrolled full-time in an approved Title IV program of studies
- Complete the required Federal and Institutional financial aid applications
- Meet the academic progress and program pursuit standards for the purposes of determining eligibility for student aid at Wayne-Finger Lakes BOCES

## **Pell Grant Lifetime Limit**

Federal law limits the amount of Pell Grant funds a student may receive over his or her lifetime. Students are limited to the equivalent of 12 semesters (or 600%) of Pell Grant eligibility. You may view your percentage of Pell Grant used by logging into **NSLDS.ed.gov**. Your 'Lifetime Eligibility Used' percentage will be displayed in the 'Grants' section.

## **Unusual Enrollment History**

Students receiving Federal Financial Aid at multiple educational institutions during the past four (4) years may be selected for verification by the US Department of Education.

If selected, students will be required to provide academic transcripts (official or unofficial) for all institutions attended. If it is determined that the student did not earn academic credit at one or more of the previously attended institutions they will be required to provide documentation explaining why they student failed to earn academic credit. Federal Student Aid (Federal Pell Grants and Federal Direct Loans) cannot be processed until documents are received and reviewed.

**Failure to provide this information may jeopardize your eligibility for federal student aid.**

### **Direct Subsidized Loan Time Limitations (SULA)**

For students receiving their first federal student loan after June 30, 2013, there is a limit on the maximum period of time that they can receive Federal Direct Subsidized Loans.

In general, students may only receive Direct Subsidized Loans up to 150% of the published length of your program. The Department of Education will determine loan usage and the student's maximum eligibility based on the length of your program measured in years.

If it is determined that the student is unable to receive all or a portion of their requested Federal Direct **Subsidized** Loan, they may borrow the difference in a Federal Direct **Unsubsidized** Loan. (Assuming they have not reached their lifetime Federal student loan borrowing limits.)

### **DETERMINING THE STUDENT'S FINANCIAL NEED**

The financial aid administrator develops a **Cost of Attendance (COA)** budget at each campus for students living off campus or living with their parents as indicated on the student's FAFSA. Each Cost of Attendance budget includes the direct expenses of tuition, fees, books and supplies. In addition, Cost of Attendance budgets include allowances for the indirect expenses of transportation, personal expenses, and room & board. It is important to note these figures are averages, and a student's actual cost will almost certainly be lower or higher. Student budgets are updated annually and available upon request.

The **Expected Family contribution (EFC)** is the amount that the federal processor determines a student and his/her parents (for dependent students) can contribute to the student's educational costs. The EFC is calculated from the information on the student's FAFSA. Thus, the equation for determining a student's financial need is as follows:

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}$$

If financial need is shown, the student will receive an award letter indicating what amount of aid the student may receive in grants, scholarships and federal student loans. Award amounts listed are tentative based on current data available for the student. Award amounts may change pending verification and/or completion of each student's financial aid file. Most federal financial aid programs, but not all, require a student to have financial need.

### **FINANCIAL AID VERIFICATION REQUIREMENT**

If a student is selected for verification by the Department of Education, or if the Student Aid Report (SAR) has conflicting information, the Financial Aid Office will verify the information by requesting additional information from the student/parent. The Financial Aid Office's Recipients of Title IV funds who are selected for verification or whose SAR displays conflicting information, should submit the required documents to the Financial Aid Office prior to orientation.

If you are required to confirm the tax information reported on your FAFSA, you can use the *IRS Data Retrieval Tool* available on *FAFSA on the Web* (the school can use the information transferred from the IRS to complete the "verification process"). Otherwise, you will be required to provide an IRS Tax Return Transcript.

**A recipient, who fails to provide required documentation within the specified period, will be responsible for payment of all charges incurred.**

## **Federal Student Financial Aid Penalties for Drug Law Violations**

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid, shall not be eligible to receive any federal or institutional grant, loan, or work assistance.

## **SUMMARY OF STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES**

A student who receives financial aid from Wayne-Finger Lakes BOCES has the following rights:

To know the costs of attendance to the institution; to know all available sources of financial aid; to speak with a Financial Aid Advisor who evaluates the student's need; to be informed of all aspects of the financial aid package awarded including special dispersal of aid; and to know the academic expectations of the institution.

A student who receives financial aid from Wayne-Finger Lakes BOCES also has the following responsibilities:

To apply for financial aid by the established deadline as determined by Wayne-Finger Lakes BOCES; to report to the Financial Aid Office any awards received from agencies outside the College; to maintain satisfactory academic progress; to comply with established loan repayment schedules; to report to the Financial Aid Office any changes in family or student financial status.

The student's financial aid awards may be cancelled or reduced if:

Any of the information on the financial aid applications is erroneous; requested documents are not provided to validate eligibility; enrollment status changes; the student's program of study changes.

## **FINANCIAL AID OFFICE**

The Financial Aid Office is located at the Wayne-Finger Lakes BOCES Regional Support Center in Newark. Students and families may contact the Financial Aid Office directly at 315-332-7463 (Fax: 315-332-7364).

## **FEDERAL STUDENT AID PROGRAMS**

### **Federal Pell Grants**

This Federal entitlement program provides **grants** to those students who meet the eligibility and need criteria established by the U.S. Department of Education. For the 2021-2022 school year, grants range up to \$6,495. The exact amount of your Federal Pell Grant is determined from the information you provided on the Free Application for Federal Student Aid (FAFSA), your enrollment status and the program you are enrolled in. Federal Pell Grants will be applied directly toward your tuition and fees and do **not have to be repaid**.

### **Federal Direct Student Loans (Subsidized and Unsubsidized)**

Federal Direct Loans are low-interest loans provided by the U.S. Department of Education. The federal government "guarantees" the loans and pays interest (subsidizes) on qualified portions of the loans while the student is still in school on at least a half-time basis. Students may be eligible for in-school interest benefits for all or part of their loans if they can demonstrate financial need. Repayment begins six (6) months after the student leaves school.

## Loan Fees

Direct Subsidized and Unsubsidized loans with a first disbursement on or after October 1, 2021 and before October 1, 2022, have a 1.057% origination fee. Interest rates for Federal Direct Loans (**subsidized** and **unsubsidized**) disbursed on or after July 1, 2021 and before July 1, 2022 **are fixed at 3.73%**.

		<b>Base Loan (Annual Limit)</b>	<b>Subsidized</b>	<b>Unsubsidized</b>
1st year: Terms 1 & 2	(Dependent)	\$5,500	\$3,500	\$2,000
	(Independent)	\$9,500	\$3,500	\$6,000
2nd year: Term 3	(Dependent)	\$1,625	\$1,125	\$500
	(Independent)	\$2,625	\$1,125	\$1,500

*Interest and loan fees for federal student loans are determined by federal law. Students will be notified of any future legislative changes affecting federal student loan interest rates.*

## Direct (Parent) PLUS Loans

Federal PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The borrower must not have an **adverse credit history** and may borrow the student's cost of attendance (as determined by the school) minus any other financial aid received. Federal Direct PLUS Loan enter repayment once the loan is fully disbursed. The parent borrower may request a deferment while the student (or parent) is enrolled at least half-time and for an additional six months after the student (or parent) ceases to be enrolled at least half-time. **If a parent borrower is unable to secure a PLUS loan, the student may be eligible for additional unsubsidized loan.**

### Loan Fees

Interest rates for Federal PLUS Loans disbursed after July 1, 2021 **are fixed at 6.28%**. Additionally, there is a 4.228% loan origination fee deducted from each loan disbursement on or after October 1, 2021 and before October 1, 2022.

### Credit Checks

PLUS Loan eligibility is contingent on the parent's approved credit check. If the parent is denied, the student may submit a request for an additional \$4,000 unsubsidized loan (in their own name).

## DIRECT LOAN COUNSELING REQUIREMENTS

All First-Time Federal Direct Student Loan borrowers at Wayne-Finger Lakes BOCES School of Practical Nursing are required to complete **Entrance Loan Counseling** before any Federal Direct Loans can be disbursed.

During Federal Direct loan entrance counseling, borrowers are provided important information with regard to their rights as well as the responsibilities they assume when borrowing a student loan. In an effort to provide this information when it is most convenient to the borrower, all students wishing to borrow a Federal Direct Loan are asked to complete this requirement online **StudentLoans.gov**,

Federal regulations and Wayne-Finger Lakes BOCES policy requires that students who used Federal Student Loans to cover their educational expenses must complete an online **Exit Counseling Session** upon leaving school.

Students may sign on to the Federal Student Loan web site, **StudentLoans.gov**, to begin their online *Exit Counseling*.

The Exit Counseling includes a series of short quizzes that you will be required to complete and a *Student Information Verification* section that allows you to verify and update your permanent address, references, and employer information (if available).

***Graduation Information will not be released to the NYS Education Department until we have confirmation from that you have completed your Exit Counseling and all financial obligations with Wayne-Finger Lakes BOCES have been satisfied.***

## **ADDITIONAL FUNDING SOURCES**

### ***Veterans Programs (GI Bill®)***

The GI Bill®, “*providing educational benefits, namely, financial assistance such as accelerated payment and tuition assistance for institutions of higher learning, non-college degree programs, on-the-job training and apprenticeship training, flight training, independent training, distance learning and internet training, correspondence training, national testing programs, licensing and certification; entrepreneurship training, work study programs, and co-op training to Veterans, Service members, National Guard members, Selected Reserve members, and eligible dependents.*”

Honorably discharged veterans who served more than 181 days of active service, may be eligible for Department of Veterans Affairs Educational Benefits. Eligible veterans can be full-time or part-time students and can receive up to thirty-six months of entitlement.

Dependents of veterans who are deceased or 100% disabled due to military service, may be eligible for Department of Veterans Affairs Assistance for up to forty-five months. The student must be between 18 and 26 years of age. Selected reservists and National Guardsmen who enlist for six years or more, may be eligible for educational benefits through the Department of Veterans Affairs.

In accordance with Title 38 US Code 3679 subsection (e), Wayne-Finger Lakes BOCES adopts the following additional provisions for students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

Wayne-Finger Lakes BOCES will not:

- Prevent nor delay the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Submit a Certificate of Eligibility by the first day of class; and
- Provide written request to be certified; and
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

*The GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA) More information about education benefits offered by the VA is available at the official US government Web site at [www.benefits.va.gov/qibill](http://www.benefits.va.gov/qibill).*

### **Workforce Development Programs**

Training services are available to eligible individuals who have not been able to obtain or keep employment and have met the requirements of their local Workforce Development Office for services. Individual Training Accounts are established to finance training based upon the individual's choice of selected training programs. [workforcenewyork.com](http://workforcenewyork.com)

### **ACCES-VR, Adult Career and Continuing Educational Services-Vocational Rehabilitation (formally VESID)**

ACCES-VR, within the New York State Education Department, promotes the development of students with disabilities to be lifelong learners. ACCES-VR provides funds to students who have significant disabilities and who need training to meet their employment goals as agreed upon with the rehabilitation counselors for the agency. Funding is provided based on income and severity of need of education. [acces.nysed.gov/](http://acces.nysed.gov/)

### **Employer Tuition Reimbursement**

A number of local health facilities and unions provide financial assistance for tuition and educational expenses. For information regarding tuition reimbursement, you will need to contact your individual employer, as tuition reimbursement policies vary dramatically from each location. The best place to start is the facility's Human Resources Department. Students are responsible for payment of all tuition and fees and for submission of documentation to their employer for any applicable reimbursement.

### **PAYMENT PLANS**

Students with a remaining balance after all eligible Financial Aid has been applied to their account, may qualify for a payment plan to cover their balance.

All tuition and fees must be paid in full prior to the end of the student's program of study. Failure to submit required documentation or make scheduled payments in full prior to the start of each semester, may result in the student being administratively dismissed from school.

Until all amounts due and owing are paid in full, Wayne-Finger Lakes BOCES may withhold grades, transcripts, and/or diplomas and prohibit students from registering for any subsequent classes.

### **SCHOLARSHIP SEARCHES**

The best way to search for private scholarships is to use a personalized search that compares your background with a database of awards that fit your profile. The following list of [free scholarship search sites](#) is updated constantly, offering the most current, relevant and accurate college scholarship opportunities. Visit these websites, create a profile, and get personalized information on college scholarships and grants that match you:

[fastweb.com](http://fastweb.com)

[collegeboard.com](http://collegeboard.com)

[scholarships.com](http://scholarships.com)

# Consumer Information

## **LICENSED PRACTICAL NURSING AS A CAREER**

Licensed practical nurses (LPNs), care for people who are sick, injured, convalescent, or disabled under the direction of physicians and registered nurses. The nature of the direction and supervision required, varies by state and job setting.

LPNs care for patients in many ways. Often, they provide basic bedside care. Many LPNs measure and record patients' vital signs; such as, height, weight, temperature, blood pressure, pulse, and respiration. They also prepare and give injections and enemas, monitor catheters, dress wounds, and give alcohol rubs and massages. To help keep patients comfortable, they assist with bathing, dressing, and personal hygiene, moving in bed, standing, and walking. They might also feed patients who need help eating. Experienced LPNs may supervise nursing assistants and aides.

As part of their work, LPNs collect samples for testing, perform routine laboratory tests, and record food and fluid intake and output. They clean and monitor medical equipment. Sometimes, they help physicians and registered nurses perform tests and procedures. Some LPNs help to deliver, care for, and feed infants.

LPNs also monitor their patients and report adverse reactions to medications or treatments. LPNs gather information from patients, including their health history and how they are currently feeling. They may use this information to complete insurance forms, pre-authorizations and referrals, and they share information with registered nurses and doctors to help determine the best course of care for a patient.

LPNs often teach family members how to care for a relative or teach patients about good health habits.

Most LPNs are generalists and work in all areas of health care. However, some work in a specialized setting, such as a nursing home, a doctor's office, or in home health care. LPNs in nursing care facilities help to evaluate residents' needs, develop care plans, and supervise the care provided by nursing aides. In doctors' offices and clinics, they may be responsible for making appointments, keeping records, and performing other clerical duties. LPNs who work in home health care may prepare meals and teach family members simple nursing tasks.

In some states, LPNs are permitted to administer prescribed medicines, start intravenous fluids, and provide care to ventilator-dependent patients.

## **EMPLOYMENT OPPORTUNITIES**

Graduates of the Practical Nurse program must pass the NCLEX examination to become licensed. Licensed practical nurses provide direct patient care under the supervision of a registered nurse, physician assistant or physician. Potential employers include hospitals, long-term care facilities, health care clinics, doctor's offices, schools, home health agencies and homes for special populations.

## Occupational Wages

These wage estimates reflect New York State's employment and wage data based on the Occupational Employment Statistics (OES) survey, which collects information from approximately 51,000 businesses. Occupational employment and wages are presented for New York State and labor market regions.

### Finger Lakes New York Area Wages

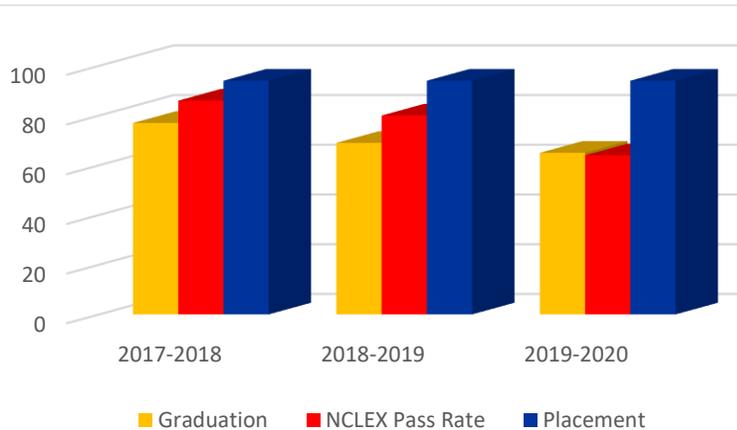
Title	Employment	Annual Mean Wage	Annual Median Wage	Entry Wage
Licensed Practical and Licensed Vocational Nurses (29-2061)	4,220	\$43,410	\$43,560	\$35,890

## Additional Career Information

For information about practical nursing and specialty credentialing, contact the following organizations:

- **National Association for Practical Nurse Education and Service, Inc.**, 1940 Duke St., Suite 200, Alexandria, VA 22314. Internet: [napnes.org](http://napnes.org)
- **National Federation of Licensed Practical Nurses, Inc.**, 605 Poole Dr., Garner, NC 27529. Internet: [nflpn.org](http://nflpn.org)
- **National League for Nursing**, 61 Broadway, 33rd floor, New York, NY 10006. Internet: [nlfn.org](http://nlfn.org)

Wayne-Finger Lakes BOCES strategically considers completion data on each class and uses this information in its quality assessment process. This on-going process continually assesses the program's standards, delivery system and content, to ensure the highest quality training and to improve retention rates.



Graduation data of degree-seeking, full-time undergraduate students and retention rate information for Wayne-Finger Lakes BOCES students is available at the IPEDS Data Center [nces.ed.gov/ipeds](http://nces.ed.gov/ipeds).

Information on the NCLEX-PN licensing exam is available from:  
**National Council of State Boards of Nursing**

## PRACTICAL NURSING OUTCOMES

111 East Wacker Dr.  
 Suite 2900  
 Chicago, IL 60601  
 Internet: [ncsbn.org](http://ncsbn.org)

## CRIME STATISTICS

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)), Wayne-Finger Lakes BOCES is providing crime statistics and policies concerning campus security to current students and staff members, and potential applicants for enrollment or employment. Wayne-Finger Lakes BOCES may also provide this information to the United States Department of Education. Crime statistics, which reflect offenses on Wayne-Finger Lakes BOCES instructional facilities *reported* to the administration during the three preceding calendar years, are listed below.

Activity or Category	2017-2018			2018-2019			2019-2020		
	Newark	Monroe Community Hospital	Non-Campus Property	Newark	Monroe Community Hospital	Non-Campus Property	Newark	Monroe Community Hospital	Non-Campus Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses <i>Forcible</i>	0	0	0	0	0	0	0	0	0
Sex Offenses <i>Non-forcible</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0
Drug-related Arrests	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>									
Based on: Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity/ National Origin	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0

### Reporting Crimes

Crimes and emergencies occurring on any Wayne-Finger Lakes BOCES instructional facility are to be reported directly to the Coordinator for Health Programs at 315-332-7222.

## **DRUG SCREENING POLICY**

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

*Additionally, students are subject to drug screening if reasonable suspicion is reported by any Wayne-Finger Lakes BOCES faculty, administrator or employee of any participating Health Care Facility. Drug testing will be conducted at a lab, certified to conduct drug testing, selected by Wayne-Finger Lakes BOCES at the student's expense.*

*Reasonable Suspicion will be determined by any reliable observation of substance use or physical symptoms or displays of impairment, incoherency, or erratic, inexplicable conduct on or off school property.*

Students found to be in violation of the school's drug or alcoholic beverage policies and/or who refuse to submit to a request for drug testing will be subjected to disciplinary action, which could result in termination of enrollment.

## **DRUG-FREE SCHOOLS AND ALCOHOL POLICY**

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

### **Drugs**

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

### **Alcoholic Beverages**

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

Students found to be in violation of the school's drug or alcoholic beverage policies, will be subjected to disciplinary action, which could result in termination of enrollment.

### **Tobacco Use Policy**

Tobacco use of any kind, including e-cigarettes and any other products containing nicotine is not permitted by students at affiliated agencies, clinical sites and on the BOCES campus. There will be no tobacco use at or on any clinical campus during scheduled clinical hours and when in student uniform.

## **WEAPONS/FIREARMS**

Possession or use of weapons/firearms by students any time during school hours, on school grounds, or at health care facilities, is a violation of BOCES Standards of Performance. Weapons/firearms include, but are not limited to, guns, knives, and other implements intended to inflict harm.

## CRIMINAL BACKGROUND CHECK

Wayne-Finger Lakes BOCES does not require background checks for potential students prior to acceptance into our program. However, the NYS Department of Education does require disclosure on criminal convictions at the time of application for licensure.

Additionally, many health care facilities have the right to establish criteria that would exclude a student from placement on their properties and require student nurses to comply with their requirement for criminal background checks. If required:

- Criminal background checks will be conducted through the clinical facility at their expense.
- Record keeping for the criminal background information will be confidential. Access to these files will be available only to facility requesting the criminal background check.
- All summary statements will be maintained during the student enrollment at Wayne-Finger Lakes BOCES and deleted/destroyed upon graduation or termination of enrollment.
- Students will sign a waiver and release of liability agreeing to allow Wayne-Finger Lakes BOCES to share the results of the background check with the clinical site(s) requesting the criminal background check.

At the discretion of each healthcare facility, student nurses **may be unable** to participate at their facility for appropriate reasons, including but not limited to the following convictions:

- Murder,
- Felony assault,
- Sexual offenses/sexual assault/ Registered sex offenders,
- Abuse,
- Felony possession and furnishing (without certificate of rehabilitation),
- Other felonies involving weapons and/or violent crimes,
- Class B and Class A misdemeanor theft,
- Felony theft,
- Fraud,
- Misdemeanor convictions/deferred adjudication or felony convictions/deferred adjudications involving crimes against persons (physical or sexual abuse),
- Misdemeanor convictions/deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, etc.),
- Felony convictions/deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substance.

Every effort will be made to place a student at an alternative Wayne-Finger Lakes BOCES clinical facility if possible. If Wayne-Finger Lakes BOCES is unable to place a student at a participating healthcare facility it could impact the student's ability to complete their program and/or to be licensed as a Practical Nurse.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), affords students the following four (4) rights with respect to their education records:

- 1. *The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.*** A student should submit to Health Careers Secretary or Case Manager an official written request that identifies the record he/she wishes to inspect.
- 2. *The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.*** Students may ask the college to amend a record that they believe is inaccurate or misleading. They should notify the Coordinator for Health Programs in writing identifying the part of the record that they would like changed, and specify why it is inaccurate or misleading. If the college decides not to amend the records as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.
- 3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.*** One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted; a person serving on the BOCES Board. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4. *The right to file a complaint with the U. S. Department of Education concerning alleged failures by Wayne-Finger Lakes BOCES to comply with the requirements of FERPA.*** Students may file a complaint by contacting The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Unless the student states otherwise in writing, he/she grants permission to Wayne-Finger Lakes BOCES to release grades, attendance and college references to employers, high schools, colleges and government offices without any notice to him/her, except that no release of the foregoing will take place if any payment due is outstanding and payable, or the student is in default of a student loan.

## **REQUIREMENTS FOR A LICENSE AS A LICENSED PRACTICAL NURSE (NYS)**

To qualify for a license as a licensed practical nurse, an applicant shall fulfill these requirements:

- **Application:** file an application with the department,
- **Education:** have received an education including completion of high school or its equivalent, and have completed a program in practical nursing, in accordance with the commissioner's regulations, or completion of equivalent study satisfactory to the department in a program conducted by the armed forces of the United States or in an approved program in professional nursing,
- **Experience:** meet no requirement as to experience,
- **Examination:** pass an examination satisfactory to the board and in accordance with the commissioner's regulations, provided, however, that the educational requirements set forth in subdivision two of this section are met prior to admission for the licensing examination,
- **Age:** be at least seventeen years of age,
- **Citizenship:** meet no requirements as to United States citizenship,

- **Character:** be of good moral character as determined by the department.

*NYSED Education Law, Article 139, Nursing*  
[www.op.nysed.gov/prof/nurse/article139.htm](http://www.op.nysed.gov/prof/nurse/article139.htm)

- **Fees:** The fee for taking the NCLEX is \$200. You will also have to pay a New York State licensure fee of \$143. (NCLEX test fee and NYS Licensure fee are included in the student's tuition.)
  - If candidate does not apply for licensure within two years of graduation from Wayne-Finger Lakes BOCES, then candidate becomes responsible for payment of the above fees.

### **COPYRIGHT POLICY**

Wayne-Finger Lakes BOCES supports and encourages the exchange and sharing of information for the advancement of knowledge with the expectation that all persons associated with the school (students, faculty and staff) will fully comply with the provisions of the U. S. Copyright Law of 1976, as amended, (Title 17, United States Code) and the Digital Millennium Copyright Act (DMCA).

Any of the following activities, if done without permission of the copyright owner, is in violation of our copyright policy:

- Copying and sharing images, music, movies, television shows or other copyrighted material through the use of P2P technology.
- Purchasing a CD or DVD and then making copies for others.
- Posting or plagiarizing copyrighted material on your personal Web space.
- Downloading anything of which you don't already own a copy (software, music, movies, television shows, etc.).

For more information, please visit the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **STUDENT CATALOG/HANDBOOK**

Students are held responsible for abiding by all regulations set forth in this catalog/handbook. While one may seek the advice of an advisor, final responsibility for any decision reached or action taken is the student's.

Students retain the right to contact the *New York State Education Department* in cases where the student grievance is not satisfactorily settled at the institutional level. The New York State Education Department can be reached at:

New York State Education Department, Office of the Professions  
89 Washington Avenue Albany, New York 12234-1000

**US DEPARTMENT OF EDUCATION CIP CODE:** 51.3901

**DEGREE LEVEL:** Certificate

**PROGRAM DESCRIPTION:**

As a practical nursing student at Wayne-Finger Lakes BOCES, students will learn to collect data, plan, implement, evaluate and provide patient care in preparation for the New York State examination for licensure. The program includes classroom instruction in the scientific principles and theory of nursing and laboratory skills training. Clinical experiences include rotations in the long-term care setting, continuing care areas, acute medical surgical units, with additional rotations in clinical specialties.

The graduates of the program will be well prepared for successful passing of the NCLEX-PN examination, obtaining NYS licensure as LPNs, and subsequent employment in the field.

**OCCUPATIONAL EMPLOYMENT STATISTICS:** <http://www.bls.gov/oes/current/oes292061.htm>

**PROGRAM LENGTH:** Twelve months (1,125 clock hours) 2.25 Semesters

**IN-STATE**

**OUT-OF-STATE TUITION & FEES:** \$17,350 (Tuition includes textbooks, clinical supplies, uniforms, NCLEX review class, NCLEX exam and NYS licensing fees)

**TOTAL CAMPUS LIVING ANNUAL ROOM AND BOARD CHARGES:** None

**CLASS OF 2019-2020:**

***Number of Students Enrolled (September 2018-August 2019):*** 120

***Number of Students Completing the Program:*** 79

***Percentage:*** 65%

***Number of Students Completing within Normal Time:*** 79

***Percentage:*** 65%

***Normal Program Completion:*** 2.25 Semesters

**DEBT AT PROGRAM COMPLETION:**

***Graduates with Student Loan Debt:*** 63

***Percentage:*** 80%

***Median Cumulative Federal Student Loan Debt:*** \$12,125

**COHORT DEFAULT RATES:**

***2017 Rate:*** 11.4%

**JOB PLACEMENT INFORMATION:**

Graduates work in settings such as nursing homes and extended care facilities, hospitals, physicians' offices, private homes as Practical Nurses and other healthcare related fields.

***Placement Rate (2019-2020):*** 94%

**ACCREDITATION**

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

# Student Services

## **ORIENTATION**

### **Attendance is mandatory.**

As a student at Wayne-Finger Lakes BOCES School of Practical Nursing you will be taking on new challenges that will affect all aspects of your life. Learning to juggle your responsibilities at home, with your job and your studies, will not be an easy task.

We want to help you be successful and orientation is an important step toward getting started smoothly at Wayne-Finger Lakes BOCES. During orientation, new students will have an opportunity to meet with the school's faculty and college staff who will play important roles in their education process. Our expectations from you as a student, will be outlined, and the School of Practical Nursing's policies and procedures will be reviewed.

Additionally, students will be fitted for uniforms and will have opportunity to make any required tuition payments.

## **BLOOD DRIVE**

The students may have the opportunity to organize two American Red Cross blood drives during the school year. They promote the blood drive among the Wayne-Finger Lakes BOCES staff and out in the community. The students assist the Red Cross staff on the day of the blood drive by providing supervision at the donor "canteen" utilizing the assessment skills they have learned.

The American Red Cross, in return for the students' efforts, provides a monetary scholarship to one of the participating students.

## **CPR TRAINING**

All students must have completed American Red Cross Professional Rescuer or American Heart Association Healthcare Provider CPR and have a card on file at school prior to first clinical rotation.

To assist students in meeting this requirement, an American Heart Association CPR for Health care Providers course is offered on a "first-come, first-served" basis during late summer/early fall at both Newark and Monroe Community Hospital campuses.

Training is also available from:

### **American Heart Association**

BLS Provider  
585-426-4050

### **American Red Cross**

Professional Rescuer CPR  
585-241-4453

## **HEALTH FAIRS**

Students may be given the opportunity of attending Community Health Fairs and a Health Care Career day targeting high school students. These community service events allow the students to utilize their leadership skills and promote careers in the health care field. At a health fair the students do blood pressure screenings and provide education to the public on a health topic such as nutrition.

## **CONSTITUTION DAY**

*"We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America."*

In 2005, the United States Department of Education implemented Constitution Day and Citizenship Day stating, "Educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17th of each year.

It is this Constitution which preserves our freedoms and protects our rights. It also guides and supports Wayne-Finger Lakes BOCES mission to *"maximize opportunities for students to achieve or surpass high standards."* On September 17 each year, programming is offered to remind our students and staff of the importance of this cornerstone of American democracy by celebrating the anniversary of its completion on September 17, 1787.

## **VOTER REGISTRATION**

Our greatest duty as citizens in a democracy, is exercising our right to vote. Wayne-Finger Lakes BOCES is required by the Higher Education Reauthorization Act *"to encourage every eligible student to register to vote and to participate fully in all elections and to protect the integrity of the electoral process by providing equal access to the process."*

As part our annual campus celebration of Constitution Day, a voter's registration drive is scheduled to distribute mail voter registration forms at our main campus and our Instructional Service Centers. Forms are also made available from the school's financial aid office throughout the year or may be obtained from [elections.ny.gov/](http://elections.ny.gov/).

## **RETENTION PLAN**

The institution provides academic advisement services to assist students in planning and completing the practical nursing program.

Wayne-Finger Lakes BOCES student retention plan is comprised of four major components:

- Case Management
- Academic Advisement
- Academic Support
- Clinical Support

### **Case Management**

A Case Manager is assigned to each class of students and is available to individual students by walk-in or appointment meetings. The Case Manager's role is to:

- Provide advocacy/support to each student.
- Assist students in coping with professional and personal stressors, which may interfere with program progress and focus.
- Encourage/guide students to work to their full potential.
- Address academic difficulties and make suggestions for remedial measures.
- Guide students in developing effective interpersonal skills and professionalism.
- Meet with students to address areas of academic, clinical, attendance or behavioral concerns.
- Assist students in strengthening their coping, conflict resolution and problem-solving abilities.
- Make referrals to outside agencies when necessary or appropriate.
- Assist students in their job-seeking efforts.

## **Academic Support**

Wayne-Finger Lakes BOCES offers supportive academic services for students to reduce classroom failure rates and to develop basic skills. To improve Wayne-Finger Lakes BOCES student retention efforts, services are available on campus or virtually to assist students who are academically deficient in specific subject areas. A Case Manager is available to provide assistance in helping students to develop a positive attitude toward learning, to develop effective study habits, to develop self-confidence and provide direction to increase the student's understanding of the course.

Assessment Technology Institute (ATI) is a complete partner with Wayne-Finger Lakes BOCES providing student and faculty support for the practical nursing program. ATI educational assistance is integrated throughout the program from the entrance TEAS test to NCLEX guidance after graduation. ATI is an integral part of the student's learning experience throughout their coursework in the practical nursing program.

## **Academic Advisement**

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

The academic advisement program will consist of three main parts:

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

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

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

Academic Progressions Reports are given to each student at the midpoint and end of each enrollment period. Qualitative progress requires students to have a minimum 75% final average in all units of student (a minimum of 90% average is required in Pharmacology Drug Calculations) to progress to the next term.

## **Clinical Support**

Clinical Improvement Plan: the clinical instructor uses this form when they feel a student is not meeting the benchmarks of their current clinical rotation. The clinical instructor submits their concerns to the Support Instructor who then schedules a time to work 1:1 with the student in the clinical setting. Outcomes can include:

- Concern is remediated and student returns to full clinical status.
- Further 1:1 assessment is indicated.

After discussion with program coordinators, student may be placed on Clinical Probation or Contract and/or may not pass the Clinical Rotation.

The program coordinators, faculty and case managers examine all cases of attrition for:

- When it occurred.
- Reason of occurrence.
- Retention activities that had been put into place.
- Admission TEAS Scores.
- Early identified risks.

At the end of the program, evaluations related to attrition and retention are reviewed by the program coordinators:

- Comparison of attrition and retention to previous years (look back).
- Comparison of NCLEX pass rates (five years).
- Discussion of implementation of new retention activities.
- Review of current retention activities such as:
  - Early consistent assistance (check-ins) by academic advisement for at-risk students as identified such as returning students, intentional outreach and intervention, support teach, clinical improvement plan.
  - Student survey evaluation.
  - Outside changes: i.e., new TEAS/correlation, new faculty, increase or decrease of funding sources, employment opportunities.
  - Overall difference from year-to-year demographics of student body.
  - Cohort comparisons.

## **FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES**

Wayne-Finger Lakes BOCES is committed to providing qualified applicants with a disability an equal opportunity to access the benefits, rights and privileges of school services, programs and activities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Our goal is to enable students with disabilities to fully participate in the educational experience at Wayne-Finger Lakes BOCES.

Wayne-Finger Lakes BOCES facilities (including restrooms and classrooms) are designed to permit handicapped persons to enroll and benefit from our training. Handicapped parking provides convenient access to all building entrances.

## **CAREER PREPARATION & CAREER FAIR**

The day's program brings students from all three (3) programs together and provides an opportunity for the students to prepare for their new beginnings.

### **Exit Counseling**

The Financial Aid Coordinator will present a workshop discussing student loan terminology and understanding student loan debt. Steps to avoid loan default will also be discussed.

### **PN to RN Transition Program**

Students learn how they may qualify for the "*PN to RN Transition Program*" at Genesee Community College. Students accepted for this program are given the opportunity to validate prior learning to update/enhance their knowledge and facilitate the transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. (For progression into the "*PN to RN Transition Program*," applicants must hold current LPN registration in a United States' jurisdiction and meet the specific admission requirements of the college).

### **Career Fair**

Representatives of local hospitals and health care systems, will be available to recruit qualified August graduates to fill openings within their organizations. The Career Fair will allow local health care organizations to meet prospective employees face-to-face and will allow PN candidates to inquire about career opportunities, obtain employment applications and distribute resumes.

### **Capping, A Proud Tradition**

Candidates for graduation will be presented with their nurse's cap or pin, a traditional symbolism of their dedication and hard work preparing for entering the caring profession of practical nursing.

### **Registering for the NCLEX**

Students are provided with essential information, forms and step-by-step instructions for completing applications for licensure and NCLEX (State Boards).

## **ASSESSMENT TECHNOLOGY INSTITUTE**

Assessment Technology Institute (ATI) is a complete partner with Wayne-Finger Lakes BOCES providing student and faculty support for the practical nursing program. ATI educational assistance is integrated throughout the program from the entrance TEAS test to NCLEX guidance after graduation. ATI is an integral part of the student's learning experience throughout their coursework in the practical nursing program.

## **COMPREHENSIVE LIVE NCLEX REVIEW**

Assessment Technologies Institute® (ATI), provides an all-inclusive, live study session covering essential nursing content that aligns with the NCLEX test plan. Led by a Master's-degreed nurse educator, the engaging, interactive format reviews all content areas and includes test-taking strategies, critical thinking exercises and Q&A practice. ATI works with the student until they pass-guaranteed. **Please note: Student must attend all three sessions for guarantee.**

The Comprehensive Live NCLEX® Review provides:

- Current NCLEX® detailed test plan is used to focus on application of knowledge,
- Pre and post-test Q&A with over 500 new questions available online, including alternate test item formats with detailed rationales,
- Critical thinking and test-taking strategies,
- The Comprehensive NCLEX® Review Book,
- Content review of Medical-Surgical, Women's Health, Pediatrics, Mental Health, Community and Nursing Management.

## **COMMENCEMENT**

Commencement at the Wayne-Finger Lakes BOCES School of Practical Nursing is an exciting experience for students and families as well as faculty and staff. This Ceremony marks the transition from students to nurses for graduates from the practical nursing programs.

In addition to awarding diplomas and the traditional pinning ceremony, the event also provides an opportunity to recognize those graduates who have excelled during their enrollment at Wayne-Finger Lakes BOCES.

## **LPN-RN ADVANCE PLACEMENT PROGRAM**

The New York State Coalition LPN to RN Articulation Model, establishes a mechanism for the practical nurse to achieve educational mobility by facilitating advanced placement into a registered nurse program. The model uses the statewide PN to RN Transition Course to validate prior learning, and to update and enhance the student's knowledge.

Graduates from Wayne-Finger Lakes BOCES School of Practical Nursing who meet all the prerequisites and the admissions requirements at Genesee Community College *can be admitted into the second year of the LPN-RN Advance Placement Program following successful completion of the New York State PN to RN transition course (NUR 130) and Introduction to Associate Degree Nursing (NUR 131)*. Additional information is available from:

Genesee Community College  
LPN-RN Advance Placement  
1 College Road, Batavia, NY  
(585) 343-0055  
[genesee.edu](http://genesee.edu)

## **CONTINUING EDUCATION**

The Practical Nursing curriculum at Wayne-Finger Lakes BOCES blends academic and vocational instruction to prepare graduates for the successful completion of the NCLEX-PN exam and direct entry into the workforce.

Because vocational training is career specific, Wayne-Finger Lakes BOCES Practical Nursing graduates may find it more difficult to convert into careers outside the health field or obtaining college credit for completed course work.

# Academics

## UNITS OF INSTRUCTION

Term 1	Term 2	Term 3
Intro To Practical Nursing		
Infection Control		
Personal And Environmental Health		
Nursing Science		
Nursing Fundamentals		
Pharmacology-Theory →	→ → → → → → → → → →	→ → → → → → → → → →
Pharmacology-Drug Calculations →	→ → → → → → → → → →	
Nutrition and Diet Therapy→	→ → → → → → → → → →	
Life Cycle (Growth and Development)	→ → → → → → → → → →	
	Mental Health and Wellness	
	Medical-Surgical Diseases and Disorders → → → → → →	
		Obstetrical Nursing
		Pediatric Nursing
Leadership and Management → → → → → → → → → → → → → → → →		
Clinical/Lab Instructional Hours → → → → → → → → → → → → → → → →		

### UNIT 1

#### INTRODUCTION TO PRACTICAL NURSING 101

**20 TOTAL CLOCK HOURS**

Module: Introduction to Practical Nursing	3
Module: History of Nursing	3
Module: Transitional Role of a Practical Nursing Student	3
Module: Nursing Ethics and the Law	5
Module: Nursing Profession and Professional Behaviors (Workshop)	2
Module: Study and Test Taking Skills (Workshop)	2
Module: Group Dynamics and Team Building (Workshop)	2

**GRADE:** Essay/Project: Pass/Fail

### UNIT II

#### INFECTION CONTROL 103

**20 TOTAL CLOCK HOURS**

Module: Microbiology	10
Module: Infection Control	5
Module: Medical Asepsis/ CAM	5

**GRADE:** Final grade for Infection Control is cumulative average of module exams

**UNIT III****PERSONAL AND ENVIRONMENTAL HEALTH 105****20 TOTAL CLOCK HOURS**

Module: Basic Human Needs	5
Module: Health and Wellness	5
Module: Community Health	5
Module: Transcultural Health Care	5

**GRADE:** Final grade for Personal and Environmental Health is cumulative average of module exams/projects.**UNIT IV****LIFE CYCLE (GROWTH AND DEVELOPMENT) 106****35 TOTAL CLOCK HOURS**

Module: Introduction to Human Development	5
Module: Infant through Pre-school Age Child	5
Module: School Age Child	5
Module: Adolescent	5
Module: Adult	5
Module: Elderly	10

**GRADE:** Final grade for Life Cycle: 50 percent of cumulative average of module exams is combined with final exam score for final grade.**UNIT V****NURSING SCIENCE 107****95 TOTAL CLOCK HOURS**

Module: Physical Sciences	10
Module: Body Organization	10
Module: Fluid and Electrolyte Balance	10
Module: Support and Movement	15
Module: Regulation of Body Activities	15
Module: Internal Transport	15
Module: Nutrient Process and Waste Elimination	10
Module: Reproduction of Life	10

**GRADE:** Final grade for Nursing Science: Final classroom average (tests and assignments) averaged with mid-term and final exams.**UNIT VI****NURSING FUNDAMENTALS 102****110 TOTAL CLOCK HOURS**

Module: Introduction to Fundamentals of Nursing	5
Module: Promoting Client Mobility	10
Module: Personal Care	15
Module: Promoting Client Nutrition and Diet therapy	15
Module: Promoting bowel and Bladder Elimination	15
Module: Promoting Oxygenation	5
Module: Wound and Tissue Healing	10
Module: Assessment	10
Module: Documentation	10
Module: Care of the Dying Client	5
Module: Admission, Transfer and Discharge	5
Module: Care of the Surgical Client	5

**GRADE:** Final grade for Nursing Fundamentals: Final classroom average (tests and assignments) averaged with mid-term and final exams.**UNIT VII****PHARMACOLOGY 108****55 TOTAL CLOCK HOURS**

Module: Pharmacology Theory	30
Module: Pharmacology Drug Calculations	25

**GRADE:** Each module has a separate exam and final grade. A minimum grade of 90 percent is required on the Pharmacology Drug Calculations Final Exam.**UNIT VIII****NUTRITION AND DIET THERAPY 104****20 TOTAL CLOCK HOURS**

Module: Basic Nutrition	10
Module: Transcultural and Social Considerations	5
Module: Diet Therapy and Special Diets	5

**GRADE:** Final grade for Nutrition and Diet Therapy is cumulative average of module exams/projects.

**UNIT IX****MEDICAL-SURGICAL DISEASES AND DISORDERS 109****130 TOTAL CLOCK HOURS**

Module: Client in Pain	5
Module: Client with Alterations in Fluid and Electrolytes	10
Module: Neoplastic Disorders	5
Module: Immunity Disorders	5
Module: Musculoskeletal Disorders	10
Module: Integumentary Disorders	10
Module: Nervous System Disorders	10
Module: Disorders of the Special Senses	5
Module: Endocrine Disorders	15
Module: Disorders of the Urinary System	10
Module: Disorders of the Reproductive System	10
Module: Respiratory Disorders	10
Module: Cardiovascular Disorders	15
Module: Disorders of the Gastrointestinal System	10

**GRADE:** Final grade for Medical-Surgical Diseases and Disorders: Final classroom average (tests and assignments) averaged with mid-term and final exams.

**UNIT X****OBSTETRICAL NURSING 110****20 TOTAL CLOCK HOURS**

Module: Obstetrics	5
Module: Pregnancy	5
Module: Labor, Delivery, Pre and Post-Partum Care	5
Module: High Risk Pregnancy, Childbirth and Newborn	5

**GRADE:** Final grade for Obstetrical Nursing is cumulative average of module exams.

**UNIT XI****PEDIATRIC NURSING 111****30 TOTAL CLOCK HOURS**

Module: Pediatrics	5
Module: Care of Infant, Toddler, Preschooler	10
Module: Care of the School-Age Child and Adolescent	10
Module: Care of Children with Special Needs	5

**GRADE:** Final grade for Pediatric Nursing is cumulative average of module exams.

**UNIT XII****MENTAL HEALTH AND WELLNESS 112****20 TOTAL CLOCK HOURS**

Module: Mental Health and Wellness	5
Module: Disorders and Treatments	10
Module: Substance Abuse	5

**GRADE:** Final grade for Mental Health and Wellness is cumulative average of module exams/projects.

**UNIT XIII****LEADERSHIP AND MANAGEMENT 113****25 TOTAL CLOCK HOURS**

Module: From Student to Graduate Nurse	5
Module: Professional Leadership Building	5
Module: Resume Development and Job Seeking Skills (Workshop)	5
Module: Nursing in a Variety of Settings	5
Module: Advancement and Leadership in Nursing	5

**GRADE:** Topic Specific Self-assessment Evaluations.

<b>CLASSROOM INSTRUCTIONAL HOURS</b>
<b>CLINICAL/LAB INSTRUCTIONAL HOURS</b>

<b>600 TOTAL</b>
<b>525 TOTAL</b>

## **COURSE DESCRIPTIONS**

The following is a description of each of the subject areas. Each course requires a minimum score of 75% at the end of the unit in order to continue in the practical nursing program.

### **101 Introduction to Practical Nursing**

An introductory course to familiarize the student with current and relevant issues facing nurses today within the context of the historical development of organized nursing. Examines ethical responsibilities, moral and legal rights, professionalism, health team responsibilities, job opportunities, and educational programs in nursing and health and welfare organizations. (20 Clock Hours)

### **102 Nursing Fundamentals**

This course includes theory and demonstration of nursing skills as well as supervised clinical practice in the basic arts, science and ethics of bedside nursing. The students will learn the regulations and laws that govern the practice of nursing with emphasis on the Nurse Practice Act and qualifications for licensure. The student will learn about personal values and study the Code of Ethics for nursing and the standards of practice that serve as guidelines for responsible practical nursing practice. Specific moral and ethical issues in nursing are discussed. (110 Clock Hours)

### **103 Infection Control**

This course provides the student with a basic understanding of principles of aseptic techniques to protect the client, nurse and others from infection. (20 Clock Hours)

### **104 Nutrition and Diet Therapy**

This course includes covers issues from basic nutrition principles to the latest nutrition therapies for common diseases and a solid foundation in the fundamental knowledge and skills to provide effective nutrition and diet education and patient care. Other key topics include childhood obesity, metabolic syndrome, diabetes, and food safety.

### **105 Personal and Environmental Health**

This course provides an introduction to basic personal health and wellness. Emphasis is on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to maintain health and wellness.

### **106 Life Cycle (Growth and Development)**

This course is designed to acquaint the student with physical growth and psychosocial development throughout the life span with the special consideration of the elderly and their needs. (35 Clock Hours)

### **107 Nursing Science**

The student will study Anatomy and Physiology, from the simple cell structure to the more complex systems of the body. The student will also learn physical sciences, body organization and regulation of body activities. (95 Clock Hours)

### **108 Introduction to Pharmacology**

**Module I** contains the theory and facts concerning medicine/drugs and have been correlated step by step, with practice in drug administration. The entire course of Pharmacology covers drugs and solutions, and the drugs affecting a particular body system and intravenous therapy. **Module II** deals with pharmacology drug calculations; a minimum of 90% at the end of the Pharmacology Drug Calculations Module is required. (55 Clock Hours)

### **109 Medical-Surgical Diseases and Disorders**

This area of instruction provides the student with a basic understanding of the etiology, symptoms, treatments, nursing care, medications, prevention, pre-operative and post-operative care, diet and the complications and prognosis of medical and surgical conditions. The student will also learn to understand the patient as a person with specific psychological, emotional, physical, social, recreational, and spiritual needs. (130 Clock Hours)

### **110 Obstetrical Nursing**

This area of instruction is concerned with the current trends in obstetrical nursing and contributes to the student learning factors in conception, fetal growth and development, and the physiological changes that occur in the mother during pregnancy. The student will study the nursing care of the mother and fetus for each stage of labor, as well as principles of nursing care during the postpartum period. Common disorders of the newborn are explored. (20 Clock Hours)

### **111 Pediatric Nursing**

Areas of instruction include health care adaptation for the child and the family, as well as the child's experience of illness and hospitalization, the parent's reaction to hospitalization and discharge, the nurse's role in hospitalization, and adaptation of selected procedures to children, including medication administration and diet. (30 Clock Hours)

### **112 Mental Health and Wellness**

This course describes the behaviors, disorders, nursing interventions and treatment modalities common to individuals with altered mental health. The student is introduced to community and facility-based mental health services. (20 Clock Hours)

### **113 Leadership and Management**

Areas of instruction includes a review of ethical practice, clients right's, advanced directives, supervision, collaboration with other members of the health care team and legal responsibilities. (25 Clock Hours)

### **Clinical Rotation I**

During this clinical experience, students learn to identify and understand client needs and ways in which he/she can meet them. They will understand nursing responsibilities within the scope of nursing practice and develop skills that will enable safe and competent performance in the field of Practical Nursing. Performance is graded pass/fail.

### **Clinical Rotations II & III**

These clinical experiences introduce the Practical Nursing student to more complex nursing skills used in caring for the patient with acute medical/surgical, rehabilitative and sub-acute needs. To integrate concepts of safety, emotional support, communication and patient teaching into all skills performed to utilize the nursing process in the practice of skills taught. Performance is graded pass/fail.

### **Medication Administration**

This clinical experience is designed to observe and evaluate the student's knowledge, skill, and accuracy of safe medication administration in the clinical setting under the direct supervision of their assigned instructor. Performance is graded pass/fail.

## ATTENDANCE

Students are expected to attend all scheduled classes and clinical experiences. Attendance is monitored on a weekly basis to ensure students are making **quantitative progress toward program completion**. To be making academic progress, students cannot exceed 55 hours of unexcused absenteeism (as defined in the student catalog/handbook) at any time during their enrollment. Students exceeding 55 hours of unexcused absenteeism are immediately dismissed from the program.

See the chart below for a breakdown of allowable missed time per semester:

Semester	Maximum Allowed Absence
<b>First Semester: September 8, 2021 to February 1, 2022</b>	<b>22 hours</b>
<b>Second Semester: February 2, 2022 to June 14, 2022</b>	<b>22 hours</b>
<b>Third Semester : June 15, 2022 to August 11, 2022</b>	<b>11 hours</b>

Students who exceed 22 hours in Semester I or II will be involuntarily withdrawn from the program. However, extenuating circumstances (documented serious illness, for example) may be considered.

**All clinical absences MUST be made up and MUST occur prior to graduation to be able to participate in graduation ceremony.**

### 3<sup>rd</sup> Semester

Students who exceed the 11 hours absenteeism in the 3<sup>rd</sup> semester will (may not be able to make up the time prior to graduation) make up all time after graduation in a clinical setting. The maximum amount of time a student may make up is **24** hours. The make-up time will occur in a minimum of six-hour increments and must be completed between graduation and December first of the same year. This make up time will be completed at a clinical site established by the administration and will be supervised by our clinical faculty. (Students with outstanding attendance balances at graduation will not be able to participate in graduation ceremonies)

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

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

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

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

Extended illness, injury or surgery that does not extend beyond the student's allowable absences, will necessitate a physician's release with no restrictions or limitations before the student can return to class, lab, or clinical assignment. Any event requiring medical or

surgical intervention **MUST** be disclosed and accompanied by a written release from the medical provider indicating a return to class, clinical or lab without any restrictions in order for a student to return.

### **PREGNANCY**

Pregnancy is not considered an extenuating circumstance. A pregnant student in the Practical Nursing Program is required to make her condition known to their *Case Manager* or the *Coordinator of Health Careers* as soon as possible. Students who are pregnant during their nursing studies may continue in the program with the approval of their attending physician or health care provider. A physician's release will be required. (See Form in Student Handbook.)

### **TARDINESS**

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

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

### **EXCUSED ABSENCE**

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

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

### **MILITARY COMMITMENT**

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

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

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

**Attendance will be closely monitored.**

## LAB ATTENDANCE

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

**It is the student's individual responsibility to sign in on the roster sheet at every lab. If there is not a documented sign in by the student, the lab will be counted as missed. If you miss more than 1 lab per lab rotation, you will be involuntarily withdrawn from the program.**

Students missing 1 lab during Lab rotation #1 (before December 1<sup>st</sup>), must make up the missed lab at a determined date and time. This lab **MUST** be made up during the assigned make up time in order to participate in Clinical Rotation #1.

Students missing 1 lab during Lab rotation #2 (December 1-February), must make up the missed lab at a determined date and time. This **MUST** be done during the assigned time to progress in clinical.

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

- **A student MAY NOT make up labs outside of the above stated times!**
- **A student, who exceeds 1 lab absence during rotation #1, or 1 absence during lab rotation #2, will be involuntarily withdrawn from the program.**
- **Students are responsible for checking their attendance daily via the Learning Management System student portal.**

## EMERGENCY SCHOOL CLOSINGS

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

The Newark PN Program only closes or delays when the **Wayne-Finger Lakes BOCES Newark Regional Support Center (RSC) and/or Newark Central Schools** closes or delays opening.

Clinical sessions will be cancelled when the school district in which your site is located has cancelled classes due to weather related conditions:

### **Rochester General Hospital**

Rochester City School District

### **Unity Hospital**

Greece School District

### **Newark-Wayne Community Hospital**

Newark Central School District

### **DeMay Living Center**

Newark Central School District

### **Clifton Springs Hospital & Clinic**

Phelps/Clifton springs School District

### **FF Thompson Hospital**

Canandaigua City School District

### **Finger Lakes Health**

Geneva City School District

### **The Highlands at Pittsford**

Pittsford Central School District

### **St. Ann's Community**

Rochester City School District

### **Wayne County Nursing Home**

Lyons Central School District

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

### **Sources of Closing Information**

WHAM (Rochester) 1180 AM  
WGVA (Geneva) 1240 AM  
WACK (Newark) 1420 AM  
TV - Channel 14 (Spectrum NEWS)  
TV - Channel 10 (WHEC)

WFLR (Dundee) 1570 AM, 95.9 FM  
WYLF (Penn YAN) 850 AM  
WECQ (Geneva) 101.7 FM  
TV - Channel 8 (WROC)  
TV - Channel 13 (WHAM)

### **PREPARATION FOR CLASS**

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

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

### **GRADING POLICIES**

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

**Students are responsible for checking their grades daily via the Learning Management System student portal.**

Written assignments (homework and projects) are expected to **be done/handed in prior to the start of class on the assigned date**. Homework handed in after the start of class is considered late and will lose five (5) points. Five (5) points will continue to be deducted for each day the assignment is late. Assignments that are handed more than 7 calendar days late after the due date will result in a zero (0) for that assignment grade.

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

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

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

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

**Students are responsible for checking their grades regularly via the Learning Management System student portal.**

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

Med/Surg Nursing will consist of a Med/Surg I and Med/Surg II courses. These courses are stand-alone courses, and each must be passed with a final grade of 75% or better.

Pharmacology Drug Calculations is not considered a cumulative exam. The minimum score required for this course is 90%. The student will be given three (3) opportunities to achieve a grade of 90%. The maximum score that can be achieved on the re-takes is 90%. After three attempts a student will be involuntarily withdrawn if the 90% has not been achieved.

## **TESTING POLICIES**

All tests and quizzes will be on your syllabus. If you are absent on a test day you are required to set up a time with your instructor to take the test at a time the instructor designates. You will receive a grade no higher than 75% on the delayed test.

You must be on time for tests and quizzes. If you are more than 15 minutes late for a test, you will automatically need to make up that test which will count as 1 of the 10 you are able to make up (see below). If you are late or miss a quiz, you will receive a zero.

If you fail a test, you are required to remediate the content and do test corrections. You can achieve up to a 75% if these steps are followed and approved by your instructor. You will need to request written approval via email with that instructor within 24 hours of missing or failing a test. You will have 10 consecutive opportunities to make test corrections for failed or missed tests. After you have used all 10 correction opportunities and you miss a test, you will receive a zero. If you fail a test after the 10 correction opportunities, you will keep that grade. You will be involuntarily withdrawn from the program due to failure of the course if you have below a 75% average at the end of graded courses.

Grades will be available within one week. Students will not be able to view their results until all classmates have taken the assessment. The weight of the grade will be in the Learning Management System grade book.

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

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

During test sessions, cell phones and smart watches are to be turned off and placed in appropriate designated areas.

## ACADEMIC PROGRESS

Wayne-Finger Lakes BOCES Practical Nursing Program is 1125 clock hours. Satisfactory progress is evaluated at the end of each enrollment period (450 clock hours, 900 clock hours, and at the end of the program).

*Academic Progression Reports* are given to each student at the midpoint and end of each enrollment period. **Qualitative progress** requires students to have a minimum 75% final average in all units of study (a minimum 90% average is required in Pharmacology Drug Calculations) to progress to the next term. Students failing to maintain the required average, will be placed on academic warning or probation.

## ACADEMIC WARNING

Students whose course (unit) grade average falls below 80%, will be placed on *academic warning*. This is used to inform the student that they are at risk of going on academic probation.

## ACADEMIC PROBATION

Students whose course (unit) grade average falls below 75% will be placed on *academic probation*. The student will be given (in writing) specific guidelines for improvement. The student's progress will be monitored throughout the probation period with remediation documented. A student will be removed from academic probation upon meeting the minimum 75% grade requirement at completion of the next marking period or completion course (unit), whichever comes first. If academic improvement is not above passing (75%) at the end of the probationary period, the student may be involuntarily withdrawn from the program.

## WITHDRAWAL PROCEDURE

Students officially withdrawing from school should initiate the process with their case manager. Calculation of tuition liability and financial aid eligibility will be calculated from the student's last day of documented attendance. (Please see **Withdrawal Form**)

## READMISSIONS PROCEDURES

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

**If a student withdraws or is involuntarily withdrawn from the program**, he/she will have **one opportunity** to apply for readmission to the subsequent program. A student may not have more than 2 admissions to the program.

The Program Standards Committee will review the student's record in consideration of grades, attendance, accountability and social interactions. The readmission process is as follows:

### **Within 90 days of the student's withdrawal:**

- The student can choose to submit a *Readmission Application* packet.
- The student will submit their *Readmission Application* with a detailed letter requesting readmission and \$100 non-refundable processing fee. *The letter must include the applicant's intent to be readmitted, the reason for withdrawal and plan of action to ensure successful completion of the subsequent program.*

In order to help increase success in the student's readmission, all students applying to return must take and score at least 75% on a written exam and pass a lab competency prior to being accepted for readmission. The written exam will consist of comprehensive questions from the following units of study: Nursing Science, Foundations of Nursing, Life Cycle, Pharmacology Theory and Pharmacological Drug Calculations. Student performance on the readmission exam and lab competency will determine whether advanced standing readmission will occur. Advanced standing readmission is defined as starting in January of the subsequent academic year.

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

The Student Contract:

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

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

### **REINSTATEMENT OF FINANCIAL AID**

A student's Title IV aid eligibility will be reinstated if the student is approved for readmissions or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements. Additionally, students must demonstrate they are able to complete the program within 150% of the program's length.

### **MAXIMUM TIME FRAME**

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length as measured in calendar time. The Practical Nursing program, 48 weeks in length, must be completed within 72 calendar weeks. Students exceeding the maximum time frame will be administratively withdrawn.

# Student Conduct

## Definitions for Strengthening Understanding Within the Code of Conduct

- **Administrative Team**- consists of the Coordinator for Health Careers; Case Management and Student Placement Coordinator and the Assistant Superintendent for Instructional Programs, P-16.
- **Appeals process** - a formal administrative procedure given in writing by a student to the case manager requesting a reconsideration and possible reversal of a decision.
- **Bullying** - aggressive, intentional behavior where one person or persons attempts to exert power over another, harming them mentally or physically through coercion, manipulation, intimidation, or violence, and when asked to stop refuses to do so.
- **Civility** - conduct and/or action of politeness and courtesy where this behavior is an expectation towards others; this behavior will promote a positive atmosphere that will enhance the learning and teaching process.
- **Competence** - the ongoing ability of a person to integrate knowledge, skills, judgment, and personal attributes to practice safely and ethically in a designated role and setting.
- **Confidentiality** - the right of an individual to have personal, identifiable medical information kept private. Such information should be available only to the physician of record and other health care and insurance personnel as necessary.
- **Consequence** - end result, either positive or negative, to an action or reaction.
- **Criteria** - a standard, rule or test on which a judgment or decision can be based.
- **Disruptive student behavior** - behavior from a student that substantially disturbs or distracts from the educational process or interferes with the instructor's ability to manage and teach students.
- **Due Process** - an established course designed to protect the legal rights of the individual.
- **Fair** - doing what is reasonable and in the best interest of the individual and/or group.
- **Firearm** - is defined in 18 USC §921 for the purposes of the Gun-Free Schools Act.
- **Inappropriate behavior** - behavior that interrupts the learning process or that negatively influences a person's physical or psychological comfort or security.
- **Insubordination** - a constant or continuing intentional refusal to follow a written or verbal directive given by a designated person in authority. (i.e.: includes, but not limited to, regularly assigned administrators, instructors, or designee).

- **Intervention** - the modification of an event by school personnel to promote a safe physical and psychological environment for all members of the school community.
- **Involuntary withdrawal** - Administrative removal from the nursing program based on defined criteria or standards.
- **Misconduct** - intentional, deliberate violation of an established standard/law.
- **Plagiarism** - the practice of taking someone else's work or ideas and passing them off as one's own, without giving recognition to the author. This action could be considered a criminal offense and could be grounds for dismissal from the program.
- **Principles** - core values that demonstrate how individuals should conduct themselves and relate to each other. They encompass a set of beliefs which provide the reasons for the rules and the motivation for following them.
- **Procedure** - A traditional or established way of doing things.
- **Professionalism** - behaving appropriately and effectively in dress, words, and actions; maintaining the standards of the nursing profession.
- **Reasonable Accommodations** - any change to the application or hiring process, to the job, to the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities. Accommodations are considered "reasonable" if they do not create an undue hardship or a direct threat.
- **Respect** - to show consideration, admiration or regard for someone or something through words and actions.
- **Rules** - based on the principles (core values), they identify acceptable and unacceptable behavior that is observable, clear, specific and enforceable.
- **School property** - means in or within any building, structure, parking lot or land contained within the real property boundary line of a school, or as defined in Vehicle and Traffic Law §142.
- **Standards Committee** -Comprised of administration, case management, and faculty. Financial Aid for cases regarding admissions or readmissions. For the purpose of reviewing admissions, readmission, and disciplinary actions.
- **Violent student behavior** - behavior occurring on or around school property, before, during or after the school day, that endangers self, others or property.
- **Voluntary withdrawal** - when an individual chooses to remove themselves from the nursing program for reasons important to the individual.
- **Weapon** - refers to the definition of firearm in the Gun-Free Schools Act. Any item that could cause physical harm to someone depending on intent and use (can include, but is not limited to: BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other device, instrument, material or substance.

## Prohibited Student Conduct

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

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

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

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

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

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

- Failure of student to respond to the corrective efforts initiated by the instructor for inappropriate classroom/clinical behavior, including but not limited to: sleeping in class, arguing with instructor or classmates, failure to comply with rules and regulations at any facility.
- Insubordination.
- Frequent tardiness.
- Smoking, use of tobacco products, alcohol or drugs.
- Use of over the counter or prescription medications without appropriate permission or supervision.

- Continued disruption of school or classroom procedures including but not limited to: frequent exiting from class during instructional time, eating in the classroom, and talking during instructional time.
- Vandalism.
- Verbal, sexual and/or physical harassment.
- Verbal assault/bullying (i.e., the use of demeaning, derogatory, foul, offensive, threatening, or abusive language) toward staff or other students.
- Actions that endanger the health, safety or welfare of others.
- Fighting and/or bullying of faculty/staff/students.
- Premature leaving of a facility without the knowledge or permission of the instructor.
- Failure to notify the clinical instructor of an absence.
- Cheating, plagiarism, copying or altering records.
- Theft of property.
- Breach of confidentiality/privacy.
- Use of cell phones in the classroom (outside of designated use times), or at clinical sites.
- Use of social networking sites that could result in civil/criminal liability or negatively impact the practical nursing program or the profession of nursing.

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

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

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

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

- Threat to or intimidation of, any staff members or students either face to face or via any media.
- Sexual misconduct.
- Gambling.

- Extortion.
- Forgery.
- Arson.
- Bomb Threat.
- False reporting to 911.
- Possession, sale, or use of a weapon.
- Possession, sale, manufacture or use of drugs or alcohol.
- Possession, sale, or use of fireworks or other substance that endangers the health and safety of students and/or staff.
- Assault on a staff member or student.
- Vandalism (district will seek restitution).

## Reporting Violations

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

## Disciplinary Penalties: Procedure and Referrals

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

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

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

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

## Dissemination and Review

**The Program will work to ensure that the community is aware of this Student Handbook/Code of Conduct by:**

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

### CONFLICT RESOLUTION PROCEDURES:

#### A. Purpose

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

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

The Programs Standard Committee is responsible for conducting a review of any unresolved conflicts.

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

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

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

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

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

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

- Step 2.** If there is not a satisfactory solution following this discussion, or for some reason the student does not feel comfortable discussing the situation with the other person involved they should schedule an appointment with their case manager. This may include a meeting facilitated by case management.
- Step 3.** If resolution has not occurred the student should present a written statement to the Coordinator of Health Careers within five (5) school days after the above meeting with his/her case manager. This statement can be faxed or emailed.
- Step 4.** If the student is still not satisfied, the final step in attempting to resolve any unsettled problem is to provide a written statement to the Program Standards Committee. The Committee will convene within five (5) school days from receipt of the written request. They will review the information developed in the previous steps, seek additional information as necessary, and the Coordinator of Health Careers will make a recommendation to the Assistant Superintendent of Instruction, P-16. The Coordinator of Health Careers and the Program Case Manager will then disseminate the decision to the student within five (5) school days.

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

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

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

- Upheld without change, or
- Modified in some manner

- Step 1.** The person will provide a written appeal to the Coordinator of Health Careers within three (3) business days from the receipt of official written notification of involuntary withdrawal. It is the responsibility of the person making the appeal to demonstrate the valid reason for the appeal. The person has the right to appeal any action on the following situations:
- The action taken was more severe than warranted based on the original situation.
  - There is new information that was not available at the time of the original decision.
- Step 2.** Within five (5) business days of receipt of the written appeal, the Program Standards Committee will convene. As part of the deliberation or investigation, the appearance of the individuals involved may be requested. The Coordinator of Health Careers will notify the Assistant Superintendent of Instruction, P-16 of the Committee's recommendation. The Coordinator of Health Careers will immediately notify the student of the final determination.

**Step 3.** If the person is not satisfied with the decision of the Coordinator of Health Career's decision and there are sufficient grounds based on the process for making an appeal, the person must submit a written appeal within three (3) business days to the Assistant Superintendent of Instruction, P-16 or his/her designee. He/she will review the information developed in the previous steps, seek additional information as necessary, and provide the person making the appeal with his/her response within five (5) days of receipt of the written appeal. The Assistant Superintendent's or his/her designee's, response is final.

## **STUDENT DRESS CODE**

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

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

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

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

***Dress Code is Mandatory.***

### **A. Classroom Dress Code**

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

- Wear nursing scrubs on all classroom and lab days. They must be a solid color.
- Scrubs and scrub jackets are the only appropriate classroom/lab attire. An all-white T-shirt or white turtleneck may be worn under the scrub top, but not in place of the scrub top.
- No jackets, sweatshirts, sweaters etc. are considered appropriate classroom/lab attire and will be instructed to be removed.
- No caps, hats, or head wraps are allowed in the classroom/lab.
- Students not in or refusing to comply with dress code standard will be sent home with loss of hours.

## B. Clinical Dress Code

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

- A school-issued skirt or pants. Length of the uniform skirt is to be no higher than the middle of the knee. Pants must be worn at the waist. Pant length cannot extend beyond the ankle. Capris are not permitted. Any student that is visibly pregnant at any time during clinical rotation must purchase and wear a regulation maternity uniform.
- A school-issued top with monogrammed student name and school patch.
- Uniform must be properly fitted, clean, unwrinkled and in good repair. If uniform becomes or worn, a new uniform must be purchased at the student's expense.
- Clean, all white or black socks are to be worn with pants; clean white or black stockings, free of runs, must be worn with the uniform skirt.
- Appropriate undergarments must be worn with the uniform, (i.e., bra, undershirt, underwear, etc.).
- Lab coats are not to be worn by students unless issued for temporary use in a specialty area (i.e., obstetrics).
- White sweaters may be worn only during lunch breaks or at pre/post-conference. They are not to be worn at the patient's bedside.
- An all-white T-shirt or white turtleneck may be worn under the uniform, but not in place of the uniform top.
- The school-issued name tag must be worn and visible above the waist at all times.
- Bandage scissors, stethoscope, pen light, watch with a second hand, and black pen are considered part of the uniform and must be brought to clinical daily.
- Hair must be off the collar at all times and arranged in conservative styles and in keeping with facility policies. Hair color must be a color that is naturally occurring. No decorative hair accessories will be permitted, including head scarfs or bands (unless worn for religious reasons).
- The face shall be clean-shaven or well-groomed.
- Nails must be clean, trimmed, and short enough so as not to be seen when looking at upheld palms. NAIL POLISH of any color including clear, GEL or SCULPTURED NAILS **ARE NOT** PERMITTED.
- Artificial/false eyelashes may not be worn in the clinical setting.
- No rings with sharp protrusions, facial or tongue piercing jewelry, bracelets, necklaces, pins or jewelry are to be worn. A watch with a second hand, plain smooth wedding band, small post-style ball earrings (one earring per/ear), are the **only** jewelry items allowed.

- No strong perfumes, colognes, or other odors will be tolerated. Likewise, makeup must be conservative and acceptable to the faculty. Use of deodorant and appropriate hygiene are expected.

## **CLASSROOM/CLINICAL POLICIES:**

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

- No consuming of food in classrooms (unless permitted by classroom instructor), corridors or clinical units.
- No leaving your clinical unit without your instructor's permission. Non-emergency personal needs should be addressed during scheduled breaks or mealtimes to minimize disruption of instruction.
- Gum chewing is not permitted in clinical areas or during post-conference.
- Breaks and meal scheduling are done at the clinical instructor's discretion. Breaks are optional and are not guaranteed. Meal breaks are not to exceed 30 minutes.
- To encourage collaborative learning, instructors are encouraged to remix student groups at various times throughout the program. This will encourage students to reach out to each other to problem solve for a deeper learning and understanding of the program's instructional materials.
- For student success and safety in the classroom, lab and clinical setting it is highly recommended that students do **NOT** work the shift before their scheduled class, lab or clinical rotation. Research has indicated that this is a safety issue for both the student and their patients. If students are found by their classroom, lab or clinical instructors to not be able to perform safely, remain alert and attentive throughout their scheduled time, they will be sent home with loss of hours, a student incident report will be filed with the Coordinator of Health Careers.
- All clinical assignments are to be prepared neatly in blue or black ink or done on a computer and submitted WHEN DUE. Students will not be given full credit for assignments handed in late. If work is not handed in (i.e., case studies, nursing care plans and other reports), the student will receive an Unsatisfactory for each day it is not turned in following the due date. If the student does not make this up within the remaining time of the clinical rotation, the student will fail the clinical rotation and be involuntary withdrawal.

If a student fails a Clinical Rotation they will be involuntarily withdrawn from the program.

\*\*Please refer to the Improvement Plan description in the Forms section of this handbook.

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

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

## CELL PHONE REGULATIONS

Cell phones are **not** to be used during class/lab times unless directed by the instructor for educational purposes. You may access your phone outside of the classroom during the assigned lunch time. All cell phones must be placed in a designated spot on your desk and turned off or silenced during class. If a student needs access to phone for emergencies, please discuss with instructor prior to the start of class.

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

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

## ABUSE POLICY

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

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

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

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

## ANTI-HARASSMENT POLICY

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

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

## Discrimination Policy

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

Inquiries regarding Wayne-Finger Lakes BOCES' non-discrimination policies and grievance procedures or Title IX should be directed to:

Quinn M. Smith, Director of Human Resources  
131 Drumlin Court  
Newark, NY 14513-1863  
Telephone: (315) 332-7282  
Email: [quinn.smith@wflboces.org](mailto:quinn.smith@wflboces.org)

U.S. Department of Education  
New York Office  
Office for Civil Rights  
32 Old Slip, 26<sup>th</sup> Floor  
New York, NY 10005-2500  
Telephone: 646-428-3800  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

## FORMS/APPENDIX

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

**Student Incident Report:** This form is used whenever there is a violation of the code of conduct or a safety violation in the classroom, lab or clinical settings. A student receiving a warning or critical incident will be expected to meet with the Instructor, Case Manager and the PN Coordinator. Depending on the nature and severity of the incident, the Coordinator of Health Programs and the Assistant Superintendent for Instructional Programs, P-16, will become involved in the counseling of the student.

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

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

**Clinical Probation Form:** This form is used by the clinical instructor when they feel a student is not meeting the benchmarks of their current clinical rotation. The clinical instructor submits their concerns to the Health Careers and PN Coordinators who will develop a remediation plan for student success. After discussion with program coordinators student may be placed on Clinical Probation or Contract and/or may not pass the Clinical Rotation.

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

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

**Physician's Maternity Release Form:** The lab and clinical portion of the student's PN training brings the student into health care settings where there is an increased risk of exposure to strenuous activity, communicable diseases, radiation and toxic substances. Wayne-Finger Lakes BOCES or our affiliated clinical sites cannot assume responsibility for any harm that might occur to a fetus or pregnant student. This form will provide medical clearance from the student's physician or healthcare provider to allow the student's continued participation in the lab and/or clinical experience of her Practical Nursing Program. This form must be on file with the school for the student to participate in lab and clinical.

**Physician's Injury/Medical Procedure Release Form:** The lab and clinical portion of the student's PN training brings the student into health care settings where there is an increased risk of exposure to strenuous activity, communicable diseases, radiation and toxic substances. Wayne-Finger Lakes BOCES or our affiliated clinical sites cannot assume responsibility for any harm that might occur to a fetus or pregnant student. This form will provide medical clearance from the student's physician or healthcare provider to allow the student's continued participation in the lab and/or clinical experience of her Practical Nursing Program. This form must be on file with the school for the student to participate in lab and clinical.

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

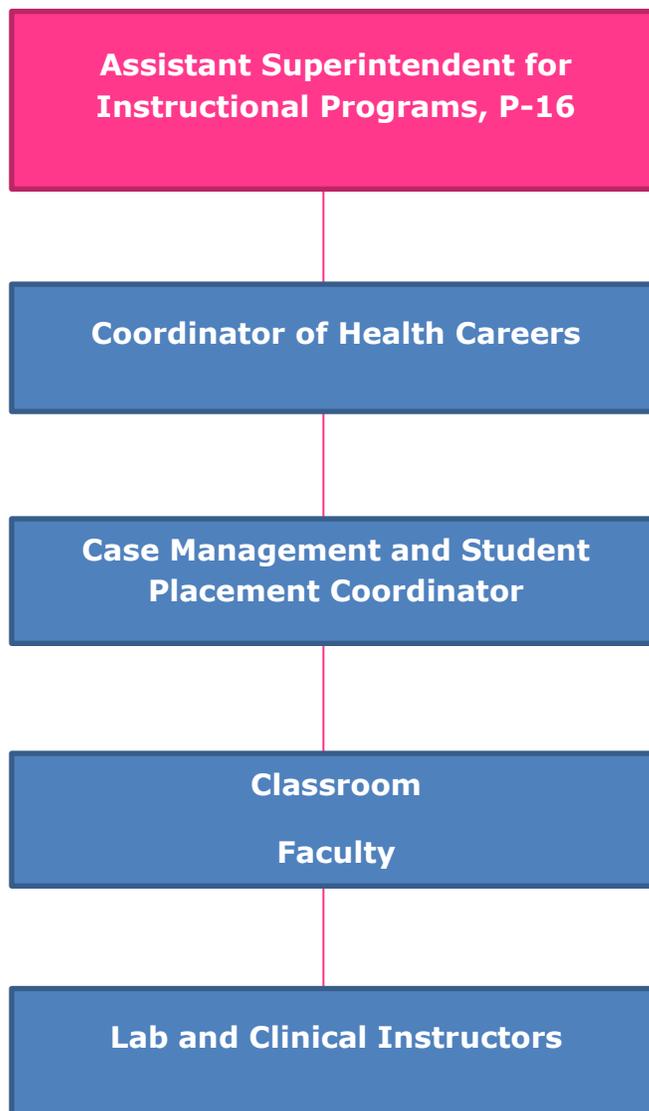
**Withdrawal Form:** This form is to be signed by the student and the Case Manager when a student wishes to withdraw voluntarily or is involuntarily withdrawn from the Practical Nursing program.

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

## **Wayne-Finger Lakes BOCES School of Practical Nursing Organizational Chart**

The purpose of this chart is to make students and staff aware of the organizational hierarchy and “chain of command” of the PN program. Questions, concerns, and grievances should follow the flow of the organizational hierarchy.

### **School of Practical Nursing Organizational Chart**



## Wayne Finger-Lakes BOCES PN Faculty

**Amy Archey**, MSN, BS, RN  
St. John Fisher College  
Rochester, NY  
Coordinator for Health Programs

**Julia Avery**, BSN, RN  
SUNY Plattsburgh  
Plattsburgh, NY  
Instructor

**Kara Close**, BSN, RN  
Capella University  
Minneapolis, MN  
Instructor

**Kerry Dorn**, MSN, BS, RN  
St. John Fisher College  
Rochester, NY  
Instructor

**Mary Hall-Marshall**, BS, RN  
Roberts Wesleyan College  
Rochester, NY  
Instructor

**Bianca Quartaro**, AS, RN  
Finger Lakes Community College  
Canandaigua, NY  
Instructor

**Martha Rich**, ANP, RN  
University of Rochester  
Rochester, NY  
Instructor

**Ashley Schultz**, MSN, RN  
Capella University  
Minneapolis, MN  
Instructor

**Shannen Webster**, BSN, RN  
Niagara University  
Niagara University, NY  
Instructor

**School of Practical Nursing  
Student Incident Report**

Day or Evening Class (circle one)

<input type="checkbox"/> Clinical Warning	<input type="checkbox"/> Critical Incident 1___ 2___ 3___
<input type="checkbox"/> Classroom Warning	

STUDENT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Violation of Code of Conduct (check one)

\_\_\_\_\_ Insubordinate/Disruptive Conduct

\_\_\_\_\_ Professional Academic and Clinical Misconduct

As defined by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Instructor recommendations/Plan for Student:**

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

**Comments:**

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**Student's Signature**

---

**Case Manager's Signature**

---

**Health Career Coordinator**

---

**Date**

---

**Instructor**

---

**Date**



---

Instructor

---

Date

---

Program Coordinator for Health Careers

- Removal from probation
- Unit Challenge Exam
- Notification of Case Manager

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

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

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







**WAYNE - FINGER LAKES**  
Board of Cooperative Educational Services

**School of Practical Nursing  
Name/Address Change Form**

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

Please check location attending:

**Newark Day:** Date of enrollment: Month \_\_\_\_\_ Year \_\_\_\_\_

**Newark Eve:** Date of enrollment: Month \_\_\_\_\_ Year \_\_\_\_\_

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

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

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

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**CHANGE TO:**  
**Current Name:** \_\_\_\_\_

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

**Current Telephone Number:** \_\_\_\_\_

***Please return to the Health Careers Secretary, Thank you.***

<p><b>Distribution List:</b>    <input type="checkbox"/> L. Wesche, Financial Aid    <input type="checkbox"/> Student File</p> <p>                                 <input type="checkbox"/> Business Office</p>
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**Physician's Maternity Release Form**  
**Page 2**

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

**Physician's Name (Please Print):** \_\_\_\_\_

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

Street

City

State

ZIP

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

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

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



**School of Practical Nursing  
Social Security Number Release Form**

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

Please check location attending:

Newark Day

Newark Eves

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**School of Practical Nursing  
Withdrawal Form  
(Please Print)**

\_\_\_\_\_  
Student Last Name, First Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address, Line 2

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

**Voluntary**     **Involuntary**     **Reason** \_\_\_\_\_

\_\_\_\_\_  
Last Date of Attendance

\_\_\_\_\_  
Number of Hours Completed

**Please read the following:**

- Federal financial aid recipients that voluntarily withdraw or that are involuntarily withdrawn from the School of Practical Nursing before completing more than 60% of the term, are subject to a proration of any federal aid (Federal Pell Grants and Federal Direct Loans) awarded and ***may owe a tuition balance***. Withdrawn students will receive a tuition invoice following withdrawal if tuition is owed and may not return to Wayne-Finger Lakes BOCES or receive transcripts until balance is paid in full.
- Students must return any equipment belonging to Wayne-Finger Lakes BOCES which may include a laptop and charger. If equipment is not returned within 10 days, students will receive an invoice. If a balance is owed student may not return to Wayne-Finger Lakes BOCES or receive transcripts until balance is paid in full. Please check here if equipment is not being returned at time of withdrawal:  
 Student owes equipment which must be returned within 10 days.
- Student must turn in student identification to the Program Case Manager at the time of withdrawal.
- Student will receive Re-Admissions application upon withdrawal. Students wishing to return to the Practical Nursing program should refer to their catalog/handbook for further information on the process.

I have read and understand the above information:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager Signature

\_\_\_\_\_  
Date





**1969 - 2019**



***Wayne-Finger Lakes BOCES  
School of Practical Nursing***

