

# VBSPN STUDENT HANDBOOK

**SY 2025-26**

*Revised: 8/29/2025*



Virginia Beach City Public Schools  
Virginia Beach School of Practical Nursing  
Virginia Beach Technical and Career Education Center  
2925 North Landing Road  
Virginia Beach, VA 23456-2499  
(757) 648-5889 – VBSPN Nursing Office

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Virginia Beach City Public Schools  
VIRGINIA BEACH SCHOOL OF PRACTICAL NURSING  
STUDENT HANDBOOK

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This Student Handbook presents policies, procedures, and general information intended to assist you as you progress through Virginia Beach School of Practical Nursing (VBSPN). This Handbook should be used in conjunction with other official documents prepared and distributed by VBSPN. The Handbook is provided to students for informational purposes only and in no way constitutes a contract, either expressed or implied, with Virginia Beach City Public Schools (VBCPS) or VBSPN or any entity so associated. VBSPN reserves the right to change, delete or add any information without previous notice and at its sole discretion. Furthermore, the provisions of this document are designed by VBSPN to serve as guidelines rather than absolute rules, and exceptions may be made on the basis of particular circumstances. Policies and procedures revised during the school year will be communicated to you electronically.

## DISCLAIMER

Information regarding entrance requirements, school policies and regulations, program requirements, school calendars, and fees are subject to change, as need dictates. Students will be given notice of any and all changes affecting them during their enrollment and will be expected to comply. Further, this document does not constitute a contract.

## NON-DISCRIMINATION POLICY

It is the Policy of the School Board to prohibit any and all discrimination, harassment and bullying based on an individual's race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or veteran status (Policy 5-7).

To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Title IX Coordinator/Director of Student Leadership at (757) 263-2020 (for student complaints) or the Section 540/ADA Coordinator/Chief Human Resources Officer at (757) 263-1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia 23456 (for employees or other citizens). Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/Director of Guidance Services and Student Records at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia 23456 or the Section 504 Coordinator at the student's school.

Alternative formats of this publication which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write The Department of School Leadership, Virginia

Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038.  
Telephone 757-263-2020; fax 263-1260 or email [DeptofSchoolLeadership@vbschools.com](mailto:DeptofSchoolLeadership@vbschools.com)

### **COMPLIANCE STATEMENT**

The Adult Learning Center operates in compliance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, The Adult Education and Family Literacy Act (AEFLA) as administered through the Office of Adult Education and Literacy, Department of Education, Commonwealth of Virginia and the Code of Virginia 22.1-224 (D) (9), and in accordance with the School Board Bylaws, Policies, and Division Regulations of Virginia Beach City Public Schools.

In compliance with Section 504 of the Rehabilitation Act of 1973 and the 1990 American Disabilities Act (ADA), the School of Practical Nursing does not discriminate against otherwise qualified individuals with disabilities. For the purpose of the nursing program compliance, an otherwise “qualified individual with a disability” is one who (with or without reasonable accommodation or modification) meets the essential requirements for participation in the program.



## Welcome Message from the Director of Nursing

***To incoming PNI-II students and promoted PNIII students:***

**Welcome, VBSPN Future Nurses!**

To our incoming PNI-II students and newly promoted PNIII students—welcome to the Virginia Beach School of Practical Nursing!

As we kick off the 2025–2026 school year, your nursing instructors and staff are thrilled to greet you at the start of what promises to be a meaningful, transformative year. Whether you’re just joining us or continuing into your final phase, know that you are exactly where you belong—on a path with purpose.

At VBSPN, our vision is clear: to offer the highest quality LPN education in a supportive, challenging, and inspiring environment. What makes this vision a reality is our dedicated faculty and staff, engaged alumni, active advisory committee, and exceptional clinical partners—all committed to your success.

Our program is more than lectures and clinical hours—it's about becoming the nurse you've always dreamed of being. Along the way, you'll gain the knowledge, technical skills, critical thinking, and compassion that defines great nursing. You'll be tested, no doubt—but you'll also grow, bond with peers, and gain the confidence that comes from rising to every challenge.

Never lose sight of *why* you began this journey. Be the student nurse who shows up, speaks up, lifts up others—and stands out. Starting from day one in the classroom with your peers and instructors, be the student nurse that makes a difference from your very first clinical experience, and be the nurse that continues to make a difference after you have earned an LPN behind your name.

We're honored to walk this journey with you. On behalf of the entire VBSPN team—welcome! We're so glad you're here, and we can't wait to see all that you will accomplish this year.

Sincerely,

Rosa Abbott, MSN, RN  
Nursing Program Director

## **ACCREDITATION**

**The Virginia Beach School of Practical Nursing is approved by:**

Virginia Board of Nursing (VBON)  
Perimeter Center  
9960 Maryland Drive, Suite 300  
Henrico, Virginia 23233-1463  
(804) 367-4515  
(Approved through 2031)

**The VBSPN is accredited by:**

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
(404) 975-5000  
(Accredited through 2029)

**The VBSPN maintains certification to offer an LPN program by:**

State Council of Higher Education for Virginia (SCHEV)  
Department of Education of the Commonwealth of Virginia  
James Monroe Building  
101 N. 14<sup>th</sup> Street  
Richmond, Virginia 23219  
(800) 292-3820

**VBSPN institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.**

**Other professional memberships/affiliations:**

National League of Nursing  
HOSA: Future Health Professionals  
Virginia Health and Medical Science Educators Association

## VBSPN Overview

Since the first class entered in September 1972, the Virginia Beach School of Practical Nursing has graduated more than 900 nurses. Throughout its history, the school has continually made the changes necessary to prepare students to meet the ever-changing needs of the Virginia Beach community and society in general.

The Virginia Beach School of Practical Nursing (VBSPN) is located within the Virginia Beach Technical and Career Education Center, Virginia Beach City Public Schools. The program is approved by the Virginia Department of Education, and the Virginia Board of Nursing through 2029. In addition, VBSPN maintains certification from the State Council of Higher Education for Virginia (SCHEV) to offer LPN certification in the Commonwealth of Virginia, through the Virginia Beach City Public School System. The school earned accreditation in 1990 by the National League for Nursing. In 2012, The National League for Nursing Accrediting Commission granted the program continuing accreditation. VBSPN is now accredited by Accreditation Commission for Education in Nursing through the fall of 2029.

The clinical resources at Sentara Virginia Beach General Hospital have been utilized since the beginning of the school. August of 1982, clinical rotations were started at Sentara Southside Hospitals, with the following additions: 1987 Lake Taylor Transitional Care Hospital; 2002; St. Mary's Home for Disabled Children was added in 2010; Our Lady of Perpetual Help in 2012, Chesapeake Regional Medical Center in 2014, The Hospital for Extended Recovery in 2015, Saber Long Term Facilities in 2022, Atlantic Shores Rehabilitation and Healthcare Center in 2022, Autumn Care in 2021 and Westminster in 2022.



Class of 1974 – first VBSPN graduation

### *Definition of Practical Nursing*

"Practical nursing" or "licensed practical nursing" means the performance for compensation of selected nursing acts in the care of individuals or groups who are ill, injured, or experiencing changes in normal health processes; in the maintenance of health; in the prevention of illness or disease; or, subject to such regulations as the Board may promulgate, in the teaching of those who are or will be nurse aides. Practical nursing or licensed practical nursing requires knowledge, judgment and skill in nursing procedures gained through prescribed education.

Practical nursing or licensed practical nursing is performed under the direction or supervision of a licensed medical practitioner, a professional nurse, registered nurse or registered professional nurse or other licensed health professional authorized by regulations of the Board.

**Code of Virginia: Ch 30 Title 54.1**

**Laws Governing Nursing**

**Virginia Board of Nursing**

### **Program Description**

The practical nursing program offers an eighteen-month course of study with a unique blend of both high school seniors and adults. The program is divided into three courses: Practical Nursing I, Practical Nursing II and Practical Nursing III. Practical Nursing I is held the first semester and Practical Nursing II is held the second semester of the first year. Practical Nursing III is held the second year of the nursing program (after high school students graduate from high school).

Practical Nursing I & II offer classroom, laboratory, and clinical skills performances. In line with VBCPS Strategic framework, Virginia Beach School of Practical Nursing offers multiple pathways to prepare students for post-education, military and employment. Successful completion of PN I/II earns the high school senior 3 units of credit and satisfies the 2 sequential electives requirement. Upon successful completion of PN I/II, students are advanced to PN3 based upon Satisfactory Academic Progress. Practical Nursing III offers subject matter concurrent with nursing care assignments in local hospitals, clinics, nursing homes, and physicians' offices. Graduates of the program receive a certificate in practical nursing and are eligible to apply to take the National Council Licensure Examination for Practical Nurses (PN NCLEX®).

### **Comparison of VBCPS and the VBSPN's Vision and Mission**

<b>VBSPN</b>	<b>VBCPS</b>
<b>Vision Statement</b> VBSPN's vision is to be recognized as a leader in shaping future professional nurses through accessible, high-quality education and meaningful clinical experiences that strengthen and serve our community.	<b>Vision Statement</b> Every student is achieving at his or her maximum potential in an engaging, inspiring, and challenging learning environment.
<b>Mission Statement</b> The mission of the Virginia Beach School is to educate and inspire students to become skilled, critical-thinking nurses through innovative, hands-on education.	<b>Mission Statement</b> The Virginia Beach City Public Schools, in partnership with the entire community, will empower every student to become a lifelong learner who is a responsible, productive, and engaged citizen within the global community.

## GOVERNANCE

**Technical and Career Education Center**  
2925 North Landing Road  
Virginia Beach, VA 23456-2499  
757-648-5850 Main Office  
Director: David C. Swanger  
Assistant Principal: Patrick Wroton

**Adult Learning Center**  
5100 Cleveland Street  
Virginia Beach, VA 23462  
757-648-6050  
Director: Camille A. Harmon  
Financial Aid Advisor: Bonnie Flora (Adult Learning Center)

### **Virginia Beach School of Practical Nursing**

Virginia Beach School of Practical Nursing (VBSPN) instructors and the Nursing Director meet the Virginia Board of Nursing (VBON) Regulations for Nursing Education Programs 18VAC 90-27-60:

**Nursing Program Director**

- Rosa Abbott, MSN, RN

**PN I/II Instructors:**

- Regina Jacobs, MSN, RN
- Anna Cannon, BSN, RN

**PN III Instructors:**

- Diane Mills, MSN, RN
- Dawne Ling, MSN, RN

***Nursing Secretary, Kathryn Chander***  
757-648-5889 Nursing Office

## CONCEPTUAL FRAMEWORK

The VBSPN conceptual framework flows from the philosophy, is woven throughout the curriculum, and enables the program objectives.

**PHILOSOPHY:** Six beliefs are expressed in the philosophy of the Virginia Beach School of Practical Nursing:

1. **MAN/INDIVIDUAL** is comprised of many subsystems which are in a constant state of dynamics in an attempt to attain or maintain homeostasis. The individual is a member of society, interacting with other individuals, families and communities, with the right to life (or a peaceful death), optimum wellness, and any knowledge necessary to maintain or achieve these conditions.
2. **SOCIETY** has different cultural, professional, and environmental subsystems exist in an ever-changing unified interdependent state evolving toward increased order and organization.
3. **NURSING** is accountable to, is sanctioned by, and exists for the good of society. Nursing is the art and science of meeting man's needs for homeostasis. Nursing care is provided by the use of the nursing process which includes assessment, analysis, planning, implementation, and evaluation. Nursing's focus across the life span is to promote wellness, provide care for the ill, assist in rehabilitation, assist in adaptation to chronic illness, provide patient education, and provide comfort to the dying.
4. **PRACTICAL NURSING** is the vocation in which the practical nurse, (an essential member of the health care delivery system,) practices the art of nursing under the supervision of the registered nurse and/or licensed health care provider within the legal scope of practice.
5. **HEALTH** is a point located on a wellness-illness continuum and is that state in which the individual exists which permits him to pursue their goals and interests. Health requires continuous adjustment to internal and external stressors.
6. **EDUCATION AS A LIFELONG PROCESS** is based on the premise that one is never too young or too old to benefit from education. As an individual gains success and self-esteem promoted by education, the maturation level will increase, and the individual's full potential may be realized. As the individual internalizes the prior and new knowledge, the clearer is his perception of his ability to make changes in his environment.



## **Continuity Threads:**

### *The Nursing Process*

A systematic problem-solving process that involves the five skills of assessment, analysis, planning, implementation and evaluation is woven across the curriculum and provides a continuous problem-solving tool. When the nursing process is used as a goal directed series of activities, it helps to ensure quality patient care.

### *Therapeutic Communication*

Interpersonal relationships. The act of transmitting and interpreting verbal and non-verbal messages to relay information and to gain understanding is a critical thread within the curriculum. Communication is such an important medium for the nursing process that special emphasis is placed on the development of communication strategies.

### *Ethics/Legal Aspects*

This curriculum thread is important because it assists students in understanding their legal and ethical responsibilities as members of the health care team as well as focusing on the nurse's responsibility to actualize the process of caring in the therapeutic relationship. Standards of practice provide an instrument of measurement for legal and ethical practice.

### *Safety*

This curriculum thread is woven throughout the program emphasizing that safety is a state of optimal security that exists when a nurse acts responsibly and consistently follows Standards of Practice and established policies.

### *Nutrition*

Good nutrition contributes to health, happiness, productive work and the potential for longevity. The relationship of the nutritional status to health on the wellness-illness continuum in all age groups is reflected in the curriculum, including the nutritional needs of the student nurse.

### *Nursing Skills*

Cognitive, affective, and psychomotor skills are required in all aspects of the nursing process. Throughout the teaching/learning process, attention is directed at reaching a higher level of practice in each area. A kind, caring and considerate practitioner is very significant.

### *Pharmacology*

The increasing use of drug therapy in the treatment regimen emphasizes the need to educate the student in the fundamental principles of pharmacology and the appropriate nursing actions to maximize the desired outcomes of therapy. Recognizing the importance of patient teaching as a nursing function, places greater emphasis in this aspect and is included throughout the curriculum.

### *Critical Thinking*

The application of theory to practice is emphasized across the curriculum. Applying one's knowledge base using professional ethics, Standards of Care, and Standards of Practice in both planned and unplanned situations to meet the patient's holistic bio-psycho-social-cultural needs for homeostasis permits positive outcomes.

### *Holistic Caring*

The painstaking or watchful attention to meeting the basic needs of the patient and their family based upon the student's esteem and high regard for the nursing profession and the intrinsic worth of each individual. This thread is also woven throughout the curriculum.

## STUDENT LEARNING OUTCOMES

Upon completion of the program, the graduate nurse will:

1. Utilize best current evidence with clinical expertise and patient preferences to make nursing practice decisions (**Evidence-Based Practice**).
2. Be accountable for decisions and actions performed in the provision of safe, quality nursing care (**Nursing Judgement**).
3. Minimize risks of patients through effective use of technology and standardized practices that support safety and quality (**Safety**).
4. Collaborate and communicate with healthcare team to achieve quality patient care (**Teamwork**).
5. Ensure the patient is involved in decision making and understands the plan of care based on respect for patient's preferences values and needs (**Patient-Centered Care**).

## PROGRAM OUTCOMES

Virginia Beach School of Nursing's Program will meet the following program outcomes:

1. NCLEX-PN pass rates will meet or exceed 80% for all first-time test takers during the same 12-month period.
2. Nursing program completion rates will meet or exceed 30% (students who started at the beginning of the nursing program and graduated from the following year from the program).
3. 85% of students who have met qualifications for nursing graduation will indicate satisfaction with VBSPN program.
4. At least 85% of graduates will be employed in nursing within one year of graduation.

## SYSTEMATIC PLAN OF EVALUATION

VBSPN is committed to continuous program improvement related to student learning outcomes and student performance. Accordingly, the Evaluation Plan defines VBSPN's strategic method to ongoing program evaluation and improvement. Program improvement activities include all stakeholders impacted by our programs: students, faculty, parents, alumni, community, as well as employers who hire our students. These activities support our larger goal of achieving the highest standard of academic excellence. The VBSPN Program Outcomes are measurements of program quality and include NCLEX-PN first time pass rates, program completion rate, program satisfaction and employment. These outcomes are regularly evaluated and help to inform decision making within the School of Nursing. As students, your role in the evaluation and improvement process is critical not only to our success as a program but also to your success as a student and alumnus in achieving your personal learning objectives and professional career goals.



## RESOURCES and SUPPORT SERVICES

### **Virginia Beach Career and Technical Education Center**

Main Office hours: 7:20 AM – 3:00 PM

Phone number: 757.648.5850

#### **Director of Nursing (DON): (7:40 AM – 3:00 PM)**

The DON is responsible for the overall management of all aspects of the School of Nursing. Responsibilities include supervision of faculty and staff, securing clinical sites, revising published materials, providing an orientation to the nursing program, counseling students regarding academic/clinical progress, assisting with NCLEX applications and conducting exit interviews regarding withdrawal/dismissal/probation from nursing program. [Rosa.Abbott@vbschools.com](mailto:Rosa.Abbott@vbschools.com)

#### **Nursing Faculty:**

PN I/II, (7:20 AM – 2:40 PM) PN III (7:40 AM – 3:00 PM)

Provides for classroom and clinical instruction, curriculum development, academic advisement and counseling with students, and work within various nursing and VBCPS committees. Students may contact nursing faculty through the nursing office phone numbers or email. Student absences should be communicated directly with the nursing faculty and the nursing office.

#### **Nursing Office Associate: (7:30 AM – 4:00 PM)**

Assists Nursing Director; receives all incoming calls; manages student records; maintains transcripts; and collects fees and tuition payments. The Office Associate is also available to assist students with notarizing documents during school office hours for a nominal fee. [Kathryn.chander@vbschools.com](mailto:Kathryn.chander@vbschools.com)

#### **Financial Aid Advisor: (7:30-3:00 PM)**

Ms. Flora provides guidance for adult students who meet eligibility requirements for Pell Grants. Contact [bonnie.flora@vbschools.com](mailto:bonnie.flora@vbschools.com) or call 757-648-6052.

#### **Nursing Library: (7:20 AM – 3:00 PM)**

The small nursing library offers textbooks and periodicals. Should a student lose any library materials s/he will be required to replace them at the current cost. Should an exact replacement not be available, an acceptable replacement approved by the Director of VBSPN will be required.

#### **Student Computers**

VBSPN adult students are required to purchase a Wi-Fi-enabled laptop with the most recent version of Windows and Google Chrome and have a printer. High school students are lent Chromebooks from their home high school. Adults will be issued a VBCPS Chromebook only during testing.

#### **School Counseling and Academic Advisement:**

Counseling regarding academics, clinical evaluations, personal and professional growth, decision making skills, personal and behavioral issues are a continuous process from the time of application until graduation. Students are assigned a faculty advisor and are encouraged to seek the assistance from faculty or the Nursing Director as the need arises. Any student with a special need must notify the Director during the application process or as soon as a need is identified by a physician or school counselor.

#### **Tech Center School Guidance Department Chair: Main Office (7:40 AM – 3:00 PM)**

Mr. Marlin is the assigned school counselor for the Tech Center. As part of a comprehensive school counseling program, Mr. Marlin is available to support and promote the academic, career, and personal/social development of all students.

#### **Career Placement Resources**

To help student secure positions as an LPN, the faculty assist students with writing resumes and preparing for interviews and provide references upon request. Job listings are posted on the employment bulletin board. While graduates are not guaranteed job placement, each graduate is afforded many opportunities to explore local positions that are available.

## ADMISSION REQUIREMENTS

### High School Applicants

1. Application deadline is February 1: High school students must apply through their guidance counselor during their **junior** year for entry beginning their senior year
2. Must be 17 years old by August 20<sup>th</sup> (due to clinical facility requirements)
3. Have current status in the 11<sup>th</sup> grade in a Virginia Beach City Public High School
4. Eligible to enter the 12<sup>th</sup> grade in the fall semester in a Virginia Beach City Public High School by the end of the regular school session of their junior year of high school
5. Currently have and maintain a 2.7 minimum cumulative GPA
6. High School students must have completed Algebra I with a C+ or better by the end of the regular school session of their junior year of high school (the most recent grade will be used for admission evaluation)
7. C+ in Biology or Chemistry (the most recent grade will be used for admission evaluation)
8. Valid US Social Security number entitling student to work in the USA
9. Acceptable Discipline and Attendance Record

\* Accepted high school and adult applicants will be required to attend a New Student Orientation and complete AHA BLS-CPR course and Health/Immunization requirements, a minimum of one COVID vaccination is required (Religious and Medical waivers with documentation). Clinical facilities and CDC highly recommend updated current COVID vaccinations. Accepted applicants will be notified via email of the scheduled dates for the mandatory new student orientation.

In addition, students who meet eligibility for promotion to the second year of the program must have earned a standard or advanced high school diploma.

### High School Waitlisted Students

If a high school applicant received an option of placement on our waitlist, it means that the applicant has met VBSPN's admissions criteria, but the school of nursing is not currently able to offer a seat to the applicant due to limited space. A waitlist offer is an acknowledgement of an applicant's strength; however, it is *not* a guarantee of admission. We offer a very *small* and select group of qualified applicants the option of waitlisted status. Applicants will *not* be placed on the VBSPN waitlist unless they notify VBSPN that they wish to be on the waitlist by the deadline stated in the offer letter.

If the applicant accepts the waitlist offer, they will be required to complete:

1. Health Requirements which include one Covid vaccination (may apply for a waiver) is required for admission (religious or medical declination may be accepted).
2. CPR for Basic Life Support by American Heart Association: vendor Rhonda Coffman completed on campus prior to school start.
3. Student accepted off the wait list will be **required** to attend a New Student Orientation and complete CPR/Health/Immunization requirements. Accepted applicants will be notified in writing of the scheduled dates for the new student orientation.
4. If an admitted applicant forfeits his/her offer of admission, VBSPN then contacts the next person on the waitlist. VBSPN has no control over any individual's plan to accept or decline an offer of admission; unfortunately, there is no way for VBSPN to know if and/or when admission will become available for anyone who is waitlisted.

## **Adult Applicants:**

**Only applicants who reside in VA and who are seeking first-time nursing licensure will be evaluated for enrollment.** VBSPN offers a certificate of LPN completion upon graduation in order for graduates to apply to the Virginia Board of Nursing to take the NCLEX-PN exam. VBSPN meets Virginia state requirements with our curriculum requirements and 400 minimum direct client care as directed by the Virginia Board of Nursing. In order to apply, adult students must have official residency in Virginia (exception for military dependents). A student residing in Virginia must request a Student Attestation form who intends to apply for licensure and employment in another state. Prospective students are strongly encouraged to contact the state board of nursing where they intend to practice. This information is provided per U.S. Federal Regulation 34CFR 668.43.

VBSPN is extremely competitive program. There are limited seats available to adult students each fall. The number of seats offered to adults varies annually. VBSPN does not grant credit for life or work experience.

### **Deadline Application and Required Documents**

The deadline for VBSPN Applications which includes HS transcripts/GED records, transcript evaluations must be received by the nursing department by **April 15<sup>th</sup> by 3:00 PM** to Virginia Beach Technical and Career Education Center, Virginia Beach School of Practical Nursing, 2925 N. Landing Road, Virginia Beach, VA 23456. (Only complete, original applications (not faxed) with required documentation will be considered). Please **do not** mistakenly send applications/transcripts to the Adult Learning Center.

1. **Application submissions begins December 1<sup>st</sup>**
2. **Adult applications are available** at the Virginia Beach Technical and Career Education Center (2925 N. Landing Road) or the Adult Learning Center (5100 Cleveland Street) or printed from the website: <https://techcenter.vbschools.com> (scroll down and follow the link to Licensed Practical Nursing).
3. **Applications must include the following:**
  - a. Official High School or GED Transcript: demonstrating obtainment of a standard diploma. This verification is to be obtained directly from the institution granting the transcript and is to **remain sealed**. The transcript must have the official seal and signature from granting institution.
  - b. All foreign transcripts (outside the 50 American States) must be evaluated at the expense of the applicant by one the agencies to determine if they meet the equivalency of a U. S. high school education at: <https://www.doe.virginia.gov>. The evaluation report must be received in a sealed envelope from the evaluating agency by the nursing department by the April 15<sup>th</sup> deadline.
  - c. Receipt of adult applications is acknowledged by email
4. **Entrance Exam:** ATI TEAS (most current edition): Adult applicants who submitted a *complete* application with required documentation by the **April 15<sup>th</sup>** deadline will need to take the ATI TEAS Exam either from home or at a PSI testing center. This ATI TEAS test is used as a part of the admission process. We will focus on the highest test scores as part of the selective admissions process - typically admitted students scored at Proficient or Advanced. We strongly encourage applicants to purchase the ATI TEAS study materials to familiarize themselves with the contents of the exam. Scores from a student's ATI TEAS test must be submitted by **April 29<sup>th</sup>**.
5. **Formal acceptance** into the nursing program is based upon application, ATI TEAS test results, attendance at the mandatory New Student Orientation, satisfactory criminal/drug background, and successful completion of CPR/ health/immunization requirements.
6. **Mandatory New Student Orientation:** Accepted applicants will be notified in writing of the scheduled dates/times for the mandatory New Student Orientation.
7. **Attendance on the first day of class is mandatory** for all adult students. Failure to attend the full day will result in forfeiture of your seat, which may then be offered to another qualified applicant. The first day includes essential orientation activities that provide critical information regarding program expectations, policies, and procedures. Full participation ensures a successful start and is required for continued enrollment.

### **Adult Waitlisted Applicants:**

If an adult applicant has received an option of placement on our waitlist, it means that the applicant has met VBSPN's admissions criteria, but the school of nursing is not currently able to offer a seat to the applicant due to limited space. A waitlist offer is an acknowledgement of an applicant's strength however it is *not* a guarantee of admission. We offer a *small* select group of qualified applicants the option of waitlist status. Applicants will not be placed on the VBSPN waitlist until they notify the school that they want to be on the waitlist by the deadline stated in the offer letter.

If the applicant accepts the waitlist offer, they will be required to complete:

5. Criminal background and drug screen with favorable findings
6. Health Requirements which include one Covid vaccinations (Waivers are available).
7. CPR and First Aid for Basic Life Support by the American Heart Association (AHA).

If an admitted applicant forfeits their offer of admission, VBSPN then contacts the next person on the waitlist. VBSPN has no control over any individual's plan to accept or decline an offer of admission, unfortunately there is no way for VBSPN to know if and/or when a space will open up for anyone who is waitlisted. Students not accepted into the program during the current application year will have to reapply for admission (including the application process in its entirety) for subsequent years.

### **Additional Requirement for all Accepted/Waitlisted Students**

A current, satisfactory physical examination report and immunization record is required by all students after an offer of admission, waitlist and promotion to PN III. Documentation of health status and documentation of essential functional abilities form must be on Virginia Beach School of Practical Nursing Forms signed by medical physician. The costs associated with these health requirements are paid by the applicant.

- ❖ After evaluating any accommodations mandated by the medical physician on the Medical Release, the nursing program will determine (*on an individual basis*) whether or not the necessary accommodations or modifications can reasonably be made in the classroom.
- ❖ Reasonable accommodations afforded students in a didactic environment do not automatically transfer or apply to a clinical setting. Should a student request accommodation in the clinical setting, an additional review is conducted. This review includes a determination regarding whether or not there is an appropriate, reasonable accommodation needed for the student is able to demonstrate the ability to meet technical standards in the clinical setting with considerations of both patient and student safety, and approval from the clinical facility. Failure to provide this documentation by the due date provided by letter will prohibit clinical assignment; therefore, students will not be able to complete the nursing program.

### **Transfer/Advanced Placement**

The Virginia Beach School of Practical Nursing offers an educational opportunity to students who have previous nursing education *within the past 12 months in an ACEN accredited school of nursing*. Admission must be *within 12 months* of leaving a nursing program. All transfer/advanced placements are granted strictly on a space available basis. Those seeking transfer/advanced placement must submit the following by **May 1st** in order to be considered for Practical Nursing III (July):

1. An official transcript from the former nursing program the applicant attended, submitted in a sealed unopened envelope directly from the institution.
2. A letter of recommendation from the Director of the former nursing program the applicant attended, submitted in a sealed unopened envelope directly from the institution.
3. An official high school transcript or official GED record (*must be attached to the application and remain in the unopened envelope it was mailed in from the issuing institution*); Opened or faxed transcripts, letters from former Director or Instructors, and copies of diplomas are not acceptable.
4. A Virginia Beach School of Practical Nursing program application accompanied by a letter from the applicant seeking advanced placement/transfer and the required typed essay (*instructions are on the application*)
5. Course/subject syllabi for all courses/subjects for which the applicant is seeking credit which were completed while enrolled in the former nursing school.
6. Requests for admission by transfer or for advanced placement are evaluated on an individual basis.

7. Students receiving transfer/advanced placement must be enrolled at least 12 months in the Virginia Beach School of Practical Nursing in order to be effectively evaluated and graduate from the program.
8. Former nursing school transcripts will be reviewed carefully. Teacher-made and/or standardized tests and observation in the laboratory/clinical area may be used to determine eligibility for advanced placement/credit.
9. In order for subject credits to transfer, the student must have earned a grade of “80%” or better in the subject.
10. The final decision for admission and/or the amount of advanced credit will be made by the Admissions Committee and the Virginia Board of Nursing.

### **Program Withdrawal**

1. An adult student (excluding high school students) will be determined to be withdrawn from the institution if the student has not attended any class for 15 days.
2. A student who wishes to withdraw from the school will arrange for a conference with the Nursing Director. A written resignation for the student’s permanent file is required.
3. High School students may drop without academic penalty prior to VBCPS policy. After this time, High School students wishing to withdraw will consult with Nursing Director and home school counselor.
4. High school students will return textbooks loaned to them by the Tech Center to the nursing office. Damaged or lost textbooks, library books and/or equipment must be paid for by the student. All outstanding fees must be paid.
5. Upon withdrawal, all school property, including the student ID badge, will be returned.
6. A final transcript will not be available until all obligations are satisfied. A withdrawn student will receive a “W” on their transcript and will be included as clock hours attempted. The program does not provide incomplete grades.
7. Credits earned at the school may or may not be transferable to another institution at the sole discretion of the accepting institution.

## **FINANCIAL INFORMATION**

### **Program Expenses**

The Program Expenses installment payments must be paid in full according to the current year Estimated Expense Sheet (payable by cash, money order, or check). Attendance in class or clinical is prohibited until full course payment is received. The attendance policy applies during these absences, which may result in termination from the program. Further, delinquent accounts will be referred to the Virginia Beach City Public Schools, Office of Business Services for collection. School Board policy prohibits the granting of credit.

### **VBSPN Refund Policy**

As a courtesy to our students, VBSPN provides a payment plan to support financial flexibility and ease of payment. This structured plan divides tuition/program fees and associated costs into manageable installments throughout the academic year.

Once a scheduled payment has been made and falls within the designated payment period, it is non-refundable. Students acknowledge that payments made are final for that installment period. This policy is in place to ensure fairness and fiscal responsibility while continuing to offer affordable access to quality nursing education.

### **Full Upfront Payment:**

Students who choose to pay all tuition and fees in full at the start of the academic year may be eligible for a refund **only** if withdrawal occurs **outside of the current payment period**.

## **Scholarships**

Emily Ann Conti Chianelli Memorial Scholarship is awarded each year, if available, to a PN II student who meets the criteria for promotion to PN III. The student is selected by the nursing faculty and Director based on being a well-rounded nursing student (grades, attendance, positive attitude, team player). Additional information/applications regarding scholarships available for VBSPN students received by the nursing office will be distributed to students. Students are encouraged to seek out and apply for scholarships available to nursing/health profession students.

## **Federal Financial Aid**

### **Financial Aid**

The Virginia Beach School of Practical Nursing participates in Title IV Funds Federal Pell Grant Program. Financial aid office also participates in VA Education Benefits and the My Career Advancement Account (MyCAA) Department of Defense Scholarship funding.

VBSPN does not participate in student loans (unsubsidized, subsidized Direct or Direct PLUS loans). Adult students accepted for enrollment or promotion to the second year of the program at Virginia Beach School of Practical Nursing may apply for financial assistance through the U.S. Department of Education's Federal Pell Grant Program. High school students are not eligible for financial aid under Title IV policies.

A Federal Pell Grant, unlike a loan, does not have to be repaid. The amount offered depends on your financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less. To apply, please complete the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov)

### **Application Tips:**

- Create your studentaid.gov account before starting your FAFSA form.
- Enter your name and social security number exactly as they appear on your social security card.
- Every contributor needs a studentaid.gov account, using their FSA ID.
- Select VBSPN as a school of choice using our code: 030428.
- For assistance call Federal Student Aid at 1-800-433-3243.

### **Important Notes:**

- To qualify for a Federal Pell grant award payment, you must begin attendance in your classes. If your instructor reports that you never attended a class for which you have received a Pell grant award payment, you will be asked to return those funds.
- Federal law requires that institutions of higher education monitor the academic progress of students who receive federal financial aid. In order to remain eligible for financial aid, students must maintain satisfactory academic progress (SAP) in accordance with the Virginia Beach School of Practical Nursing and the federal government. All nursing students will be evaluated for SAP at the end of every subject, regardless of receiving financial aid.
- Pell Grant awards are prorated, divided into two payment periods.
- If a student receiving a Pell Grant withdraws or is terminated from the program, certain standards apply. The administration and staff of the Adult Learning Center will ensure that Title IV Funds disbursed through the Pell Grant will be treated in accordance with the provision and requirements outlined in Title 34, Part 668 of the Code of Federal Regulations. Please make an appointment with the financial aid assistant if you consider dropping your classes.

## **Federal Iraq Afghanistan Service Grant (IASG) and Children of Fallen Heroes (CFH)**

The FAFSA Simplification Act made changes to what was formerly called Iraq and Afghanistan Service Grants (IASG) and Children of Fallen Heroes (CFH) Awards as well as the resulting award amount. Beginning with the 2024-25 award year, students who meet the eligibility requirements for Pell Grants under the Special Rule in HEA Section 401(c) will receive Max Pell, regardless of their calculated SAI.

To receive a Pell Grant based on eligibility under the Special Rule, a student must be:

- The child of a parent or guardian who died in the line of duty while (a) serving on active duty as a member of the Armed Forces on or after September 11, 2001; or (b) actively serving as and performing the duties of a public safety officer; and
- Less than 33 years old as of the January 1 prior to the award year for which the applicant is applying (e.g., for the 2025-26 award year, a student must be less than 33 years old as of January 1, 2025, to be eligible).
- The student must complete a [Free Application for Federal Student Aid](#) (FAFSA) and submit supporting documentation to the financial aid department. All other Title IV student eligibility requirements must be met as well. A student who meets the above eligibility criteria is eligible for Maximum Pell, regardless of their Student Aid Index (SAI).

### **FAFSA Deadline**

The deadline for completing the FAFSA for those promoted to the second year of the program is June 14th.

- For students entering the first year of the program the deadline for completing the FAFSA is July 19.  
\*Students accepted from the waitlist will be given an additional 10 days from the date of acceptance into the program to complete their FAFSA.

### **Student Rights and Responsibilities for Using Financial Aid**

#### **You have the right to:**

- Know the information you provide to the VBCPS/ALC/VBSPN is confidential and protected under the Family Educational Rights and Privacy Act (FERPA).
- How your financial aid award was calculated, the amount of the grant you can receive, and how that money will be dispersed.
- Seek financial aid counseling.
- How your financial aid awards were calculated, the criteria to receive each award, and how the funds will be distributed/disbursed.
- Know VBSPN's refund policy and the federal Return to Title IV policy.
- Submit an Academic Progress Appeal if you do not meet the Standards of Satisfactory Academic Progress.

#### **It is your responsibility to:**

- Provide accurate information to the Student Financial Aid Office.
- Complete and submit application for financial aid each and every year.
- Complete applications correctly and on time.
- Provide additional documentation as requested for by Student Financial Aid office in a timely manner and keeping copies for your own records.
- Attend classes and complete requirements for each course in which you enroll.
- Repayment of any over award of financial aid.
- Notify the Student Financial Aid Office of any financial awards you receive from outside resources (including scholarships, grants, Veteran's Benefits, tuition waivers, or other educational/tuition assistance) not already listed on your financial aid award letter.
- Use student financial aid proceeds solely for direct educational costs and related living expenses.
- Meet Standards of Satisfactory Academic Progress (SAP), see SAP section.
- know and comply with the federal, state, and institutional rules governing the financial aid you receive, including the Federal Return to Title IV Aid policy (should you withdraw from the VBSPN).
- Notify the VBSPN of any name or address changes.

## **Veterans Benefits: Veterans Educational Assistance Program (VEAP)**

Eligibility for veterans and their dependents is determined through the Veterans Administration.

### **VA Delayed Payment Compliance Addendum**

#### **Acceptable documentation:**

- Upon acceptance into the program, any student eligible for Veteran Readiness and Employment (Chapter 31), Post-9/11 GI Bill ® (Chapter 33), or Dependents' Educational Assistance (Chapter 35) benefits, will be permitted to attend classes so long as a certificate of eligibility for entitlement to education assistance, or statement of benefits, is provided to the school no later than the first day of the start of classes. Use of these documents to attend classes expires on the earlier of 1) the date on which payment from the VA was made to the school or 2) 90 days after the date the school certified tuition and fees following the receipt of the documentation.

#### **Penalties and Fees:**

- In the event payment from the VA is delayed, this school will not impose any penalties or late fees or require that an individual borrow additional funds because of the student's inability to meet their financial obligations to the institution due to the delayed disbursement. In addition, we will not deny a covered student access to classes, libraries, or any other institutional facilities in the event of a delayed payment from the VA. We may require additional payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

#### **Professional Judgement for Special Circumstances**

The Financial Aid Office at the Adult Learning Center for the Virginia Beach School of Practical Nursing recognizes that there are instances when an individual's FAFSA does not accurately reflect a student's or their family's current situation. Professional Judgment is the Financial Aid Administrator's ability to change a student's financial assistance eligibility based upon unusual or special circumstances. There must be a significant change to the family's situation to be considered for a Professional Judgment decision. Examples of the most common circumstances are listed below; however, this list is not intended to be all-inclusive, as you may have a situation that is not categorized but still applicable. Requests are reviewed by a committee after a Professional Judgment Request form is completed and submitted with all required statements and supporting documentation. Students will be notified of denial or approval by mail, an email or by telephone within 30 days after submission of the request. **A request for a recalculation of financial need-based aid can be based upon (but not limited to) the following special circumstances:**

- Loss of employment/income by student, their spouse, or parent(s).
- Loss of income due to disability of student, their spouse, or parent(s).
- Loss of unemployment benefits or untaxed income or benefits by student, their spouse, or parent(s).
- Death of a spouse or parent(s).
- Divorce or separation of self or parent(s).
- Loss of income due to a natural disaster or declared emergency.
- Lump sum distribution or non-recurring income that inflates adjusted gross income for appropriate year.
- Number in household increased after filing the FAFSA.
- Other special circumstances that may affect you or your family's ability to pay for your educational expenses.

**For a request to be taken into consideration, you MUST request the following forms and submit them to the Office of Financial Aid at the Adult Learning Center, (757) 648-6052,  
[Bonnie.flora@vbschools.com](mailto:Bonnie.flora@vbschools.com).**

1. A completed Professional Judgement Appeal Form
2. A written or typed statement describing in detail:
  - The unusual circumstances or conditions.
  - The specific dates when these circumstances or conditions occurred.
  - The changes in your household as a direct result of these special circumstances.
  - The statement must be signed and dated.
3. An applicable Dependent or Independent Verification Worksheet.

**Verification/documentation listed for your special circumstance(s) or condition(s):**

Examples of documentation that can be used would include: termination or reduction-in-hours notification from an employer; unemployment benefits letter; copies of paid medical expenses not covered by insurance; legal documents (separation, divorce, marriage, adoption, etc.); three months of recent paystubs showing recent 17 year-to-date earnings; benefit statements; physician's statement; signed copy of your or your parent's Federal Income Tax Return(s); W-2 forms; 1099 MISC Forms, letters from agencies such as DCFS, etc. Once paperwork is submitted, the Financial Aid Office will reach out to the student for any additional documentation/paperwork needed.

**Financial Aid: Title IV Refund Policy**

If a student is dismissed or withdraws from the program before completing 60% of a payment period, the financial aid office is required by federal statute to recalculate Title IV Funds eligibility.

The date a student is dismissed from the program is decided in writing by a letter from the Nursing Director stating the official dismissal date.

A student who withdraws from the program will present an official withdrawal letter to the school in writing listing their official withdrawal date. With an unofficial withdrawal, after five consecutive unexcused absences the withdrawal date will be the last day the student attended class.

VBSPN is a clock-hour program and Title IV refunds are calculated based on the number of clock hours scheduled at the date of withdrawal. This is calculated by dividing the number of clock hours scheduled by the total number of clock hours in the period. This is also the percentage of aid earned. Funds are returned to the Pell Grant Program based on the percentage of unearned aid using the following formula: Aid that could have been disbursed minus the percentage of unearned aid, multiplied by the aid that could have been disbursed during the payment period.

If a student earned less aid than was disbursed, the school must return a portion of the funds, and the student would have to return a portion of the funds. This may cause the student owing the school funds. The school will notify the student in writing with instructions for repayment.

If a student earned more aid than was disbursed, the school would owe the student a post-withdrawal disbursement which must be paid within 45 days of the date the school determined the student withdrew.

**Satisfactory Academic Progress**

These SAP standards apply to all students enrolled in VBSPN regardless of whether financial aid was awarded and regardless if student is full or part-time students. Please see specific section for complete requirements.

## ATTENDANCE

### Inclement Weather

- All students will adhere to closings as decided by the VBCPS. The announcement will be made via the Internet website [www.vbschools.com](http://www.vbschools.com).
- Notification on clinical days will be by prearranged phone tree.

### Attendance

While enrolled in nursing school, any absence, whether excused or unexcused, will accrue hours, apart from school activities. A student must be in their seat ready for class.

### PN I/II Attendance and Tardy/Early Release Policies:

A student who is absent 15 or more hours will receive an Attendance Warning. A PN I-II student absent more than 30 hours or more than 15% of any given subject (class, lab or clinicals) will be placed on Attendance Probation and evaluated by the Nursing Faculty /Promotions Committee regarding continuation in the program. Excessive absences are identified as missing more than 30 hours in Practical I or II and/or more than 15% of any given subject, including clinical assignments. Students receiving a PELL Grant may jeopardize their financial aid eligibility. (15% example: Subject is 40 hours x .15 = 6 hours). A student who has been placed on probation for absences and/or tardies and continues to accrue additional absences and/or tardies may be ineligible to attend clinicals and will not be promoted to PN3.

A student who is tardy or released early 4 times will receive an Attendance Warning. Excessive Tardies/Early Releases are identified as being tardy or released early 8 times in PN I & II. If a student is tardy 46 minutes, they are counted absent. A student may be dismissed from the program or placed on attendance probation for excessive absences and/or tardiness. In addition, tardy and early release minutes count as missed attendance time. If a student is not in their seat ready to begin class by the expected time, they will be counted as late. High school students must have prior approval of the designated instructor for field trips scheduled by the home school. Proper forms and signatures are to be presented. “**Senior Skip Day**” is not recognized as an excused absence in the VBCPS or VBSPN.

### PN III Attendance and Tardy/Early Release Policies:

A student who is absent 20 hours will receive an Attendance Warning. A PN III student absent more than 35 hours will be placed on Attendance Probation or more than 15% of any given subject (class, lab, simulations or clinicals) and evaluated by the Nursing Faculty /Promotions Committee regarding continuation in the program. Excessive absences are identified as missing more than 35 hours in Practical III and/or more than 15% of any given subject, including clinical assignments. Students receiving a PELL Grant may jeopardize their financial aid eligibility. (15% example: Subject is 40 hours x .15 = 6 hours).

**Excessive Tardies/Early Releases are identified as being marked tardy or early release of 8 or more times in PN III.** In PN III, if the student is more than seven (7) minutes late, he/she is docked 15 minutes; if he/she is more than twenty-two minutes late, he/she is docked 30 minutes. If a student is not in their seat ready to begin class by the expected time, they will be counted as late. Tardiness at the clinical site may result in the student being sent home with an unexcused absence. A student may be dismissed from the program or placed on attendance probation for excessive absences and/or tardiness. In addition, tardy minutes count as missed attendance time.

### Make-up clinical absences

All clinical and simulation are mandatory, as scheduled. Clinical and SIM hours are submitted to the Virginia Board of Nursing. Any missed hours must be made up to meet the course and Virginia Board of Nursing requirements. Instructors will provide one (1) clinical make-up day for each clinical course. During this make-up day, faculty will determine the clinical experience to meet course objectives. The clinical make-up day will be scheduled at the discretion of the faculty. Faculty will verify that the student successfully completed the entire clinical make-up session. If the student does not complete the entire clinical make-up session on the scheduled date, the student will be given a mandatory failure for the clinical component of the course, which results in a course failure. The make-up of clinical hours does not negate the 15% absence of missing clinical hours policy which may result in Probation or Dismissal from the program.

## **Maternity**

Any student who is/or becomes pregnant is responsible for the following:

1. Notify the Director of Nursing in writing.
2. Notify the Director of Nursing in writing if there are any medical issues that arise during the pregnancy.
3. Provide a copy of the Appendix E Medical Release Form and Essential Functional Abilities List from her Obstetrical Physician stating that student is physically able to safely complete course and clinical requirements. The student must be able to perform the duties expected of a LPN nursing student.
4. The Medical Release Form and Essential Functional Abilities List will be obtained on a monthly basis, and after each physician's visit or more frequently as the need arises with any changes to her healthcare status and following delivery to the Nursing Office. If there are any restrictions to the student's activities in the class or clinical area, the restrictions/limitations are to be clearly specified in writing. Without documentation from the healthcare provider, the student may not be permitted to return to class or clinical.

A student may continue in theory, laboratory and clinical practice as late into the pregnancy based upon the medical clearance by the student's Obstetrical Physician on the Medical Release Form. After evaluating any accommodation's mandated by the medical physician on the Medical Release, the nursing program will determine, *on an individual basis*, whether or not the necessary accommodations or modifications can reasonably be made and provided the clinical facility approves these accommodations. (Patient safety has to always be our first concern.) If the accommodations cannot reasonably be made, the student will be dismissed from the program. The student may apply for readmission, in which case, all requirements for readmission must be met (see Readmission section). Absences that occur for medical appointments, illness or delivery/recovery are excused; however, absence hours will continue to accrue.

## **Sickness**

Sick days are considered absence hours and will accrue toward time. For absences greater than 3 consecutive days, legal or medical supporting documentation is required to be submitted to the Nursing Office (forms will not be accepted at clinical sites).

## **Court Appearance**

Absences for students subpoenaed to appear in court as a witness, to accompany a minor child to court, or for jury duty will be excused with proper documentation.

## **Professional Leave**

In rare instances, students may be granted Professional Leave to attend professional conferences when asked to attend by VBSPN faculty. Students must be in good academic and attendance standing in order to be considered. Students will not be counted absent when on Professional Leave, provided they attend the event for which they were granted leave.

## **VBCPS Vacation and Holidays**

### **PN I/II**

Practical Nursing I & II calendars will follow the VBCPS school calendar for days off including holidays and vacation periods. Please reference the VBCPS website: [www.vbschools.com](http://www.vbschools.com). All calendars are subject to change.

### **PN III**

Practical Nursing III students will be provided monthly VBSPN calendars at the beginning of each rotation. These calendars will incorporate VBCPS holiday and vacation breaks, otherwise students are to follow the VBSPN PN III calendar. PN III first day of school is typically the second week in July. The ending date for PN III is in April. All calendars are subject to change.

## GENERAL POLICIES

### Changing Class Sessions

Students may not change class session (AM to PM or PM to AM) without **prior written approval** of the designated instructor and the Nursing Director.

### Change of Address/Phone Number/Name

A student with a change of address or phone number is required to inform the secretary in writing within five (5) days of the change. Students must share current phone number with school and faculty. Students who have their name changed due to any circumstance are to notify the Nursing Director in writing on the first day of return to school following the name change. A change of name must be verified by a legal document.

### Communication

In case of an emergency during school hours, students should inform family members to call the Nursing Department, 648-5889, and request the office associate to contact the instructor. The office associate will locate the instructor and pass the message. A telephone is available in the main office for use before and after school.

1. Family members or friends should be informed **not** to call or visit students during class hours or clinical experiences.
2. Per VBCPS policy, students are not allowed to use personal electronic devices (i.e. cell phones, ear buds and smartwatches, etc.) from the first bell to dismissal bell (this includes classroom breaks or restroom breaks) As per VBCPS policy cell phones will be confiscated and given to VBCPS administrators if rules are violated. PN III or adult students may be dismissed from the classroom.
3. Text messaging or having a cell phone on is considered a form of cheating during exams or exam reviews. Cell phones are to be given to instructors prior to sitting for exams or quizzes.
4. Cell phones must be **turned off** during the clinical day. Cell phones are not allowed to be in pockets of uniform while on the clinical floor *per VBSPN and facility policy* (exception for instructor's who must be in contact with VBSPN at all times). Students may be dismissed from the clinical area for violating this policy.
5. Hospital and VBSPN telephones are not to be used for personal calls.
6. No taping or taking pictures of patient's or charts in the clinical setting is permitted.
7. Students must seek permission prior to the start of class from each instructor if they wish to record lectures in the classroom.

### VBSPN/VBCPS Indebtedness

School Board policy prohibits the granting of credit. *Students will be dismissed for failure to meet financial obligations.*

### Textbooks/Instructional Materials

- Open book tests may be given. Failure to have access to a textbook is not a grading consideration.
- Practical Nursing I and II: Textbooks are loaned to high school students only. Adults are required to purchase all textbooks.
- Except for normal wear, all instructional material furnished for student use must be returned in good condition at the end of the school year or separation from the program. The fee for lost textbooks/library books will be computed as follows:
  - 100% of value for books having a copyright date up to three years.
  - 50% of value for books having a copyright date older than three years.
  - The fee for lost or damaged textbooks will be assessed at the original purchase price.
- Practical Nursing III: Students are required to purchase **ALL** PN III required textbooks.

## **Transportation and Parking**

1. PN I/II: Buses are provided to transport high school seniors from their home school to the Technical and Career Education Center and back to their home school.
2. PN III: Students are responsible for their own transportation. Clinical facilities may designate parking areas and may require parking passes and/or fees.
3. **All** students must provide their own transportation to and from clinical locations. Clinical site assignments are made to provide the best possible learning experience given the facility resources and the needs and capabilities of the student. Therefore, students should be aware that sharing a ride with a specific individual or proximity to home address or work location is not a criterion for assignment.
4. All PN I/II students are expected to have reliable transportation that arrives on time for the start and ending of clinicals.
5. Tech Center parking lot rules apply to all students. Students must obtain and pay for a parking permit. Practical Nursing students are to park in the east side parking lot of the building (the front row is reserved for faculty/staff).
6. Student access to the Tech Center building is unimpeded during regular arrival and departure times. All other time will require students to gain entry through the main entrance. Students are **NOT** to open locked access doors for anyone at any time.

## **Visitors**

Visitors are not allowed in the classroom area without special faculty permission. Permission must be obtained in advance. ALL visitors are required to report to the security desk, and wear a visitor sticker. The sticker is to be returned to the office upon leaving the Tech Center when signing out. Visitors are not allowed in the clinical/hospital setting.

## **Smoking**

Smoking is not permitted while on any VBCPS property, or while attending any VBCPS or VBSPN sponsored event, and clinical facilities (including parking lots and within vehicles). Student may be dismissed from the program. Students are not permitted to attend clinical with smoking odors clinging to clothing and/or person.

## **Student Employment**

Students may elect to work while attending the nursing program as long as it does not affect their health, academic achievement, or progress. The demands of the program are great, and many students find it difficult to maintain their grades and work even part time. Students are expected to schedule their working hours so as not to conflict with regularly scheduled class or clinical times. *Students may not leave early or arrive late to accommodate employment requirements.*

## **Food Allergies**

Classroom activities, various luncheons, receptions, HOSA social events, purchasing food from Culinary Arts Department, or food item fundraisers may provide the student the opportunity to eat food prepared by others. Partaking of such food is not an academic requirement and students eat at their own risk. Students have a responsibility of informing others of all known food allergies. Students are not required to consume food items during these activities.

## **Confidentiality and Patient Records**

Patient records are confidential. VBSPN complies with the regulations of the Health Insurance Portability and Accountability Act (HIPPA). Students must sign a confidentiality agreement. Students are not to share pictures, confidential information, or records related to the treatment of patients with anyone except within clinical practice with instructors and nursing staff. Discussion of the patient is done appropriately in the patient care setting during report, pre and post-conferences and ongoing communications with the instructor and health care team. Never, under any circumstances, are such discussions held in public areas or where conversations can be overheard or within social media forums. Accessing electronic medical records must be in accordance with the clinical facility. Faculty and hospital security have the right to search your clinical paperwork for possible violation of HIPPA law. *Violation of HIPPA may result in disciplinary action and/or dismissal from the program.*

## **Criminal Background Check and Drug Screening**

Criminal Background and Drug Screening are required for each portion of the program (PNI & PN III). Criminal Backgrounds/Drug Screening are required by the deadline set by VBSPN and through the approved vendor. Anything other than a finding of "No" under *Records Found* by the researching or documenting agency will be reviewed individually by the Nursing Director and Nursing Faculty to determine whether a student can meet clinical requirements. The School of Nursing cannot guarantee that students will be permitted to sit for the NCLEX -PN licensure examination with a criminal or substance abuse history. A positive criminal background or drug screening finding may prevent the student from participating in the clinical portion of the program; and therefore, from completing the program; in addition, a positive criminal background or drug screening may also prevent the program graduate from becoming licensed by the Virginia Board of Nursing. Clinical agencies may require students to undergo a secondary criminal background review or drug examination using their own vendor. As mandated by contractual agreement, all agencies require a criminal background check and drug screening.

It is the responsibility of each student to complete these requirements, pay the cost of the background check and drug screening, and to authorize the results to be forwarded to the Director of the Virginia Beach School of Practical Nursing or the program Designee. This must be done according to the dates specified either on the current Estimated Expense Sheet, as specified by letter, or as directed by VBSPN Calendar.

*A new criminal background and drug screening is required at the beginning of PN III and all readmitted students are required to complete a new Criminal Background and drug screening.*

**In addition, during the school year, should a nursing student be charged, convicted, plead to or plead no contest, and/or sentenced with a misdemeanor or felony, the student must report this information to the Nursing Director within 72 hours of any arrest or DUI that occurs while a student is in the program. *IMPORTANT: failure to report such incidents may result in the student's dismissal from the School of Nursing.***

## **Additional Security Checks**

Some clinical agencies may require students to submit to an additional security system check which could include criminal background checks through the facilities vendors or to a drug screening which may be at the student's/parent's expense. Failure to submit or failure to pass such screenings will result in disciplinary actions, including dismissal from the program. A positive criminal background finding through a clinical facility may prevent the student from participating in the clinical portion of the program; and therefore, not completing the program; in addition, a positive criminal background may also prevent the program graduate from becoming licensed by the Virginia Board of Nursing.

## **Sexual Harassment**

1. Sexual harassment will not be tolerated. All students have a right to learn in an environment free from intimidation, hostility, or offensive behavior. Students may be dismissed for sexual harassment. Virginia Beach School of Practical Nursing expects that all persons enrolled in the program will demonstrate proper respect and consideration for each other.
2. Sexual harassment involves sexual advances, requests for sexual favors, jokes of a sexual nature, and/or verbal or physical conduct of a sexual nature. Behaviors become sexual harassment when they are unwelcome and/or create interference with the learning environment.
3. Incidents of alleged sexual harassment and/or sexual misconduct should be reported to the Nursing Director, Tech Center Director or the student may file a complaint with the assistant principal or any teacher. Allegations of sexual harassment will be thoroughly investigated by the principal and will be resolved as promptly, equitably, and effectively as possible (Virginia Beach City Public Schools, Regulation 5-44.1)
4. Any PDA (public display of affection) in the classroom, hallway or any part of the school grounds including cars is not acceptable behavior.

## **Substance Abuse**

Students will not use, give to another, possess, or be under the influence of alcohol, marijuana, drug paraphernalia, controlled substances, or imitation controlled substances on School Board property, at school-sponsored activities, or while going to or coming from school. [S.B. Reg. 5-36.1 and 5-45.1/Rule 19]

## **Campus Crime Data**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose crime statistics that happen on and around their campuses. VBSPN collects and reports data about criminal offenses, arrests, and administrative referrals for the following specific criminal violations:

- Murder/non-negligent manslaughter
- Negligent manslaughter
- Sex offenses- Forceable
- Sex-offenses- Non-forceable
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate offenses involving criminal acts
- Illegal weapons possession
- Drug law violations
- Liquor law violations
- Domestic violence, dating violence, and stalking

Campus crime data are reported annually to the U.S. Department of Education as required by the Clery Act. The data for the most recent three years are available at <http://ope.ed.gov/SECURITY/index.aspx>

## **VBSPN Records and Transcripts**

While completing the program the student record is stored in a locked, file cabinet, located in the Nursing Director's office with access limited to the VBSPN secretary and program faculty. The content of student records varies, depending on whether the student is a high school or an adult student. The record may include, but is not limited to: transcripts, application, preadmission testing results, correspondence, references, documents signed by the student, criminal history and sex offender authorization, and evaluations. Health Records are kept in a locked file cabinet within the File Room for a period of 10 years.

Under the Family Education Rights and Privacy Act (FERPA), students currently in the school have the right to:

- Inspect and review his/her education and financial aid records.
- Amend his/her own record for clerical errors or request a hearing to amend the record.
- File a complaint with the U.S. Department of Education.
- Know who has a legitimate educational interest in his/her education record. For VBSPN, authorized persons may include: Title IV agency, the Accreditation Commission for Education in Nursing (ACEN), Va. Board of Nursing, VBCPS administration, State Education authorities.
- No file items shall be removed by the student/parent

Students must make an appointment with the VBSPN secretary at least 24 hours prior to viewing. A member of the faculty or staff will sit with the student during the viewing.

## Student Records

- **Permanent Records**

Permanent records are kept indefinitely in a locked, fire retardant safe within the VB Career and Technical Education Center's Main Office, which includes VBSPN transcripts, application, high school transcript, background checks and drug screening, and miscellaneous letters. VBSPN is in the process of transitioning into digital records stored on VBCPS laser fiche.

- **Temporary Records:**

These records are kept in a locked file cabinet in the nursing file room: Clinical progress reports and skills competency records are kept for 5 years; tests are destroyed upon successfully passing NCLEX, otherwise tests will be kept for 5 years, health records are kept for 5 years following graduation or withdraw/dismissal from program, financial records are kept for 5 years, attendance records are kept for 5 years, and non-enrolled applications are kept for 5 years. Student Grievances and Formal Student Complaints are kept until next scheduled accreditation and Board of Nursing site visit.

- **Transcript Requests:**

The cost to obtain a transcript is \$5.00 and must be accompanied by a signed and dated release from the graduate/student. Transcripts will not be released until all debts owed to the school are satisfied.

## ACADEMIC POLICIES

### Code of Student Conduct

All students, including adults, are required to abide by the Virginia Beach City Public Schools Policies and Procedures as published in the Student Code of Conduct, the School Bus Code of Conduct, the Technical and Career Education Student Handbook, the Virginia Beach School of Practical Nursing Student Handbook, the General Expectations, the Classroom Guidelines, and all clinical agency policies and procedures, etc. Students may be disciplined by school officials, to include suspension and expulsion for inappropriate student conduct on school property, while engaged in or attending a school activity, or while going to or returning home from school (see page 66 for more information). Students may also be disciplined for acts committed away from school property, including social media and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline.

### Homework

Homework is due to the instructor at the start of class on the assigned due date/time. Homework submitted after due date/time will have 8 points deducted (in PN I/II) and **10** points deducted (in PN III) each day the homework is late. All homework, regardless of the grade received, must be submitted to the instructor before the student will be allowed to progress to the next unit/subject/graduation such failure to submit homework will result in an incomplete. Students cannot progress/graduate with an incomplete for the course. Students who consistently fail to turn in homework will be placed on probation.

### Testing Policies

1. All tests given at the Virginia Beach School of Practical Nursing (Practical Nursing I, II and III,) may draw from material presented during previous subjects and/or units.
2. Students are required to use VBSPN provided computers for all testing. Students are required to use lock-down browsers and have Securely in place with all testing being monitored at all times. This allows the instructor's ability to freeze a student's screen and/or take screen shots of illicit activity and potential cheating.
3. Study guides may or may not be given at each instructor's discretion. Study guides are not intended to be inclusive of all material on the test.
4. Unannounced quizzes may be given at the instructor's discretion.

5. Student are expected to take tests when asked to do so and not to miss test days. If the students is not present to take the test, the instructor has the option to give a different test especially if missing tests becomes a pattern of behavior (more than once in a course).

### **Make-Up Exam/Quiz/Homework**

It is the *responsibility of the student* to seek out the instructor on the **first day of return to school** to make up missed learning experiences.

- Make-up tests are to be taken on the day of return (classroom or clinical). Instructors may provide an additional day if the student provides a doctor's note for the absence.
- **Eight points** (PN I/II) and **Ten points** (PN III) will be deducted for each day the student fails to take the exam/quiz/homework as scheduled by the instructor.
- Failure to adhere to the scheduled make-up date may result in a grade of zero and/or "Incomplete" for the subject. A different test on the subject matter may be administered per the instructor's discretion.
- See the Virginia Beach Technical and Career Education Center Student/Parent Information Handbook for further details regarding VBCPS attendance policies.
- PN I-II HS student's Parents/guardians must provide a note stating the reason for absence or tardiness. Adult students must also provide a note documenting a valid reason for their absence or tardiness.

### **Prohibited Conduct**

The following is in addition to VBCPS's Code of Student Conduct given provided annually to students and parents which outlines School Board policies and expectations for student behavior and conduct in the classroom, on the bus and at all school-related activities. VBSPN education is based on the premise that integrity, moral obligation and self-discipline are inherent to the nursing profession. Students are expected to show respect for themselves, instructors and their peers at all times.

- **Academic Integrity Violations:**

The following are examples, but are not limited to, which may be grounds for dismissal from the program.

- a. Cheating: Using unauthorized assistance, materials, study aids, or other information in any academic exercise (Examples of cheating include, but are not limited to, the following: using unapproved resources or assistance to complete an assignment, paper, project, quiz or exam; collaborating in violation of a faculty member's instructions). Cheating will be taken very seriously and may lead to sudden dismissal from the nursing program this includes the use of AI (Artificial Intelligence) is prohibited.
- b. Plagiarism: Using someone else's language, ideas, or other original material without acknowledging its source in any academic exercise. Examples of plagiarism include, but are not limited to, the following: submitting a research paper obtained from a commercial research service, the Internet, or
- c. from another student as if it were original work. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities but attempts to take credit for the work of the group.
- d. Facilitation: Helping another student commit, or attempt to commit, any Academic Integrity violation, or failure to report suspected Academic Integrity violations to a faculty member. An example of facilitation may include circulating course materials when the faculty member has not explicitly authorized their use.

- **Classroom disruption:** The purpose of this information is to assist students in understanding proper classroom behavior. The classroom should be a learning-centered environment in which faculty and students are unhindered by disruptive behavior. You are a VBSPN student and are expected to act in a mature manner and to be respectful of the learning process, which includes all Tech center staff and instructors and your fellow students. Faculty members have the authority to manage their classrooms to ensure an environment conducive to learning. Student actions that interfere with teaching or learning in the classroom or behaviors that creates or contributes to an unsafe or unprofessional learning environment will not be tolerated. Examples may include but are not limited to persistently late arrivals or early dismissal which interrupts normal flow of classroom; speaking without first obtaining recognition and permission to speak, becoming belligerent, confrontational, argumentative, disrespectful, or verbally abusive.
- Student are not all to use electronic equipment such as cell phones, computers, smartwatches, headphones, etc. without instructor permission. As per VB school board policy all electronic devices need to be turned off and put away.
- **Unprofessional Behaviors:** Acting, or failing to act, when the student knows or should know such would embarrass or make uncomfortable, harm, endanger another student, instructor of the VBSPN program and or staff member of the Tech Center..
- **Online Misconduct:** Students are cautioned that they can be subject to discipline for behavior occurring online, such as inappropriate photos taken on school grounds or clinical facilities, harassment delivered by email, or acts of bullying or discrimination posted in video form or on gossip sites. Students must also be aware that information posted to blogs, webpages, social networking sites such as Twitter and Facebook, or other online postings are in the public sphere, and are not private. These postings can subject a student to allegations of Code violations. VBCPS/VBSPN does not regularly monitor online activities but may take action if and when such information is discovered.
- **Clinical/Simulation Student Behavior:**  
Because nursing students are legally responsible for their own committed or omitted acts and nursing instructors are responsible for their students in the clinical area or classroom, it is therefore necessary for the student and the nursing faculty to conscientiously identify any behavior that is negligent, fraudulent, unsafe care. Should faculty determine Negligent/fraudulent/unsafe behavior a written incident report will be completed and given to the Director of Nursing. Faculty will determine action of either probation or possible dismissal from the program.
- **Negligent/Fraudulent/Unsafe clinical/classroom/lab behavior is demonstrated when the student:**
  1. *Violation or threat to Physical Safety:*  
Nursing students are expected to prioritize the physical safety of patients by adhering to established protocols. Violations include failing to place the bed in the low position, ensuring call bells are within reach, improper monitoring/maintenance of special equipment, inappropriate use of side rails and restraints, and inadequate supervision of patients at risk. Any deviation from these standards is considered a breach of patient safety and requires immediate corrective action.
  2. *Violation or threat to Psychological Safety:*  
Maintaining the psychological safety of patients, peers and staff is paramount. Nursing students must communicate therapeutically, both verbally and nonverbally, avoiding communication blocks. Violations include inappropriate speech in the presence of patients, significant others, staff, peers, and/or faculty. Student consistently interrupts peers/faculty creating a hostile learning environment. Additionally, failure to document in a concise and inclusive manner is considered a threat to psychological safety.

Continuous attention to therapeutic communication and documentation is imperative for fostering a supportive healthcare environment and classroom.

*3. Violation or Threat to Safety of Patients or Peers:*

Ensuring the safety of patients and peers is fundamental to nursing practice. Violations range from unrecognized or recognized breaches of aseptic technique to failure in adhering to handwashing techniques. Additionally, failure to follow Standard Precautions and Guidelines for Isolation Procedures is considered a significant threat. Violations of the "6 Rights of Administering Medications" and failure to follow agency policy regarding IV infusions are also critical concerns. Vigilance in maintaining a safe environment and adherence to established procedures are essential.

*4. Inadequate and Inappropriate Use of the Nursing Process:*

Students are expected to consistently apply the nursing process in their clinical practice. Inadequate clinical preparation, including failure to arrive on time and lack of necessary medical equipment, is not acceptable. Nursing care plans must be completed and updated, and students are expected to observe and report critical assessments regarding patients. Student's incomplete clinical preparation demonstrates a lack of commitment to the nursing process and undermines the quality of patient care. Repeated, faulty nursing judgments and failure to follow orders are serious violations that compromise patient care and require immediate corrective action.

*5. Violation of Previously Learned Principles in Nursing Care:*

Students are expected to apply learned principles consistently. Performing skills not checked off in skills lab and inability to calculate dosages are violations of established standards. Any failure to perform skills or procedures previously learned is considered a lapse in competence and requires remediation.

*6. Inappropriate Independence/Dependence in Action or Decisions:*

Students should recognize the importance of seeking help in challenging situations or emergencies. Inability to provide safe nursing care and failure to identify personal limitations in making independent decisions puts the safety of the patient at risk and indicates a lack of appropriate decision-making skills. Collaboration and seeking assistance when needed are essential components of safe nursing practice.

*7. Disregard for Standards of Behavior:*

Maintaining professional standards of behavior is integral to nursing education. Protecting patient confidentiality is of utmost importance, and any breach of this principle requires immediate corrective action. Violations such as dishonesty, inappropriate language, making derogatory comments, substance use, disregarding the dress code, and failure to adhere to the Student Handbook or agency policies- these behaviors disregard standards of professionalism outlined in the student handbook and the ethical principles integral to nursing practice.

*8. Review and Enforcement:*

These scenarios serve as examples to illustrate the importance of adhering to the outlined policy within both clinical and classroom settings, emphasizing the significance of maintaining safety and professionalism throughout the nursing education journey.

This policy will undergo regular review to ensure its relevance and effectiveness. Violations will be addressed through a fair and transparent disciplinary process, with the goal of fostering a culture of safety, professionalism, and continuous improvement within the nursing program.

## HEALTH POLICIES

### Change in Health Status

Students experiencing a change in health status (surgery, pregnancy, illness, etc.) while enrolled will be required upon return to campus to submit a Medical Release form from his/her physician as to student's ability to perform all expected functions fully, safely and without jeopardizing the health and/or well-being of the student, patients and others. All new Medical Release forms must be received by the Nursing Office **prior** to re-entry into class, lab or clinical. **Forms will not be accepted at clinical site.**

In the event the student is placed on restrictions, the Promotions Committee will make further recommendations regarding continuation in the program. After evaluating any accommodation's mandated by the medical physician on the Medical Release form, the nursing program will determine, *on an individual basis*, whether the necessary accommodations or modifications can be reasonably made. The clinical facility must approve these accommodations (patient safety must always be our first concern). If the accommodations cannot be accommodated, the student will be dismissed from the program. The student may apply for readmission, in which case, all requirements for readmission must be met (see Readmission section).

### Health Requirements

Students should strive to maintain good mental and physical health and must be able to perform all tasks necessary to meet the requirements of the program (see Appendix E).

1. Medical insurance is strongly recommended for each student.
2. VBCPS, VBSPN, and the Cooperating Agencies neither assume any financial responsibility for students, nor pay any portion of a student's hospital bill or physician's fees, including, but not limited to, mandatory drug screening/testing.
3. Prior to enrollment and prior to beginning PN III students sign the Essential Function Abilities form, indicating that they understand and accept the physical requirements necessary to meet program expectations.
4. At the beginning of PN I and PN III students submit a health form that includes a physical examination by a healthcare provider and selected immunizations. The healthcare provider is provided with the Essential Functional Abilities as part of the Physical Form. In addition, when a student is out of school after three days, the healthcare provider must sign a Release Form for the student to return to school.
5. Tuberculin Test (PPD) - 2 documented tests, a minimum of 1 week apart. If one PPD has been performed within the past 12 months, it counts as the first, with the second due by the start of first semester. If a PPD is positive, a chest x-ray is required (copy of x-ray report to nursing program and proof of treatment by a medical doctor, physician assistant, or nurse practitioner).
6. Immunizations required by one or more clinical facilities (follow instructions as per VBSPN Immunization Form):
  - a. Tetanus-diphtheria (Td)
  - b. Measles, Mumps, Rubella (MMR)
  - c. Varicella (chicken pox) vaccine (Varivax)
  - d. Influenza – An annual flu shot
  - e. Hepatitis B - titer demonstrating immunity
  - f. Pertussis vaccine (Tdap)
  - g. Covid vaccination (1 dose) may apply for a religious or medical waiver
7. Required health forms are to be submitted to the Nursing Office by the **required due date** (per letter). Failure to meet these requirements by the posted deadline will prohibit clinical experience and therefore from successfully completing the program.
8. It is the student's responsibility to maintain a current PPD and CPR certification throughout the program. Documentation of updates is given to the **nursing office only**.

## **Exposures**

In the event of a needle stick/cut or exposure to blood/ body fluids/infectious disease during a clinical rotation, the student must:

1. Notify the instructor, who will subsequently notify appropriate agency personnel.
2. Complete the appropriate risk management report for that facility and submit it to Risk Management. A copy is filed in the student's record.
3. Arrange for a visit to his/her health care provider for follow-up. Medical care is the responsibility of the student.
4. Testing the source patient (and any treatment subsequent to involvement with that patient) is the responsibility of the facility. Continued follow-up with the healthcare provider for the student is recommended.

## **Infectious Disease**

Before entering campus or clinical facilities ask yourself the following self-screening questions. If you answer YES to any of these questions, do **NOT** enter the campus building or clinical facility:

Are you experiencing any of the following symptoms that cannot be attributed to another health condition:

1. fever, temperature of 100.4° F or higher (in the past 72 hours)
2. a new cough
3. shortness of breath
4. chills and or body shaking
5. a new sore throat
6. a change in senses to smell and/or taste
7. headache
8. muscle or body aches
9. have you taken medication to lower your temperature in the past 72 hours?

In addition, a student who exhibits symptoms of an infectious disease (including, but not limited to diarrhea, jaundice, rash, draining skin lesions, prolonged upper respiratory infection, fever, or conjunctivitis) must report these symptoms to the instructor. It is the student's responsibility to seek medical attention from his/her healthcare provider immediately. Any student diagnosed by a physician as having a communicable disease will not be allowed to attend class or clinical until a healthcare provider indicates he/she is no longer contagious. The student must present documentation from the healthcare provider indicating that s/he is safe to return to class/clinical/lab and whether or not there are any restrictions to student activities/functions, prior to returning to class, lab or clinical. **Documentation will not be accepted at the clinical site.**

***Changes in Policy** are subject to change by school officials at any time they deem such action necessary. Written notification will be provided per VDOE, VBON and ACEN.*

## **Student Representation in VBSPN Governance**

Students are encouraged to participate in governance of the school. Calls for student representatives will be announced in class. Interested students may contact a faculty member or Director of Nursing to express their interest in serving, or they may be nominated by faculty or peers. The following is a list of student Governance committees:

- Class President who is responsible for HOSA functions and conducting class meetings, assists with plans for the Nursing Graduation and working with designated faculty sponsor.
- Curriculum Committee: The Director of Nursing invites selected first and second year students to represent their peers by providing comments and suggestions relevant to the nursing curriculum.
- Textbook Adoption Committee: The Director of Nursing will invite students from the first and second year to comment on media preview, textbooks, and items needed for the nursing lab.
- Student-Faculty Liaisons: Representatives from each class will comprise student representation. Students may consult faculty as the need arises. The objectives of the Liaisons are to: Provide a forum of open communication between faculty and students; provide an opportunity for faculty to share with students proposed changes in the nursing program; provide an opportunity for students to

discuss concerns; and provide a mechanism for disseminating information to students. Each nursing class has representatives to be a liaison to the Faculty Meetings. They are expected to attend meetings where they can provide input and address student issues and assist in the review of courses.

- Handbook Committee: selected student representatives and alumni attend and consult during a faculty directed review of the handbook and the policies and procedures listed therein.



## STUDENT ORGANIZATIONS

HOSA (Future Health Professionals, formerly known as Health Occupations Students of America) is a co-curricular requirement. HOSA provides a means for members to develop leadership skills through planning and implementing programs that give students knowledge of health care issues and concerns and encourages them to promote wellness within the home, school, and community, as well as participating in a variety of charitable events.

Students who are selected and wish to attend the HOSA State Leadership Conference will be required to pay a fee to help offset costs.

### HOSA Officer Obligations:

- a. Attend Open House and New Student Orientation
- b. PN II officers must attend Graduation

Students are also encouraged to join organizations which are devoted to promoting practical nursing, such as the National Federation of Licensed Practical Nurse Association (NFLPNA) and the National Association of Practical Nurse Education and Service, Inc. (NAPNES).



## **UNIFORM and DRESS CODE POLICY**

Virginia Beach City Public School Dress Code is published in the Technical and Career Education Handbook which is distributed annually to students.

VBSPN has expanded the dress/uniform codes to adhere to the professional environment and to specify dress appropriate to both class and clinical settings. Students are reminded that they are being prepared for employment and that the health profession maintains exacting standards for professional appearance and grooming.

**PN I-II Students** will be given a verbal warning regarding dress/uniform code violations.

- 2<sup>nd</sup> dress/uniform code violation the student will be given a written warning (High School student's parents will be contacted).
- 3<sup>rd</sup> dress/uniform code violation the student will be placed on probation for electing not to follow VBSPN dress code and points are deducted from the class participation/uniform test grade within each course.
- The 4<sup>th</sup> dress/uniform dress code violation the student will not be allowed to attend clinicals and therefore will not be promoted to PN3.

### **PNIII**

**students** will be given a verbal warning regarding dress/uniform code violation.

- 2<sup>nd</sup> dress/uniform code violation the student will be given a written warning.
- 3<sup>rd</sup> dress/uniform violation the student will be dismissed from class for the day with absence hours accruing.

If the dress code violations occur at the clinical site, the student will be dismissed from clinical and absence hours will accrue (HS students are required to stay at the facility but will not be allowed to participate and time missed will accrue).

### **VBSPN Classroom Uniform:**

#### **1. PN I/II & PNIII Classroom Uniform**

- a. Jeness is the required vendor for purchase of classroom scrubs- will add VBSPN embroidery and patch (refer to new student orientation handouts for more details).
- b. (Optional) Students may elect wear an all-black turtleneck shirt or black crew neck shirt in good condition under their classroom uniform for additional warmth. Classroom uniforms must fit properly, not sag below the waistline or appear too tight – otherwise students may be required to purchase a new uniform to satisfy these requirements.
- c. The Jeness Fleece Jacket with VBSPSN logo is the only outerwear allowed to be worn while in the VBSPN uniform while in school or clinical.

2. Uniforms are to be worn with black nursing shoes (non-porous, closed toe and heel) and are worn with black socks that completely covers the ankle.

### **VBSPN Uniform Policy for All Nursing Students:**

#### **1. Visible piercing is strictly limited to:**

- Two small, simple conservative stud earrings in each ear in class and clinical may be worn
- One small, simple conservative nostril stud earring for class and clinical may be worn

2. **Not Allowed:** tragus, eyebrow, lip, tongue, tip or bridge of nose jewelry, hoop rings, dangling jewelry, or gauges (If removal of a gauge creates a safety concern, the student will be required to wear a Skin Tone Hider Plug).
3. Finger ring is limited to 1 plain band – no stones are permitted. A medic alert bracelet is permitted.
4. Analog watch with a second hand is required to be worn with class and clinical uniform.
5. A small conservative necklace is permissible ***in class uniform only***.
6. Students must adhere to the dress code of the Technical and Career Education Handbook if wearing street clothes (no pajamas, ripped jeans, bare midriffs, shirts with no sleeves, short skirts, spaghetti straps, etc).



7. **Hair:** Conservative hair styles and natural hair coloring for the professional nursing occupation. Extremes in hairstyles and color are **not** acceptable (no hair coloring whether peek a boo/highlights/streaks that you would not be born with: e.g. blue, pink, green, yellow, purple, orange, or color blocking, etc). **Hairstyle & color is subject to approval by the faculty.**
  - a. Hair shall be clean, well groomed.
  - b. In clinicals, hair must be neatly arranged up and off the collar while in the clinical setting.
  - c. Moustaches, sideburns, and beards shall be neatly trimmed and groomed.
  - d. Hair accessories (ponytails holders, hand bands, or hair pins) are to match the hair color. Colored ribbons, flowers, decorative embellishments, scarves and other hair accessories/ornaments are not to be worn with class/clinical uniforms.
  - e. Head coverings are permissible for documented religious reasons only (not acceptable in class/clinical: hats, caps, scarves, stocking caps, do-rags, sweatbands, etc.).
8. **Make-up** shall be applied so the colors appear natural and blend with the skin tone. No exaggerated or artificial appearances.

9. **Tattoos** will be permitted in the class and clinical **except in the following situations:**

- Neck, face, and arms with full and half sleeves must be covered while in clinical uniform
- Where it could be deemed offensive or controversial to co-workers, customers, patients, or others in the workplace based on racial, sexual, religious, political affiliation, ethnic, or other characteristics or attributes of a sensitive or legally protected nature. (i.e. Tattoos depicting violence, nudity, illegal substances, weapons, etc.).
- If it is determined by faculty that a tattoo is controversial or offensive, the student must cover the tattoo or body art with the appropriate uniform, clothing, or material (i.e. bandage or other dressing) unless such covering creates a safety or infection prevention and control concern.

10. **Fingernails** shall maintain a conservative nail length at no more than one-fourth inch past the tip of the finger; be neat, clean, clear nail polish may be worn in class. **However, no nail polish may be worn in clinical setting.** Direct patient care providers shall not wear fingernail polish of any kind, fingernail enhancements or any bonding product considered artificial. Artificial includes, but is not limited to, extensions, tips, gels, including gel polish ("shellac"), acrylic overlay, resin wraps, acrylic fingernails, powder dipped nails, appliques and nail jewelry.

### **Clinical Uniform**

An instructor may dismiss a student from the classroom, laboratory, or clinical setting for violating uniform policy. A supervisory staff member from an affiliating agency may dismiss a student from an observational experience if the student is attired inappropriately or is deemed unsafe. The following rules apply any time the student is required to be in uniform:

1. The official clinical uniform of the Virginia Beach School of Practical Nursing is purchased by students through the school's vendor of choice is defined as the official clinical uniform.
2. Full clinical uniform will be worn when on duty and in labs
3. The uniform must be clean and pressed and the shoes clean and polished black.
4. Black crew socks or knee highs
5. Pant length should be above the heel of the shoe so as not to touch floors.
6. Black Nursing shoes or all black leather athletic shoes may be worn, but must be clean, including the shoelaces. (Open heels, mesh, holes or canvas shoes are not permitted.)  
If uncertain contact Nursing Director before purchasing.
7. Only the approved vendor jacket with the VBSPN patch may be worn.
8. Patch must be visible and securely sewn flat onto sleeve of VBSPN approved clinical top and approval jacket in order to attend clinical.
9. Students may wear an all-black turtleneck shirt or black crew neck shirt under their clinical or classroom uniform for warmth or modesty. This shirt must be kept in pristine condition.
10. Follow piercings as described above.
11. Analog watch with a second hand is required to be worn with class and clinical uniform.
12. **A necklace is not allowed** in the clinical uniform.
13. Students should *refrain* from wearing fragrances as patients and peers/faculty may have allergies or be sensitive to smells.
14. **Make-up** shall be applied so the colors appear natural and blend with the skin tone. No exaggerated or artificial appearances.

15. **No nail polish may be worn in clinical setting.** Direct patient care providers shall not wear fingernail polish of any kind, fingernail enhancements or any bonding product considered artificial.

16. **Mandatory Clinical/Lab Equipment:**

- a. Watch with a second hand
- b. Black ink pen
- c. Pair of bandage scissors
- d. Penlight-NON Led
- e. Stethoscope
- f. B/P cuff



### **Graduation Uniform**

Graduation is a formal occasion. Students will follow the Guidelines for Professional Appearance in the Clinical Setting:

1. Females will have a choice of white Jeness pants and top or knee length dress uniform.
2. High heel shoes are not allowed.
3. Males will wear white Jeness nurse top and pants.
4. Graduation uniforms must be approved by faculty prior to graduation.
5. Professional nursing shoes for graduation will be required; sneakers are not permitted.
6. An official female nursing cap is required for graduation to be provided by the nursing office. (Ribbons will be applied to caps for females and to graduation uniform for males).
7. All Guidelines for Professional Appearance in the Clinical Setting apply, including guidelines for hair, makeup, jewelry, personal hygiene and undergarments.
8. Graduating students will remain in full graduation attire and adhere to graduation dress code throughout the duration of the ceremony and reception.

9. VBSPN and the graduation site are not responsible for items left at the graduation site.

### **Professional Dress**

At times, students will be required to dress in professional/business attire:

1. For men: tie and a dress shirt, sport/suit coat, with dress trousers worn with a belt.
2. For women: pantsuits, businesslike knee or calf length dress or skirt, blouses with conservative necklines and closed-toe, low-heeled dress shoes.
3. For both: Little to no jewelry, no perfume, professional hairstyle, cover half-sleeve or full sleeve tattoos.

## **GENERAL ADMINISTRATIVE POLICIES**

The curriculum of the Virginia Beach School of Practical Nursing consists of thirteen subjects in a sequential order. Failure to meet the objectives of any subject may result in the student being dismissed from the program. The decision to dismiss is the responsibility of the Faculty Committee and shall be in accordance with majority decision. Each student is evaluated by tests (written and oral), homework, projects, quizzes, class participation, laboratory and clinical performance, attitude and demeanor and successful completion of all requirements are mandatory for progression and/or promotion.

It is the responsibility of the Faculty after conferring with the Nursing Director to advise students of current deficiencies by initiating action plans and/or probation and recommendations for student improvement.

In the event a student is unable to satisfactorily perform nursing care, the nursing instructor/teacher must intervene until action has been taken by the Faculty Committee. Students may be dismissed, for failing to satisfactorily perform competencies, failing to meet terms of action plans, failing to comply with signed agreements, patient safety and HIPPA violations, and failing to comply with deadlines.

Distribution of Clinical Evaluations and Nursing Gradekeeper Report is considered notification of progress. (Parents of high school student are to expect such a report, at minimum, once every 5 weeks.)

### **Student Rights and Responsibilities:**

#### **Students' Right to an Education**

1. The Commonwealth of Virginia, as provided for in Article VIII of the Constitution of Virginia, has established and must maintain a public school system.
2. All students, irrespective of sex, race, creed, color or disability are entitled to the same courses of education and use of facilities in the schools.

#### **General Responsibility of Students When Asserting a Right to an Education**

1. Along with the right to equality of educational opportunity, students have two responsibilities:
  - a. To apply themselves to the best of their ability to gain maximum benefit from the educational opportunities guaranteed to citizens, and
  - b. To act in such a way as not to interfere with the rights of others to the same opportunity.

- Reasonable and necessary order in the educational institution itself is essential to the fostering and maintaining of educational opportunity. Students may forfeit their right to educational opportunities when their conduct is such that it substantially disrupts the educational process and deprives others of their rights.

### **The Student Right-To-Know Act**

The Student Right-to-Know Act was enacted in 1990 by federal law (P.L. 101-542). The law requires institutions that receive Title IV student financial aid to collect, report and/or disclose graduation rates for full-time, first-time, of full-time technical certificate or degree-seeking students. This information is published in the VBSPN Catalog and VBSPN website.

## **EVALUATION, PROMOTION and GRADUATION**

### **Grading Scale**

PN I/II will use the following Virginia Beach City Public Schools Grading Scale

Range	Letter Grade	Points
<b>93 - 100</b>	<b>A</b>	<b>4.0</b>
<b>90 - 92</b>	<b>A-</b>	<b>3.7</b>
<b>87 - 89</b>	<b>B+</b>	<b>3.3</b>
<b>83 - 86</b>	<b>B</b>	<b>3.0</b>
<b>**80 - 82</b>	<b>B-</b>	<b>2.7</b>
<b>77 - 79</b>	<b>C+</b>	<b>2.3</b>
<b>73 - 76</b>	<b>C</b>	<b>2.0</b>
<b>70 - 72</b>	<b>C-</b>	<b>1.7</b>
<b>67- 69</b>	<b>D+</b>	<b>1.3</b>
<b>*64 - 66</b>	<b>D</b>	<b>1.0</b>
<b>Below 64</b>	<b>E</b>	<b>0.0</b>

## Laboratory and Clinical Grading:

**E: Excellence (Self-Directed):** Almost always exhibits (>90% of the time) a focus on the client; accuracy, safety and skillfulness, assertiveness and initiative; efficiency and organization; eagerness to learn. *Almost never requires* instructor direction, guidance, monitoring or support (< 10% of the time).

**S: Satisfactory (Supervised):** Very often exhibits (75% of the time) a focus on the client; accuracy, safety and skillfulness, assertiveness and initiative; efficiency and organization; eagerness to learn. *Occasionally requires* instructor direction, guidance, monitoring or support (25% of the time).

**P: Progressing (Assisted):** Often exhibits (50% of the time) a focus on the client; accuracy, safety and skillfulness, assertiveness and initiative; efficiency and organization; eagerness to learn. *Often requires* instructor direction, guidance, monitoring or support (50% of the time)

**D: Developing (Novice):** Occasionally exhibits (75% of the time) a focus on the client; accuracy, safety and skillfulness, assertiveness and initiative; efficiency and organization; eagerness to learn (25% of the time).

**U: Unsatisfactory:** Almost never exhibits (<10 of the time) a focus on the client; accuracy, safety and skillfulness, assertiveness and initiative; efficiency and organization; eagerness to learn. Student has been unable to meet course objectives and clinical expectations. *Almost always requires* instructor direction, guidance, monitoring or support (90% of the time). Any rating of U is subject to probation or possible dismissal.

**As the student progresses through the program, the objectives increase in complexity. This tool is designed to document progressive competency and is to be completed by the clinical instructor throughout the rotation and reviewed with the student.**

## Expected Level of Performance

Clinical Rotation	Minimum Expected Performance
PNII Clinicals	D: Developing (Novice)
MS2 Clinicals	P: Progressing (Assisted)
MS3 Clinicals	S: Satisfactory (Supervised)
Specialty Clinicals	P: Progressing (Assisted) --- S: Satisfactory (Supervised)
MS4 Clinicals	S: Satisfactory (Supervised) --- E: Excellence (Self-Directed)
Geriatric Clinicals	S: Satisfactory (Supervised) --- E: Excellence (Self-Directed)

## Assessment Technologies Institute (ATI) Assessment Testing Policies

Students will take proctored ATI assessments throughout PN I/II/III. The benchmark for the following proctored assessments is Level 2, for each of the following assessments:

➤ Anatomy and Physiology	➤ Maternal-Newborn Nursing
➤ Nutrition	➤ PN Mental Health Nursing
➤ Fundamentals of Nursing	➤ PN Pharmacology for Nursing
➤ PN Medical Surgical Nursing	➤ Nursing Management
➤ Nursing Care of Children	➤ Critical Thinking

Students must take the non-proctored assessment and score a minimum of 80% (PN I/II/III) prior to taking the proctored assessment.

- Students will be assigned a non-proctored exam prior to an ATI proctored exam. PN I/II/III students are required to obtain a minimum of 80% on the non-proctored exams in order to sit for the ATI proctored exams. Students will be given multiple attempts on non-proctored exams but must make the required minimum acceptable minimum grade.
- The non-proctored exam results must be printed out and must be submitted to the instructor by the date/time specified by the instructor in order to sit for the proctored ATI exam. *Failure to submit the non-proctored exam print-out as required may result in ineligibility to sit for the proctored exam.*

- A level 2 benchmark score is required for all ATI **proctored** exams.
- Students who fail to meet the Level 2 benchmark on the proctored ATI assessments are required to remediate utilizing the ATI focused Review; Level 1 equates to 2 hours of focused review remediation, below level 1 required 4 hours of focused review remediation. In addition, student will take another version of the non-proctored exam and earn an 80% or better. The deadline to be determined by the instructor.
- Students who fail to complete the ATI focused review as required and the non-proctored ATI exam with an 80% or better may be dismissed from the program.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

### SAP Evaluation

At a minimum SAP will be evaluated at the end of each course regardless of student attending part time (PN I/II) or full-time (PNIII) and regardless of a student receiving or not receiving financial aid. Should students fail to meet SAP standards the result will be the adult student to be dismissed from the program (*high school students may remain in PN I/II with the knowledge the student will not be promoted to PN3*). The notification will be copied to the financial aid office at the Adult Learning Center (if student was awarded financial aid) and the Virginia Beach Technical and Career Education Director. Students dismissed from the program may apply for readmittance to the program only once and only for the immediate next school year (readmission is based upon space availability among other criteria). The grievance/appeal process may re-establish SAP eligibility—the decision reached by the Assistant Superintendent for High School Education is the *final decision*.

### SAP: Grades

Progress is measured throughout the program by qualitative and quantitative measurements: by the student's grade in each course (qualitative) and by the number of clock hours completed (quantitative), students must complete VBSPN in 100% maximum time (completion of 550 clock hours in PN I/II (year one) and 944 clock hours in PN III (year two). VBSPN does not offer incomplete grades, repeating of courses or noncredit remedial courses.

### SAP Practical Nursing I/II

To be considered for promotion to Practical Nursing III, a student must have a minimal final grade of 80% in each of the seven courses taught in Practical Nursing I and Practical Nursing II, a minimum Calculations grade of 90%, a satisfactory rating in both laboratory and clinical performances (which includes simulation and minimum of 40 hours direct client care), satisfactory attendance/discipline and submission of an official high school transcript evidencing graduation. Adult students who fail to meet SAP will be immediately dismissed from the program. High school students who do not meet the promotion criteria to PN III may continue in the PN I/II portion of the program (barring discipline issues) and if successful in meeting an overall average passing VBCPS grade of 64% will pass PN I/II- enabling students to earn credit to graduate high school (however, student will not be eligible to continue to second year of program).

### SAP Practical Nursing III

A student must earn an average grade of 80% or better in each unit (includes homework assignments, quizzes, tests, projects and final exams), a satisfactory in clinical/laboratory evaluations, satisfactory attendance/discipline and earn a minimum of 90% in the calculation exams in order to progress in the program.

In addition to the above criteria for Practical Nursing I/II and III, a student must attend at least 85% of the scheduled class hours in each subject, including clinical assignments and cannot be absent more than 30 hours in Practical Nursing I/II and/or 35 hours in Practical Nursing III.

### Notification Lack of Satisfactory Academic Progress

Following evaluations of each nursing course the program director or designees shall notify students who have not met the standards of satisfactory academic progress. The notification will be copied to the Financial Aid office (if student was awarded financial aid) as well as the Virginia Beach Technical and Career Education Director.

## **Academic, Clinical Probation or Dismissal**

The Nursing Faculty shall exercise its right to require a student, at any time, to be placed on academic or clinical probation or dismissal if the standards of nursing care are not met or in the opinion of the Nursing Faculty the student is unsafe, ineffective or exhibits behavior that is detrimental to the nursing process.

## **Action Plans and/or Letters of Warning/Probation**

Any formal action resulting from a student not meeting SAP will be kept in the student's academic record while enrolled. Copies of clinical action plans will be attached to the *Clinical Progress Record* for the duration of the plan/probation to be shared with all clinical instructors as applicable.

### **Probation**

1. Probation is defined as a definite period of time during which a student is required to demonstrate progressive improvement in a specified area and meet all subject and program objectives.
2. Probationary status may be used in situations concerning attendance, academic achievement, clinical or laboratory performance, attitude and/or behavior in the classroom, clinical facility or any professional setting. Written confirmation of probation will be provided.
3. Clinical probation may be designated to allow a student to demonstrate satisfactory performance in areas clearly identified by clinical objectives. The length of the probationary period will be determined at the time the student is placed on clinical probation.
4. The faculty will review the progress of a student on probation on an ongoing basis and at the end of the probationary period or earlier if deemed appropriate.
5. A student may also be placed on probation and or dismissed for reasons cited in Chapter 30, §54.1-3007. Refusal, revocation or suspension, censure or probation, Code of Virginia, effective July 1, 2007.
6. Practical Nursing I/II subject failure will result in failure of promotion to Practical Nursing III. Failure of a unit in PN III will result in dismissal from the program. Dismissed individuals may seek readmission once. However, it is the former student's responsibility to notify the school in writing when seeking readmission to the program. The competency-based curriculum is sequential; therefore, all objectives must be met according to the sequential curriculum plan in order to progress to the next level and/or graduate from the program. Repeat subjects must be completed the next time the subject is offered in order to be granted credit for any previous program work/accomplishments.

### **Dismissal**

1. Dismissal is defined as removal of the student from the program for reasons specified. A student dismissed may apply for readmission only once (see Readmission Policy).
2. The length of time the student has completed in the program shall not be a criterion when considering dismissal.
3. A student is dismissed if he/she fails to meet the academic, laboratory, behavioral, or clinical objectives with or without prior probation.
4. Students may be dismissed for failure to follow all policies and requirements, including the Honor Code as well as failure to meet published/posted deadlines.
5. Students engaging in behaviors defined by the Virginia Board of Nursing Regulations (18 VAC 90-20-300), Disciplinary Provisions, as cause for denial, revocation or suspension of license will be evaluated for continuation in the program.

## **Readmission**

Readmission to VB School of Nursing whether from dismissal or should a student withdraw, should not be considered automatic, rather it is at the discretion of the faculty. The student must have followed established procedure for withdrawal from the program. All outstanding financial obligations to the school must have been met for the student to re-enter. A former student must apply for readmission to the Nursing Director by **May 1** for the following fall semester. A student may readmit only once. Readmission following a withdrawal is granted only if space is available.

1. Former VBSPN high school students and adults who were withdrawn in PN III, must submit a letter/email to the Nursing Director a request by **May 1** for the following fall semester.
2. High school students *who fail to meet the criteria for promotion to Practical Nursing III*, provided they graduated high school, may apply for readmission to the program as an adult starting in PNI by submitting an adult application and official high school transcript for admission by the deadline of **May 1**. In addition, the applicant is required to take the entrance exam and earn acceptable scores.
3. Former VBSPN adult students who were withdrawn in PNI may apply for readmission to the program starting in PNI by submitting a letter of request by **May 1** for the fall semester.
4. Readmitted students will meet ALL requirements for routine admission, including all fees as listed on the current Estimated Expense Sheet. An official VBSPN school uniform will be purchased from the school's vendor of choice, if needed. CPR for the Professional Rescuer or Health Professional shall be documented and current. All Health Policies must be current. Criminal Background, Sex Offender Checks and Drug screening must be through the approved vendor, must be current, and on file in the nursing office. A positive criminal background or drug screening finding may prevent the student from participating in the clinical portion of the program; and therefore, from successfully completing the program. An applicant with a felony conviction will not be readmitted into the nursing program.
5. The final decision for readmission will be made by the Admissions Committee.
6. The readmitted student may be required to repeat the entire program, certain subjects, certain units in a subject and/or laboratory and clinical skills/performances. The decision will be made by the Admissions Committee on an individual basis.

## **Maximum Time Frame**

Federal regulations 34 C.F.R. 668.34 requires that SAP must be reviewed whether or not financial aid was received. The maximum time frame is defined by the Virginia Beach School of Nursing is not to exceed 100% of the published length of the program (1494 clock hours) to complete VBSPN LPN Certificate Program. To progress through the program to ensure graduation within this timeframe, students must complete is 560 clock hours in PNI/II and 934 clock hours in PNII). Successful completion of the nursing program at VBSPN does not guarantee licensure, the opportunity to apply for a licensure examination, or employment in the relevant health care occupation.

Transfer students: accepted transfer clock hours (courses) will be counted toward the 100% maximum time SAP rule.

## **Practical Nursing I & II (VO 8357 & VO 8358) Evaluation and Promotion**

Practical Nursing I/II students will receive progress reports/report cards every 4 - 5 weeks. Progress reports/report cards are to be signed by parents of all high school students and are to be returned to school within one week of distribution. Distribution of a progress report/report card is considered notification of progress. Parents are to expect such a report, at minimum, once every 5 weeks. For individual course grading policies please refer to the appropriate syllabus.

**Exams:** All tests given in Practical Nursing I / II may include questions from previously presented and/or tested content. The Mid-Term and Final Examination will both be cumulative in content. The mid-term examination will count as a test grade. The final examination will count in the overall VBCPS cumulative record of program grade. No nursing student is exempt from the mid-term or final exam.

**VBCPS Workplace Readiness Testing** will be taken during PN I (pre-assessment)/ PN II (post-assessment).

### **Clinical and Laboratory Promotion Policy**

To be eligible for promotion to Practical Nursing III (PN III), students must meet all academic, clinical, community service hours, and attendance requirements outlined below.

#### **PN I/II Clinical/Lab: Clinical and Laboratory Requirements**

Students must earn a satisfactory rating in both the skills laboratory and clinical experience components.

A minimum of 40 hours of direct clinical care must be completed during PN II with a satisfactory clinical evaluation.

To participate in the Nursing Fundamentals clinical experience, students must be earning an 80% or higher grade in the Nursing Fundamentals course 2 weeks prior to clinicals. Students must have *less than 15% absences in each* of the following areas of Nursing Fundamentals:

- Theory
- Lab
- Simulation

#### **Practical Nursing I & II Promotion to PN III:**

1. All students must earn an 80% in all courses to be considered for promotion to Practical Nursing III
2. *High school students* who fail any subject, are *ineligible* for promotion to PN III. However, they should continue to improve their grades in order to graduate and earn high school credit.
3. *PN I/II adult students* will be dismissed immediately following **any** failures of the above, as they are no longer eligible for promotion to PN III.
4. Students must earn a 90% on the Drug Calculations exam in Pharmacology. Three Drug Calculations exam retakes will be permitted. The exam is a pass/fail.
5. Students who are on probation for attendance/tardies will be individually evaluated.
6. Students must complete 48 hours of clinical with satisfactory ratings in clinical/lab and class/clinical.
7. complete skills lab requirements.
8. *Complete 16 hours of community service* (deadline set by instructor) – an objective of the Nursing Fundamentals Course.

### **Practical Nursing III (VO 8359) Evaluation and Promotion**

Students must have an eighty (80%) or higher cumulative grade in each course, and a satisfactory rating in each course for laboratory and/or clinical practice in order to progress and remain in the program.

For individual course grading policies please refer to the appropriate syllabus; however, all tests given in PN III may include previous content.

There are some specific grading policies and/or requirements for each of the subjects in Practical Nursing III. (refer to the course syllabi for specifics). Students must successfully meet all program requirements to proceed in the program.

### **Proctored ATI Comprehensive Predictor**

Students must earn, at minimum, a Composite Score that is indicative of an 88 or higher percentage/probability of passing the NCLEX-PN.

- Students who do not meet the Composite Score indicative of an 88 or higher percentage/probability of passing the NCLEX-PN are required to remediate utilizing the ATI Focused Review as directed by instructors. Remediation time will be calculated based on the number of questions missed by any individual student on ATI Proctored Assessments. The number of questions missed will be multiplied by 2 minutes to determine the amount of time required for the student to spend on that content for remediation. For example: The student misses 40 questions. Multiply 40 X 2 = 80 minutes required to be spent on ATI Focused Review.
- **Students who fail to complete the ATI Focused Review as required will be dismissed from the program.**

**NCLEX Preparation Review:** Failure to comply and/or earn acceptable scores will prohibit graduation:

- Students are required to sit for the following ATI proctored exams: Leadership, Pharmacology, Critical thinking, and Fundamentals in preparation for the NCLEX-PN. The student will meet all required ATI exam benchmark requirements. Remediation will be completed for those who do not meet the required benchmarks.
- The student will attend, participate, and complete the ATI Live NCLEX-PN Review (all scheduled days)

## Graduation

1. Eligibility for a certificate from the VBSPN is based upon successful completion of all phases of the program. All financial obligations, including the return of borrowed library materials, and school ID badge must be satisfied to participate in graduation.
2. The graduate's profile will be sent to the Virginia Board of Nursing, who will then determine if the candidate meets the requirement to take the National Council Licensure Examination – Practical Nursing (NCLEX-PN) given by the National Council of State Boards of Nursing.
3. The graduate's record contains the following: application to the school, consent for release of information, high school transcript or copy of General Education Diploma (GED), licensure examination results, if received by the school, a final summary of clinical performances and final transcript of subjects and grades.
4. Students who have not met all requirements for completion of the program are not considered graduates and may not participate in the graduation ceremony.
5. A mandatory dress rehearsal will be scheduled prior to graduation. The graduate must be approved by Faculty in order to participate in graduation. Students are required to be prompt.
6. Failure to attend graduation practice and/or failure to report for graduation at the appointed time will prohibit participation in graduation including marching on stage, sitting on stage, and receiving the Certificate of Completion and the nursing pin in front of the audience.
7. The graduating class Power Point presentation will be no more than three (3) minutes in length. The PowerPoint presentation will be reviewed by the Director and content may be changed/deleted at his/her discretion.

**NCLEX-PN & VBON Application:** The student will submit an application for licensure testing (NCLEX-PN) to the VBON and to the VBON approved testing agency (Pearson Vue) with necessary fees according to the directions given in class by the deadline date published on the calendar. These licensing/testing applications will be completed **as a group** electronically. Students will be required to use a **credit/debit card** (*with their own name on the card*) in order to pay for the NCLEX/VBON application.



**Commonwealth of Virginia, Department of Health Professions  
Virginia Board of Nursing**

**§ 54.1-3007. Refusal, revocation or suspension, censure or probation.**

The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant and may suspend any license, certificate, registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multistate licensure privilege, or censure or reprimand any licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes:

1. Fraud or deceit in procuring or attempting to procure a license, certificate, or registration;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony or any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;
7. The denial, revocation, suspension or restriction of a license, certificate, registration, or multistate licensure privilege to practice in another state, the District of Columbia or a United States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property.

**18VAC90-20-300. Disciplinary provisions.** A. The board has the authority to deny, revoke or suspend a license or multistate licensure privilege issued, or to otherwise discipline a licensee or holder of a multistate licensure privilege upon proof that the licensee or holder of a multistate licensure privilege has violated any of the provisions of §54.1-3007 of the Code of Virginia. For the purpose of establishing allegations to be included in the notice of hearing, the board has adopted the following definitions:

1. Fraud or deceit in procuring or maintaining a license means, but shall not be limited to:
  - a. Filing false credentials;
  - b. Falsely representing facts on an application for initial license, reinstatement or renewal of a license; or
  - c. Giving or receiving assistance in the taking of the licensing examination.
2. Unprofessional conduct means, but shall not be limited to:
  - a. Performing acts beyond the limits of the practice of professional or practical nursing as defined in Chapter 30 (§54.1-3000 et seq.) of Title 54.1 of the Code of Virginia, or as provided by §§54.1-2901 and 54.1-2957 of the Code of Virginia;
  - b. Assuming duties and responsibilities within the practice of nursing without adequate training or when competency has not been maintained;
  - c. Obtaining supplies, equipment or drugs for personal or other unauthorized use;
  - d. Employing or assigning unqualified persons to perform functions that require a licensed practitioner of nursing;
  - e. Falsifying or otherwise altering patient, employer, student, or educational program records, including falsely representing facts on a job application or other employment-related documents;
  - f. Abusing, neglecting or abandoning patients or clients;
  - g. Practice of a clinical nurse specialist beyond that defined in 18VAC90-20-290;
  - h. Representing oneself as or performing acts constituting the practice of a clinical nurse specialist unless so registered by the board;
  - i. Delegating nursing tasks to an unlicensed person in violation of the provisions of Part VIII (18VAC90-20-420 et seq.) of this chapter;

- j. Giving to or accepting from a patient or client property or money for any reason other than fee for service or a nominal token of appreciation;
- k. Obtaining money or property of a patient or client by fraud, misrepresentation or duress;
- l. Entering into a relationship with a patient or client that constitutes a professional boundary violation in which the nurse uses his professional position to take advantage of the vulnerability of a patient, a client or his family, to include but not limited to actions that result in personal gain at the expense of the patient or client, a nontherapeutic personal involvement or sexual conduct with a patient or client;
- m. Violating state laws relating to the privacy of patient information, including but not limited to §32.1-127.1:03 of the Code of Virginia;
- n. Providing false information to staff or board members in the course of an investigation or proceeding.

### **Legal Requirements to Report: Child and Adult Abuse**

#### **Regulations Governing the Practice of Nursing April 2, 2008**

§ 63.2-1606. Protection of aged or incapacitated adults; mandated and voluntary reporting.

§ 63.2-1509. (Effective until March 31, 2009) Physicians, nurses, teachers, etc., to report certain injuries to children; penalty for failure to report.

Visit the Virginia Board of Nursing website ([www.dhp.state.va.us/nursing/nursing\\_laws\\_regs.htm](http://www.dhp.state.va.us/nursing/nursing_laws_regs.htm)) for reporting contact information.

\*Students are required to complete abuse and neglect training (instructions will be given in PNI and PN III).



## CURRICULUM

<b>PN I and PN II</b>	<b>PN III</b>
Intro to Nursing and the Client	Medical Surgical Nursing (MS 2)
Intro Anatomy and Physiology	Medical Surgical Nursing (MS 3)
Nursing Fundamentals	Medical Surgical Nursing (MS4)
Nutrition and Health	Pediatric Nursing
Intro Pharmacology	Mental Health Nursing
Medical Surgical Nursing (MS 1)	Obstetric Nursing
	Advanced Medical Surgical Nursing (MS5): (Geriatrics – Leadership & Management)

### **VBON Curriculum Requirements**

Virginia Beach School of Practical Nursing meets the curriculum requirements per VBON Regulations 18VAC 90-27-90 (Curriculum). The curriculum of the Virginia Beach School of Practical Nursing is offered in a sequential order in Practical Nursing I, II and Practical Nursing III.

Additionally, Virginia Beach School of Practical Nursing meets the requirements per VBON Regulations 18VAC 90-27-100 Curriculum for Direct Care which requires a Nursing education program prepares a student for licensure as a practical nursing providing a minimum of 400 hours of direct client care supervised by qualified faculty.

### **PRACTICAL NURSING I AND II (VO 8357 and VO 8358)**

In the Practical Nursing I and II phase, the subjects are devoted to the study of the nursing process and the underlying scientific principles and skills of nursing. This level offers clinical experience in caring for older adult patients.

#### **Intro to Nursing and the Client**

This course is designed to introduce the beginning student to the practical nursing program, to nursing and the clients in their care. Information is provided on: orientation & expectations of VBSPN students; NCLEX testing strategies & critical thinking; legal and ethical aspects; current trends in health care; student physical and mental health; communication skills; role of the practical nurse within healthcare team; historical background of nursing; health organizations; and cultural & religious practices.

Additionally, students are introduced to human growth and development. It includes the physical, social, emotional development and the characteristics of each age group from birth through old age. This knowledge assists the student in recognizing deviations from normal for to provide better health care to their clients.

#### **Intro Anatomy and Physiology**

This subject is designed to present the normal basic structure and function of the human body. The sequence of the subject begins with cells and proceeds to tissues, organs and body systems. The student is provided a foundation for the recognition and understanding of normal structure and function.

#### **Nursing Fundamentals**

This subject is designed to offer the student of practical nursing a basic knowledge of the principles of physical and psychosocial needs underlying nursing care. Performance skills are demonstrated and practiced in the laboratory which will lead to proficiency in the clinical area. Basic first aid and emergency nursing measures are introduced. The subject is based on the premise of total patient nursing care using the nursing process for the beginning practitioner of practical nursing.

## **Nutrition and Health**

This subject deals with the relationship of food and nutrition to health. It includes the study of nutrients, their functions, sources, requirements, and uses by the body. Meal planning to meet the needs of the individual at various stages of the life cycle is incorporated. Various health problems and dietary guidelines that are used to guide nutritional principles to the care of patients, family and self.

## **Intro Pharmacology**

This subject presents basic information relative to the underlying scientific principles of drug absorption, distribution, excretion of drugs and methods and routes of administration, nursing implications, and drug calculations, and the current state of the opioid crises in the US and VA.

## **Medical Surgical Nursing (MS 1)**

This subject introduces the student to the terminology and symptomatology of disease conditions and basic microbiology. The student will be presented with specific nursing care required of patients. The needs of the general surgical patient are stressed. The nursing implications of procedures used in diagnosis and treatment are discussed. This subject also introduces the student to community health with emphasis on prevention of illness.

## **PRACTICAL NURSING III (VO 8359)**

Practical Nursing III subjects emphasize the utilization of the nursing process and bio-psycho-social principles essential to nursing care. Recognizing individual differences; every effort is made to cultivate and to build upon previous experiences. Nutrition, pharmacology, and anatomy and physiology, and communication are integrated into each subject. Students administer medications to their assigned patients according to hospital policy and student preparedness. As the student progresses, he/she will administer nursing care to patients with more complex health problems.

## **Medical Surgical Nursing (MS 2)**

This subject is designed to provide the student with the knowledge and skills necessary for utilization of the nursing process in the care of adult medical surgical patients. Emphasis is placed on beginning Nursing Process, head to toe assessment, and the special nursing problems and nursing care of the older adult in the nursing home setting. Theory concepts include developing a therapeutic nurse-patient relationship, nutritional principles, cultural sensitivity, pharmacology, and beginning evidenced based practice.

## **Medical Surgical Nursing (MS 3)**

This subject builds upon the theories and principles introduced in previous subjects. Students are provided the opportunity to care for adult medical surgical patients with more complex nursing needs. The nursing process will be expanded through the utilization of developing critical thinking skills.

## **Medical Surgical Nursing (MS 4)**

This subject continues to build upon the theories and principles introduced in previous subjects. Students are provided the opportunity to care for adult medical surgical patients with increasingly complex nursing needs and are tasked to apply the nursing process through an expanded utilization of critical thinking skills, time management, and prioritization of care.

## **Obstetric Nursing**

This subject promotes childbearing as a normal physiological process, in which health care personnel offer support during the entire childbearing cycle. The individual needs of the mother and newborn are emphasized utilizing a family centered approach. This subject also prepares the student to care for patients with complications of pregnancy, birth, and the postpartum period using the nursing process. Learning experiences may include the hospital setting, childbirth classes, and physician offices.

### **Pediatric Nursing**

This subject focuses on the physical and psychological needs of the infant, child and adolescent with emphasis on health maintenance. The effects of illness and physical or emotional handicaps will be emphasized in relation to normal growth and development. The interpretation of illness, treatments and the effects on the child and his/her parent/s will be discussed. Learning experiences may include the hospital setting, childbirth classes, and physician offices.

### **Mental Health Nursing**

This subject is designed to provide the student with an opportunity to develop a deeper awareness of his/her responses to his/her environment leading to an increased ability to therapeutically meet the physical and psychosocial needs of the patient. Emphasis is placed communication skills, adaptive and maladaptive behavior, problem solving using the nursing process and on patient safety in both in and out of structure settings. Clinical correlation is achieved by providing the student the opportunity to care for adult medical surgical patients with complex emotional or behavioral needs in acute care settings and community settings.

### **Advanced Medical Surgical Nursing (MS5)**

This subject is concerned with the holistic assessment of the health needs of older adults, planning and implementing health care to meet their needs and the criteria for evaluating the effectiveness of the care. Emphasis is placed on special nursing problems and nursing care of the increasingly complex older adult in the hospital setting. Concepts included are critical thinking including prioritizing and time management for multiple patient care, economics of health care and laws, regulations that directly affect the older adult, pharmacology for older adult, and life and death issues and cultural competency.

Additionally, MS5 builds upon the theories and principles introduced throughout the LPN program. Emphasis is placed on the cultivation of Leadership skills: advanced critical thinking skills and preparation of the student nurse for entry into practice. Learning experiences include a community service final project and preceptorships may be available.



## PROCEDURES FOR COMPLAINTS/GRIEVANCES

### **VBSPN Student Non-Academic Complaint**

VBSPN recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of non-academic complaints. Any student raising a complaint shall be treated with respect and shall receive a response as delineated in the following procedures. Retaliation against anyone involved in a complaint process, including the complainant, witnesses, or school representatives, is strictly prohibited. In compliance with standards set forth by the U.S. Department of Education and Virginia Board of Nursing, and ACEN, VBSPN will maintain a record of all formal student complaints against the institution.

#### **Procedure**

This procedure involves non-academic complaint resolution based on one of the following claims: arbitrary and/or capricious actions by a VBSPN employee; policy or procedure applied unfairly and/or in a different manner than it was applied to others; administrative error in the application of the policy or procedure, student advisement, improper disclosure of grades, unfair testing procedures, etc. A non-academic complaint may be resolved through either an informal or a formal process.

#### **Informal Non-Academic Complaint Process:**

1. Students are encouraged to make reasonable efforts to have their concerns addressed informally within two weeks of the incident. The student is strongly encouraged to discuss the matter in question informally with the VBSPN employee(s) most directly involved. While the student is encouraged to resolve the issue(s) in question through the informal process, s/he may elect to move to the formal process at any time.
2. Any complaint or grievance filed against the Director of Nursing should be made directly to the Technical and Career Education Center's Director.
3. If the problem is resolved to the satisfaction of the student, the matter is closed. If the problem is not resolved to the satisfaction of the student, the student may elect to move to the formal process.

#### **Formal Non-Academic Complaint Process:**

If the complainant does not wish to attempt a resolution of the complaint through the informal process or in the event the student believes the informal process has been unsuccessful, s/he may use the formal complaint process within 2 weeks of the incident.

1. Complaints by currently enrolled students or students separated from the program (using the VBSPN Student Complaint Form) are to be submitted to the Director of Nursing (DON).
2. Within five working days the DON shall acknowledge in writing to the student receipt of the complaint.
3. The DON shall then either work to resolve the complaint (if the complaint falls within the purview of the DON), or forward the complaint to the Tech Center Director, who shall then work to resolve the complaint.
4. The DON will investigate the complaint, take appropriate action, and respond to the student within ten school days.
5. A record of the student complaint will be placed in the Student Complaint Log retained in the Nursing Director's files, indefinitely.

## VBSPN Formal Non-Academic Complaint Form

Last Revision: June 2015

### Policy Statement:

VBSPN seeks to address written complaints by a currently enrolled student, or a student separated from program when brought to administrative attention. VBSPN encourages students with a legitimate concern to participate in the formal complaint process. This form is used to document and track VBSPN's forthright attempts to address appropriately filed Formal Student Non-academic Complaints.

Types of Complaints EXCLUDED from this Formal Non-Academic Complaint:

Student complaints concerning academic, sexual harassment and sexual misconduct are excluded from this student complaint reporting procedure. Instead, student complaints concerning academics should follow the Grade Challenge sexual harassment and sexual misconduct must be reported to the Nursing Director or Tech Center Director.

**For proper processing, all information must be completed and delivered to the Director of Nursing.**

<b>Students are encouraged to use the informal complaint process prior to filing a formal student complaint.</b>		
<b>Student Contact Information</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden Name</b>
<b>Street Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Email</b>	<b>Phone Number</b>	
Term: PNI    PNII    PN III		
<b>Non-Academic Complaint Information</b>		
<i>Area of VBSPN involved in the Complaint:</i>		
<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Administration	
<input type="checkbox"/> Student Services	<input type="checkbox"/> Facilities	
<input type="checkbox"/> Policy	<input type="checkbox"/> Other	

<b>Please describe how you have attempted to resolve this issue through other means:</b>		
With whom have you spoken (VBSPN Instructor):	When?	What was the outcome?
<p>Please explain below the circumstances of this formal complaint. (Be specific in explaining your concerns. Include dates and names of individuals who may be involved. Please attach any supporting documentation or additional information you think is relevant to this complaint.)</p> <hr/>		
<p>Why are you pursuing the formal complaint process?</p> <p>What do you hope to achieve through the formal complaint process?</p> <p>Student Signature: _____ Date: _____</p>		
<b><i>INTERNAL USE ONLY</i></b>		
<p>Date Received: _____ Decision: _____</p> <hr/>		
<p>Rationale: _____</p> <hr/>		
DON Signature: _____		Date Closed: _____
Forwarded To: _____		

## **Student Assignment Grade Challenge**

If a student believes that a grade on a particular test, quiz or assignment (*not a final course grade*) received is incorrect, ***on the day the assignment*** is returned the student shall:

1. **First** discuss the grade with the faculty who assigned it within one day the graded test/quiz or assignment was returned to the student.
2. If the test/quiz grade is deemed to be correct (no miscalculation of grade occurred) then the grade stands as issued. The faculty who assigned the grade shall notify the student of the decision in writing by the following school day.
3. If the test/quiz grade issued was in error (miscalculation of grade occurred) then the faculty corrects the grade and shall notify the student of the grade change by the following school day.
4. If a student receives a grade of less than 80 for a written assignment (case study, project) the student may request another faculty member to conduct a second, independent, blinded evaluation of the assignment within **one** day of the graded assignment being returned to the student.
5. After the second faculty member grades the assignment, the course facilitator and the two evaluators will review and discuss the scores and reconcile the assignment grade. The faculty who assigned the grade shall notify the student of the decision in writing within **two** school days.

## **STUDENT ACADEMIC/CLINICAL GRIEVANCES**

### **Purpose**

The purpose of these procedures is to provide students within Virginia Beach School of Practical Nursing an opportunity for an objective review of facts and events related to the cause of a grievance involving administration of academic/clinical performance and/or Final Grade disputes. It is NOT the intention of these procedures to provide a forum for questioning the judgment or grading policies of faculty. Nor will Academic or Clinical Performance grievances deal with general student concerns. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.

### **Academic Grievance Information**

During the grievance and appeal procedure, the student will be immediately placed on probation and will be allowed to continue classroom theory, in which case, grades will only be recorded on the student's record if the student is allowed to continue in the program. Students will continue to receive financial aid while on probation. A grade may only be changed by the instructor of record or by the Nursing Director after an academic appeal has been settled. An academic appeal will be considered if there is evidence that one or more of the following exists:

1. Error in the calculation of grade
2. Deviation from the syllabus or VBSPN policies
3. Academic disparate treatment of student that is not addressed by VBCPS equity and civil right policies
4. Inappropriate penalties for an academic honesty violation or program progression.

### **Student Clinical Performance Grievance**

Patient safety and welfare are the most critical criteria of the clinical rotation. If at any time during the clinical rotation the student places the patient in an actual or potentially hazardous or unsafe situation or the instructor judges the student to be deficient in clinical competence for patient care responsibility, the instructor may immediately remove the student from the course and assign an unsatisfactory grade to the student regardless of previous clinical performance. Students who receive an unsatisfactory grade for their clinical performance may be dismissed from the program, regardless of the academic standing in other classes.

A “clinical grievance” is a claim that a specific clinical performance decision, or action that affects that student’s academic record or status did not either place the patient in an actual or potentially hazardous or unsafe situation or the student was not deficient in clinical competence for patient care responsibility. Clinical Performance Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s).

### **Academic/Clinical Performance Grievance Procedure**

**Step 1:** The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, on the date of the incident triggering the start of the process (i.e., the issuance of a grade; the receipt of an assignment), and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue. The student is to state to the faculty member, “I have a grievance.”

The faculty member will schedule an informal conference with the student within five school days of receiving notice of the grievance and will respond in writing of the informal resolution outcome.

**Step 2:** If the informal conference does not resolve the dispute, the student may submit a completed Student Grievance Petition Form with the Director of Nursing no more than five school days following the informal conference.

If the written grievance is filed in accordance to the grievance process, the Director of Nursing will appoint a Grievance Committee (three [3] uninvolved Nursing Faculty members) and will set a date for a meeting. The Director of Nursing, who will not attend the meeting, will notify the student, the faculty/staff member involved and the Grievance Committee as to where and when the meeting will take place. The meeting must take place no later than five school days from the date the student presents the grievance letter to the Director of Nursing.

The Grievance Committee will:

1. Review information presented by the student and faculty/staff;
2. Limit any information or statements offered during the course of the meeting that are deemed to be irrelevant, unduly repetitious, or disrespectful;
3. Decide the grievance and provide a written decision to the student and the Director of Nursing within five (5) school days of the Grievance Committee meeting.

The Grievance Committee’s written decision will include, where appropriate, the following:

1. Reason for the grievance;
2. Decision of the Grievance Committee;
3. Rationale for decision;
4. Names of individuals present at the meeting;
5. Student’s right to appeal the Grievance Committee’s decision.

The Grievance Committee is not required to reach a unanimous decision. A two to one (2-1) decision is permissible. The Grievance Committee’s written decision will be provided to the student and a copy will be given to the Director of Nursing within 5 school days of the Grievance Committee Meeting.

**\*Grievance Policy for Veterans and Other Eligible Persons:** While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov). The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. SAA investigates complaints of GI Bill® beneficiaries.

## **VBSPN Student Grievance Petition Form**

The VBSPN Grievance Procedures require that students first discuss and/or attempt to resolve any complaint with a faculty member(s) or Director of Nursing prior to submitting a Student Grievance Petition form. If the grievance is about a grade, the student must see the faculty member first.

Student(s)'s Name (please print): \_\_\_\_\_

Student's Address: \_\_\_\_\_ Email: \_\_\_\_\_

Student(s)'s Telephone Number: \_\_\_\_\_

Name of Parties Involved: \_\_\_\_\_

**Criteria and Nature of the Grievance:** Please identify the reason for submitting a grievance and explain, in detail, all circumstances relating to the grievance, using additional sheets of paper if necessary.

**Attempt(s) at Informal Resolution:** Please explain, in detail, all attempts at informal resolution and include a copy of the notification of the informal resolution outcome with this form.

**Relief Sought:** Please explain, in detail, the relief sought.

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

### **For Grievance Petition Form Nursing Office Use Only**

Date of the Receipt of the Grievance Petition Form: \_\_\_\_\_

Nursing Faculty/DON Signature: \_\_\_\_\_

## APPEAL PROCESS

If the student is not satisfied with the decision of the Grievance Committee, the student may submit an Appeal Form with the Grievance Committee Chair within five (5) school days following the Grievance Committee's response.

**Step 1:** The Director of Nursing will schedule a meeting with the student within (5) school days of receiving the written notice of appeal. Copies of documentation and other information submitted to the Grievance Committee will be provided to the Director of Nursing for consideration in reaching a decision or to resolve the grievance. The Director of Nursing may invite any relevant witness or other party to the meeting deemed relevant to the resolution of the grievance.

The Director of Nursing will respond to the student, in writing, within five (5) school days following the meeting.

**Step 2:** If the student is not satisfied with the decision of the Director of Nursing, the student may progress to Step 2 by filing a written notice of appeal with the Director of the Technical and Career Education Center within five school days of receiving the Director of Nursing's response.

The student's appeal must be presented in writing and must:

1. Identify the specific facts related to the appeal;
2. Identify specific aspects of the Director of Nursing's decision that is the subject of the student's appeal;
3. Explain the steps taken by all parties to resolve the grievance; and
4. Provide copies of all response letters.

The Director of the Technical and Career Education Center will schedule a meeting with the student within five school days of receiving the appeal. Copies of information submitted to the Grievance Committee will be provided to the Director of Technical and Career Education Center Director for consideration in reaching a decision or to resolve the grievance. The Director of the Technical and Career Education Center may invite any relevant witness or other party to the meeting deemed relevant to the resolution of the grievance.

The Technical and Career Education Center Director will respond to the student in writing, within five school days of the meeting. The Nursing Director will also be provided with a copy of the decision.

**Step 3:** If the student is not satisfied with the decision of the Director of the Technical and Career Education Center Director, the student may progress to Step 3 by filing a written notice of appeal with the Assistant Superintendent of High School Education within five school days of receiving the letter from the Director of the Technical and Career Education Center.

The appeal must be presented in writing and must:

1. Identify the specific facts related to the appeal
2. Identify specific aspects of the Grievance Committee's decision that is the subject of the student's appeal
3. Explain the steps taken by all parties to resolve the grievance
4. Provide copies of all response letters

**Step 4:** Copies of documentation and information submitted to the Grievance Committee and the Director of the Technical and Career Education Center will be forwarded to the Assistant Superintendent for consideration in reaching a final decision. The Assistant Superintendent for High School Education will respond to the student, in writing, within five school days of receipt of the written appeal. No hearing or meeting with the parties is required before rendering a decision. The decision reached by the Assistant Superintendent for High School Education is the *final decision*.

**Step 5:** If a student has exhausted the avenues provided by the institution and the complaint has not been resolved internally, the student may submit the Student Complaint Form to SCHEV. More details on the formal SCHEV student complaints procedure may be found on the SCHEV agency website at [www.schev.edu](http://www.schev.edu). 101 N. 14<sup>th</sup> St., 10<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219, (804) 225-2600.

## **Student Appeal Form**

VBSPN's Grievance Procedures require that students first discuss and/or attempt to resolve any complaint or grievance with the faculty or Director of Nursing prior to submitting an Appeal Form.

Appeals must be based on the issue of substantive or procedural errors which are deleterious. The specific grounds to be addressed are:

Were the procedures of the policy followed? If a procedural error occurred, were the rights of the student violated to the extent that a fair review was not conducted? Was the review conducted in a way that did not permit the student adequate notice and opportunity to present facts? Was the information presented during the review sufficient to justify the decision reached? Was there information existing at the time of the review that was not discovered until after the review?

Student's Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Parties Involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Criteria and Nature of the Appeal:** Please identify the criteria for submitting an appeal and explain, in detail, all circumstances relating to the appeal, using additional sheets of paper if necessary.

**Attempt(s) at Informal Resolution:** Please explain, in detail, all attempts at informal resolution and include a copy of the notification of the informal resolution outcome and grievance outcome with this form.

**Relief Sought:** Please explain, in detail, the relief sought.

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

**Internal Use Only**

Date of the Receipt of the Appeal: \_\_\_\_\_

Recipient's Signature: \_\_\_\_\_

## APPENDIX A

### VIRGINIA BEACH CITY PUBLIC SCHOOLS

#### Virginia Beach School of Practical Nursing

#### Section 504 and ADA Compliance Statement

In compliance with Section 504 of the Rehabilitation Act of 1973 and the 1990 American Disabilities Act (ADA), the School of Practical Nursing does not discriminate against otherwise qualified individuals with disabilities.

Disability is defined in these Acts as a person with (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individuals; (2) a record of such impairment; or (3) regarded as having such an impairment.

For the purpose of nursing program compliance, an otherwise "qualified individual with a disability" is one who, with or without reasonable accommodation or modification, meets the essential requirements for participation in the program.

The nursing faculty endorses the recommendations of the Southern Council on Collegiate Education for Nursing and has adapted the "Core Performance Standards for Admission and Progression" for use by the program. Each standard has at least one example of an activity that nursing students are required to perform to successfully complete the program. Each standard is reflected in the course objectives.

Admission to and progression in the program is not based on the core performance standards. Rather, the standards are used to assist in determining whether accommodations or modifications are necessary. The standards provide an objective measure upon which students and faculty/advisors base informed decisions regarding whether students are able to meet requirements. Every applicant and student receives a copy of the standards.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made. Reasonable Accommodations afforded students in a didactic environment do not automatically transfer or apply to a clinical setting. Should a student request accommodations in the clinical setting, an additional review is conducted. This review includes determination regarding whether or not the student is able to demonstrate the ability to meet technical standards in the clinical setting, considerations of both patient and student safety and approval of accommodations by clinical facilities.

.....

#### Statement of Awareness

I have read the above Section 504 of the Rehabilitation Act of 1973 and ADA Compliance Statement and have received a copy of the Essential Functional Abilities which identify the essential eligibility requirements for participation in the nursing program.

---

Print Name

---

Signature

---

Date

---

Signature of Parent/Guardian (for students who are minors)

---

Date

**APPENDIX B**  
Virginia Beach City Public Schools  
Virginia Beach School of Practical Nursing

**CONFIDENTIALITY AGREEMENT**

I understand that information regarding patients and the agency obtained by me as a student in any clinical setting are to be kept confidential. I agree to keep such information confidential.

I understand and agree that in the performance of my assigned duties, I must maintain and safeguard the confidentiality of privileged information. Further, I understand that intentional or involuntary violation of this agreement may result in disciplinary action, including dismissal from the program.

---

Print Name

---

Date

---

Student Signature

---

Date

---

Parent/Guardian Signature (if minor)

---

Date

## APPENDIX C

### VIRGINIA BEACH SCHOOL OF PRACTICAL NURSING HONOR CODE

Virginia Beach School of Practical Nursing abides by an Honor System. Violations of the Honor Code include: Lying, cheating, plagiarism, and/or failure to report the same. Students are expected to do their own work and report any suspicious behavior to the instructor. Cheating in any form (copying, plagiarism, texting, sharing official documents, etc.) is strictly prohibited and will result in disciplinary action up to and including dismissal of the student(s) involved. Nursing students have the responsibility to report the unethical testing behavior of others, otherwise, they become complicit in the behavior.

All students are held to a high standard of conduct with respect to integrity, ethical behavior, and accountability.

Please sign the statement below, indicating you have read the Honor System information and turn it in to your instructor for placement in your academic folder.

“I have read, understand, and accept the concepts as stated in the Honor System. I agree to abide by them while a student in this program. I understand that noncompliance with the Honor pledge is basis for disciplinary action up to and including dismissal from the program.”

---

Student Print Name

Student Signature

Date

---

Parent Signature

## APPENDIX D

### VIRGINIA BEACH CITY PUBLIC SCHOOLS VIRGINIA BEACH SCHOOL OF PRACTICAL NURSING

#### ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK

I, \_\_\_\_\_, certify that I have received a copy of the Student Handbook of the Virginia Beach School of Practical Nursing. I have read the Handbook, have asked any and all questions that I might have concerning the contents and agree to abide by all terms and conditions of the Honor Code, Confidentiality Agreement and the Handbook.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

#### Parent(s)/Guardian(s) of minor students:

I have read the contents of the Handbook and agree to support my/our daughter/son in meeting the terms and conditions of the Honor Code, Confidentiality Agreement, and the Handbook.

Parent Signature: \_\_\_\_\_

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

## APPENDIX E

### Medical Release Form

#### Medical Physician Statement of Student's Essential Functional Abilities

The Essential Functional Abilities List **attached** is used to assist each student in determining whether accommodations or modifications are necessary. These provide an objective measure upon which students and faculty/advisors base informed decisions regarding whether students are "qualified" to meet requirements.

**After examining this student, I certify that** \_\_\_\_\_  
(Student's name)

Please check one of the following:

- Is physically and mentally stable to continue in the Virginia Beach School of Practical Nursing without restrictions or accommodations in the clinical or classroom setting based on the "Essential Functional Abilities List" attached.
- OR**
- Is on medical restrictions as described below:

Reason for restriction: \_\_\_\_\_

Duration of restriction: \_\_\_\_\_

Description of restriction:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Next Appointment:** \_\_\_\_\_

An official stamp from a doctor's office, clinic or health department AND an authorized signature must appear here or this form will not be approved.

**non-relative medical physician, nurse practitioner or physician's assistant**

**Date**

**Official Office Stamp Here**

\*Students: This form must be completed at beginning of program and if there are any changes in your health care after the initial health history and physical forms are signed. Be aware there may be medical restrictions that cannot be reasonably accommodated or that clinical facilities may deny you clinical access due to patient safety resulting in dismissal from the program.

## **APPENDIX E CONTINUED**

### **Essential Abilities**

The National Council of State Boards of Nursing, Inc. has determined the following categories of functional abilities are essential for licensure and job performance of the practical nurse. The faculty has determined that particular abilities are requisite for admission, progression, and graduation from the nursing program. A brief description and examples of representative activities/attributes are included (however examples are not inclusive).

Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective nursing care: fast paced walk, twisting, squatting
Fine Motor Skills	Fine motor skills examples: grasping small objects with hands, typing, pinching, picking, twisting, and squeezing with fingers
Physical Endurance	Physical stamina sufficient to perform client care activities for entire 6-12 hour shift: includes long periods of standing/walking
Physical Strength	Physical strength sufficient to perform a full range of client activities such as pulling and pushing 25 pounds, supporting and lifting up to 25 pounds, moving objects weighing up to 50 pounds
Hearing	Auditory ability sufficient for physical monitoring and assessment of client needs, examples: hearing faint body sounds, hearing auditory alarms
Visual	Visual ability sufficient for accurate observation and performance of nursing care: seeing objects up to 20 inches away and 20 feet away, depth perception, peripheral vision, and ability to distinguish color
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs examples: feeling vibrations, detecting temperature and feeling differences in surface characteristics, sizes
Smell	Olfactory ability sufficient to detect significant environmental and client odors
Reading	Reading ability sufficient to comprehend the written word physician notes, lab reports, policies, procedures
Arithmetic	Arithmetic ability sufficient to do computations, examples: reading graphic printouts and digital displays, calibrating equipment, converting numbers to and/or from the metric system, measuring time, counting rates, using measurement tools, computing fractions
Emotional stability	Emotional stability sufficient to assume responsibility and accountability for actions: establishing therapeutic boundaries, adapting to changing environment/stress, focusing attention on a task, performing multiple responsibilities concurrently
Analytical thinking	Reasoning skills sufficient to perform deductive and inductive thinking for nursing decisions, examples: transferring knowledge from one situation to another, processing information, problem solving, evaluating outcomes, prioritizing tasks
Critical thinking skills	Critical thinking skills to make sound nursing judgments, examples: identifying cause-effect relationships, planning/controlling activities for others, synthesizing knowledge and skills, and sequenced information
Interpersonal skills	Interpersonal abilities sufficient to interact with individuals, families, and groups respecting social, cultural and spiritual diversity
Communication skills	Communication abilities sufficient for interaction with others in written and oral form, which includes teaching, explaining procedures, giving oral reports, and conveying information through writing

## APPENDIX F

**Virginia Beach City Public Schools  
VIRGINIA BEACH SCHOOL OF PRACTICAL NURSING  
HOLD-HARMLESS AGREEMENT  
Exposure to Blood Borne Pathogens**

The undersigned agrees to hold harmless, indemnify and release the School Board of the City of Virginia Beach, including its officers, employees, agents, volunteers from any and all liability and medical expenses and any and all claims, causes of action or demands of any kind and nature whatsoever which may arise by or in connection with the student's participation in any activities related to blood borne pathogen exposure.

The undersigned understands that he/she may be asked to perform tasks that might pose a risk of exposure to blood-borne pathogens that may cause diseases such as HIV and Hepatitis which can lead to serious illness or death.

Accidental exposure to blood or other potentially infectious materials must be reported immediately. The undersigned understands that he/she may be directed to obtain a risk evaluation and/or treatment as a result of exposure.

The undersigned also understands that he/she will be personally responsible for all of the costs associated with the post exposure medical management and treatment and that the School Board of the City of Virginia Beach will in no way be responsible for these expenses.

**The undersigned hereby releases and hold harmless the School board of the City of Virginia Beach, its officers, employees, agents and volunteers ("Releasees") for all matter of action, causes of action, suits, claims, or demands of any nature, including personal injuries, death, damages or property loss resulting from participation in this program and activities associated therewith.**

The undersigned understands and hereby agrees that this Agreement binds his/her spouse, family, heirs, assigns, and personal representative and shall be deemed as a release, waiver, discharge and covenant not to sue the Releases.

**Student Print Name:** \_\_\_\_\_

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

\_\_\_\_\_ **Parent/Legal Guardian Signature (if student is under the age of 18)**

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

## APPENDIX G

### Virginia Beach School of Practical Nursing Gainful Employment Disclosure

The US Department of Education requires schools with Title IV entitlement to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. We hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.

Practical Nursing: Program Code 29-2061.00      CIP Code: 51.3901      SOC Code: 29-2060

Practical Nursing Career information can be found on the o\*net online website:

<http://www.onetonline.org/link/summary/29-2061.00>

### Virginia Beach School of Practical Nursing VBSPN Program Outcomes

**Program Outcome 1:** NCLEX-PN pass rates will meet or exceed  $\geq 80\%$  for all first-time test takers during the same 12 month period.

	Class of 2025	Class of 2024	Class of 2023
<b>NCLEX-PN Pass Rates</b> (1 <sup>st</sup> time, U.S. educated)	<b>13/13= 100%</b> Virginia: TBD	<b>12/12 = 100%</b> National: 86%	<b>11/11= 100%</b> National: 87%

**Program Outcome 2: Nursing program completion rates will meet or exceed 30% -** students who start at the beginning (Level 1) of the nursing program and graduate the following year (Level 2) from the program.

	Class of 2025	Class of 2024	Class of 2023
<b>Level 1 Completion Rate:</b> Students enrolled in Level 1, complete the first 9 months and are eligible for promotion to Level 2	24/34=71%  7 Academics 4 Personal reasons (4 eligible for promotion-enrolled in college)	37/39=95%  2 Personal reasons	32/364=89%  1 Academics 2 Personal reasons
<b>Level 2 Completion Rate:</b> Students enrolled in Level 2 and complete the second nine months	13/20=65%  5 Academic 2 Personal reason	14/26=54%  12 college	11/15=73%  2 personal reasons 2 academics
<b>Program Completer Rate:</b> Students enrolled in Level 1 and graduate from Level 2	13/34=38%	14/39=36%	11/36=31%

**Program Outcome 4: 90% of recent graduates will indicate satisfaction with nursing program.**

	Class of 2025	Class of 2024	Class of 2023
<b>Program Satisfaction</b> (Student survey)	<b>13/13=100%</b>	<b>14/14=100%</b>	<b>10/10=100%</b>

**APPENDIX H**  
Virginia Beach City Public Schools  
Virginia Beach School of Practical Nursing

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

Course: \_\_\_\_\_

<u>Problem</u>	<u>Action Plan</u>	<u>Action Plan</u>

Student Perception:

This plan will be effective through: \_\_\_\_\_

When the above conditions have been successfully carried out, the problem(s) will be considered resolved.

In the event that the student does not carry out the above plan and/or continues to demonstrate any negligent or fraudulent behavior in the clinical setting, the student's progression in the nursing program will be reviewed by the Promotions Committee. The student may be placed on probation or be dismissed from the program.

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Student Signature

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Date

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Faculty Signature

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Date



**SY: 2025 – 2026**  
**Virginia Beach School of Practical Nursing**  
**Professional Judgement Appeal Form**



**Student's Printed Name** \_\_\_\_\_

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

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

The Financial Aid Office at the Adult Learning Center for the Virginia Beach School of Practical Nursing recognizes that many families experience changes in income, assets, or personal situations that are not reflected in the 2023 tax return data. Therefore, it is possible for students to submit an appeal to have their aid offer reviewed if special financial circumstances exist. The Financial Aid Administrator will help you determine if your situation can be considered a “Special Circumstance”. *The 2025-26 Professional Judgement form considers special circumstances that have occurred in 2024, thus is based on the 2024 expected income.*

Using Professional Judgement (PJ), the Financial Aid Office may be able to make adjustments to your FAFSA which could result in a recalculation of aid eligibility. All PJ requests are reviewed to determine if a student qualifies for an adjustment to their financial aid eligibility status.

**How to start an appeal:**

You can initiate a Professional Judgement appeal by completing this form and submitting it to the Financial Aid Office at the Adult Learning Center. All appeals require that the student and spouse/parents (if applicable) submit ***signed copies of their 2023 and 2024 federal 1040 income tax return and wage statements (W-2)*** to the FAA office. Once your appeal is received and the situation has been documented, the Financial Aid Administrator will review it and notify you of the result. The review process may take as long as 30 days and often, more documentation may be requested. The changes and/or decision made by the FAA ***may or may not change*** a student's financial aid. Since federal aid eligibility is determined through a needs-analysis formula by the Federal Student Administration, additional funding is not guaranteed. Review decisions by the FAA are final.

**Required Documentation:**

Step 1: Submit this completed form along with a personal statement explaining the situation and provide third-party documentation confirming this information. Check the appropriate section:

Decrease in Income/Unemployed/Disabled for at least 8 weeks: copies of pay stubs, federal tax returns, termination/release letter from employer, unemployment benefits award, notice of disability status, letter from SSA regarding commencement/termination of benefits, copy of severance pay documents

Excessive Out of Pocket Medical Expenses: copies of Explanation of Benefit (EOB) statements, receipts, pay stubs showing health/dental insurance premiums, medical letter(s) indication cost of future care

Divorce or Legal Separation which took place after filing of FAFSA: Copy of court documents showing separation or divorce or copy of divorce decree indicating filing date of divorce, documentation of living in two separate residences, i.e. utility bills, proof of mortgage, leases, rent receipts

Death of parent/spouse which occurred after filing of FAFSA: Copy of death certificate and any proof of receipt of benefits

**Please include student's name on each page of your documents**

**The following are not considered special circumstances:**

- Parents' refusal to contribute to student's education
- Parents' unwillingness to provide information on the FAFSA
- Parents' do not claim student as a dependent on taxes
- Student is self-supporting

### **Professional Judgment**

Step 2: In addition to the documentation required, you must also complete the following section requesting taxable and non-taxable income from January 1, 2024 – December 31, 2024. Provide annual amounts, not monthly amounts. If you are unsure, make an estimation of how you think you/your family will be able to support yourselves this year.

<b>2024 Gross Income</b>	<b>Student</b>	<b>Spouse</b>	<b>Parent(s)</b>
Wages, Salaries, Tips			
Interest Income			
Pension			
Business/Farm Income			
Alimony			
Unemployment			
Other:			
<b>Totals</b>			

  

<b>2024 Untaxed Income</b>	<b>Student</b>	<b>Spouse</b>	<b>Parent(s)</b>
Social Security/SSI			
TANF			
Child Support received			
Pension (Untaxed)			
Earned Income Credit			
Worker's Compensation			
Disability Benefits			
Military Benefits			
Veteran's Benefits			
Cash Support			
Other:			
<b>Totals</b>			

**Submit all documents to the Financial Aid Administrator at the Adult Learning Center, 5120 Cleveland St, Virginia Beach, VA 23462. Questions contact FAA at (757)648-6052, or [bonnie.flora@vbschools.com](mailto:bonnie.flora@vbschools.com).**

Step 3: I declare that all the information I provided on this form is true and correct to the best of my knowledge.

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

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_