



**ORANGE-ULSTER BOCES**

*Learning for Life*

Practical Nurse Program

*A Division of Career & Technical Education*

Student Handbook

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### **Mission**

The mission of the Orange-Ulster BOCES (OU BOCES) is to serve our component districts and community in the development of continuous learners who will be successful in meeting the challenges of living in our society today and in the future. We will accomplish this mission in a cost-effective manner with a dedicated, skilled, caring staff providing quality educational services in a safe, nurturing and accessible environment.

### **Philosophy**

Education is a process which allows an individual to develop his/her own potential for functioning within an existing and rapidly changing society. It is the right of an individual to have the opportunity to pursue the education of his/her choice. Nursing education should build on a foundation of basic education with emphasis on developing articulation with the total community.

The philosophy of the OU BOCES Practical Nurse Program includes the belief that nursing is an art and a science. Principles from biological, physical, behavioral, and social sciences are applied in providing care for the individual as a whole, both in promoting health and in illness.

Practical nursing is an integral part of all nursing with the practitioner functioning cohesively with all members of the health care team. Through an organized program combining the theory and selected clinical experiences, a beginning practitioner is prepared to provide safe, intelligent care within the scope of the Nurse Practice Act (Article 139 of New York's Education Law). Our rapidly-changing society demands increased responsibility on the part of an individual for continuing education and active participation in professional organizations.

Evaluation is continuous throughout the curriculum and methods are established to measure the effectiveness of the total educational process.

### **Non-discrimination & Anti-Harassment**

OU BOCES operates all programs in compliance with the federal and state laws which prohibit discrimination against students on the basis of an individual's race, color, religion, national origin, sex, age, marital status, sexual orientation, gender expression, gender identity, military status, disability, status as a victim of domestic violence or any other legally-protected status. OU BOCES also prohibits harassment based on an individual's opposition to discrimination / harassment or participation in a related investigation or complaint. No student shall, on the basis of any of these protected characteristics, be excluded from participation in, be denied the benefits of, or otherwise be subject to unlawful discrimination under any education program or activity.

OU BOCES recognizes its responsibility to provide an environment free from discrimination and harassment in the educational programs it operates. OU BOCES does not tolerate discrimination by employees, volunteers, students and non-employees such as contractors and vendors, as well as any third parties participating in, observing or otherwise engaged in activities subject to the supervision of OU BOCES.

OU BOCES policy on non-discrimination and anti-harassment will be enforced on school grounds, at school-sponsored events and at clinical facilities.

This policy does not abrogate other OU BOCES policies, procedures, regulations or codes of conduct that prohibit discriminatory, harassing and/or retaliatory behavior. Reporting, investigatory and responsive requirements set forth in other policies dealing with specific forms of discrimination or harassment, such as the policies related to sexual harassment or Title IX, take precedence over this policy when appropriate.

OU BOCES compliance officer for civil rights complaints and inquiries is:

Kerri Stroka  
Deputy Superintendent & Title IX/Section 504/ADA Coordinator  
(845) 291-0100 Extension 10120.  
4 Harriman Drive, Goshen NY, 10924  
[Kerri.Stroka@ouboces.org](mailto:Kerri.Stroka@ouboces.org)  
[Title IX Complaint Form](#)

Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005-2500, phone (646) 428-3900, fax (646) 428-3843, TDD (800) 877-8339, email: OCR.NewYork@ed.gov.

### **Conceptual Framework**

The curriculum is based on the concepts of the basic needs of man, the health-illness continuum, and the nursing process. These concepts are discernible in the content of each course, allowing the student to understand human needs, human physiological function, develop the ability to recognize illness, and develop the practical nursing skills necessary to assist the individual to his/her optimum level of health.

The nursing process is utilized as the basis for providing care. This process allows the student to systematically gather patient information, to identify patient needs, prioritize the needs, and implement a plan of action. Evaluation of the plan of action is ongoing, dependent on the resolution of problems, and a new plan is developed when necessary.

Through this organized program which combines theoretical knowledge, application of theory to clinical practice, and the nursing process, a beginning practitioner is prepared to give safe, intelligent care within the scope of the Nurse Practice Act as a member of the health care team.

### **Accreditation**

OU BOCES is accredited by the New York State Department of Education Office of Professions

### **Curriculum Objectives**

Upon completion of the program the nurse student will:

- Apply the nursing process, within the scope of a Practical Nurse, as a systematic problem-solving method to provide safe, effective care to culturally diverse individuals, families, and groups based on the Maslow's Hierarchy of needs.
- Utilize ethical principles to resolve ethical dilemmas in a health care environment
- Accept responsibility and accountability for adhering to the high standards of nursing practice as mandated by the Nurse Practice Act
- Implement strategies to stimulate and support change needed to improve the quality of health and nursing care standards
- Display a commitment to excellence in interactions with patients, families, colleagues, and employing organizations
- Demonstrate professional values, standards, and boundaries within the legal scope of professional practice as a Practical Nurse
- Be prepared to take and pass the NCLEX-PN exam for licensure

### **Program Overview**

The practical nursing program is an intensive program consisting of twelve courses of study. Clinical rotations enhance the theory portion and occur in a variety of health care settings, including inpatient and outpatient settings. The total program is 1104 hours divided into two levels of instruction. Content moves from simple to complex. Homework includes individual, group cooperative learning, and projects. All students must maintain a 75% average for each of the twelve courses to remain in the program.

## **Clinical Rotations**

All students are subject to passing a criminal background check and urine drug screening prior to entering the program. Additionally, all students will have to pass a second urine drug screen and criminal background within 30 days of arrival at some acute care clinical sites.

Students will be assigned to various agencies for their clinical experiences. Students are placed in clinical groups using a random selection process and assignments will **NOT** be changed once scheduled. Clinical objectives and evaluation methods will be provided prior to each clinical rotation. Transportation to and from clinical sites is the responsibility of the student. The typical hours of attendance may vary based on the agency assigned. Some sites may require students to stay until 4 p.m. All PN students are required to complete 320 hours.

### **Clinical Affiliations include, but are not limited to:**

- Aizer Health Center
- Campbell Hall Nursing and Rehabilitation Facility
- Cornerstone Family Health Center
- Montgomery Nursing Home and Rehabilitation Center
- Montefiore St. Luke's Cornwall Hospital
- Orange-Ulster BOCES Health Office
- Park Manor Rehabilitation and Health Care Center

## **School Schedule**

Full-Time (FT) classes are typically Monday through Friday 8 a.m. – 3 p.m. with a 30-minute lunch period. Some clinical sites may require the student to stay until 4 p.m.

Schedules (both clinical and classroom) are subject to change at the discretion of the nursing administration.

Clinical locations and hours vary in all programs. Students are expected to follow agency clinical hours as assigned.

On occasion, seminars, class trips, and clinical sites assigned may require attendance earlier than 8 a.m. and/or later than 3 p.m. On such occasions, students are expected to make themselves available.

The school calendar contains complete information regarding holidays and vacation periods.

## **School Cancellation**

All students are advised to check the website [www.ouboces.org](http://www.ouboces.org) for announcements relative to school cancellations.

### **Refund Policy**

A student who withdraws or is dismissed at any time during or after the first scheduled class meeting shall be entitled to a refund as provided below:

Within the first week of the program, full refund of all tuition paid, less the **non-refundable** \$100 application fee and \$900 deposit.

During the second week of the program, 70% refund of tuition, less the **non-refundable** \$100 application fee and \$900 deposit.

After the second week of the program, no refund will be made; student is responsible for any and all remaining tuition and fees

All requests for refunds must be in writing and addressed to the program team leader. The date of formal withdrawal is the date upon which all of the following have been completed

- Written request of withdrawal is received
- The student meets with the instructor, the counselor and / or the team leader
- OU BOCES receives the student's completed withdrawal or dismissal forms
- The Financial Aid Officer provides the student with written exit clearance
- All library books and/or materials are returned with an ID badge.
- As a reminder, there are no refunds after the second week of class.

### **Financial Aid Information**

Federal financial aid is available to those who qualify. The Free Application for Federal Student Aid (FAFSA) is available online at [www.fafsa.gov](http://www.fafsa.gov). For more information, contact Renee Mulligan, Assistant Coordinator/Financial Aid Officer at (845) 291-0300 x10335 or [renee.mulligan@ouboces.org](mailto:renee.mulligan@ouboces.org).

Students who apply for federal financial aid will receive a Financial Aid Award Letter which lists all eligible financial aid, including the Federal Pell Grant, Subsidized Direct Loan, Unsubsidized Direct Loan and/or Parent PLUS loan. The Financial Aid Award Letter must indicate which types of aid the student has accepted and/or declined and must be signed and returned to the Financial Aid Officer.

Students who apply for federal financial aid may be selected for verification, which is a further review of the information provided on the FAFSA. Students selected for verification will be notated with an \* next to the Student Aid Index (SAI) number, which is the Expected Family Contribution and will be required to complete a verification worksheet which will be included with the award letter.

### **Federal student aid will not be disbursed until verification has been completed.**

After you have been deemed eligible for a Direct Loan, the Financial Aid Officer will then certify your loan. Below is an outline of the procedure:

- You will receive a student loan notification from the loan servicer indicating the disbursement dates and loan status.
- The correspondence will be via e-mail if a valid e-mail address is available to the loan servicer otherwise, you will receive notification in the mail.
- The Federal government will keep an origination fee of 1.057% of the total student loan and 4.228% of the total Parent PLUS loan.
- Your loan will be divided into disbursements based on hours attended.
- The disbursement date is the date on which the federal government sends the loan funds to OU BOCES.
- The first disbursement will occur approximately 30 days after the first day of enrollment.
- All subsequent disbursements will occur based on hours attended.
- Your loan disbursement will be electronically deposited into the OU BOCES Federal funds account on or about the specified disbursement date.
- Tuition must be paid to OU BOCES before any loan refunds are processed to a student.
- Refund checks will be available for pick-up at the school approximately 14 business days from the date OU BOCES receives the federal funds. Students will be notified when checks are available. Valid picture ID and signature are required before the checks will be released.

Other estimated costs financial aid may cover depending on government allowance.

Textbooks	\$400
Uniforms	\$200
Background checks/drug screens	\$100-\$200

*Garnet Health requires other screening to be discussed prior to clinical.*

The law specifies how OU BOCES must determine the amount of Title IV program assistance that you earn if you withdraw or are dismissed from school. The Title IV programs that OU BOCES has that are covered by this law are: Federal Pell Grants, Direct Loans and Direct PLUS loans. The financial aid is posted to your student account at the start of each period and you earn the funds as you complete the period.

If you withdraw or are dismissed during your payment period, the amount of Title IV aid that you have earned up to that point is determined by a specific formula. If you received (or OU BOCES or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received (or OU BOCES or parent received on your behalf) more assistance than you earned, the excess funds must be returned by OU BOCES and/or you. The financial aid you received will be returned in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct PLUS, PELL Grant. OU BOCES will return unearned funds back to the aid program and you will be responsible for any balance this creates. Once you have completed more than 60% of the payment period, you earn all of the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, OU BOCES must get your permission before it can disburse them. OU BOCES may automatically use all or a portion of your post-withdrawal of grant funds for the tuition. If you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds.

If you receive (OU BOCES or parent receive on your behalf) excess Title IV aid that must be returned, OU BOCES must return a portion of the excess equal to the lesser of your tuition charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds.

OU BOCES must return this amount even if it did not keep this amount of your Title IV aid. If OU BOCES is not required to return all of the excess aid, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note.

Any amount of unearned grant funds is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with OU BOCES or the Department of Education to return the unearned grant funds.

The refund requirements for Title IV program funds when you withdraw or are dismissed from school are separate from the OU BOCES refund policy. Therefore, you may still owe funds to OU BOCES to cover unpaid tuition charges, including any Title IV aid that OU BOCES was required to return.

### **Academic Expectations/Satisfactory Academic Progress (SAP)**

The objective of the program is to prepare practical nurses to give safe, effective care within the legal definition of nursing as defined by the Nurse Practice Act (Article 139 of New York's Education Law). Students must maintain satisfactory academic progress (SAP) which includes achieving a minimum passing grade of 75% in each course, 100% in the math calculation exam,

and a passing grade in both nursing skill lab (three attempts) and clinical rotation in order to be recommended for the licensing exam. SAP is applicable to both Full-time and Part-time students.

Students who fail to maintain SAP will be placed on probation (Memorandum of Agreement). This notice is to provide the student with an opportunity for remediation. Course grades are calculated based on the following:

- Quizzes 30%
- Exams 60%
- Presentation 10%
- You must achieve an overall average of 75% to continue in the program.
- If your cell phone is visible OR “goes off” for ANY reason during a quiz or exam you will be stopped from testing and you will receive a Zero for the quiz/exam, NO exceptions. If the location of the cell phone cannot be determined, all quizzes/tests will be collected and a new one will be administered to everyone.
- Once testing begins, students may not leave the room until all students have completed their test/quiz.

**Disclosing information about a quiz or exam before, during or after the quiz or exam is strictly prohibited and considered academic dishonesty, and will result in immediate dismissal from the program.**

Students who are absent for a quiz or exam will be allowed to take a makeup test; however, the highest possible score they can earn on the makeup is 75%. If the student scores below 75% the grade achieved will be recorded. Instructors may use an alternative quiz.

Quizzes and exams will not be given prior to the scheduled time frames. It is the student's responsibility to be in attendance for all quizzes and exams and remain in class as scheduled after taking a quiz or exam. If a student leaves after taking a quiz or exam, the teacher may, in his/her sole discretion, deduct points from the student's quiz/ exam grade. Any missed quiz or exam must be made up on the day the student returns to class. Instructors may assign seats at any time and change them for any test or quiz.

If a student fails a quiz or exam, a Memorandum of Agreement (MOA) will be developed with provision for a comprehensive retake exam to determine competency. The average grade of the first quiz/exam and second (retake) quiz/exam will constitute the final course grade. *However, regardless of the averaged quiz/exam grades, any student who has to retest, and has an average of greater than 75% will receive a grade of 75% for the retested unit.* If the student does not achieve a 75% overall grade after the retest, the student may be dismissed from the program.

**Satisfactory Academic Progress:** Before any federal student aid will be disbursed. SAP will be evaluated at the end of each payment period. At the time of each evaluation, any student who has not achieved the required 75% average or who has absences exceeding 36 hours will be placed on financial aid warning. OU BOCES will disburse the FSA funds for one payment period following the payment period in which the student did not make SAP. The financial aid warning will last for one payment period. As stated previously, any student receiving an MOA will have an opportunity to remediate. Students who have absences that exceed 36 hours (for FT) or 18 hours (for PT) or who fail to make-up missed theory hours in the allowable timeframe may be dismissed from the program. Students who fail to make satisfactory progress after the warning period will lose their financial aid eligibility.

### **Nursing Lab Expectations**

Students are responsible for attending and being prepared for every lab. The nursing lab is evaluated on a pass/fail grading basis. Students must be able to demonstrate a satisfactory performance rating for skills testing. A failure requires mandatory remediation and re-testing in the given skill within five (5) school days. Students are required to practice for all unsuccessful

skill testing on their own time prior to re-testing. Students will be afforded three opportunities (attempts) to demonstrate competency in any given skill. Students are allowed to re-test a maximum of 3 times within a 3 weeks period. The first attempt must be within the first week. Failure to successfully re-skill after remediation and on the third (3rd) attempt will result in dismissal from the program.

There is no repeat of any skill demonstration when a student misses the lab due to an absence. If a lab is missed when a skill demonstration has been presented the student will be responsible for the missed material on their own time.

Students are given a skills checklist for each specific skill 2 weeks prior to the skill demonstration that is used for skills demonstration and testing. The lab skill sheet therein must be present for students to practice and skill. Students are required to practice each skill two times prior to skill testing and obtain and document a peer check for each of the two practices to be eligible for skill. Students will not be eligible to take the skill test, and will be considered unprepared for testing which will result in a failure for the skill, if they do not have documentation showing that they successfully completed two peer checks.

All students receive a skills lab kit. Students must bring kits to the lab for each class, skill, and practice.

It is recommended that students should spend 1-2 hours per week in the skill lab for independent practice. The skill lab can be utilized by students depending on availability. Independent lab practice time must be coordinated with faculty and arranged in advance of the practice sessions.

There is a lab practical exam at the end of the year for the full-time program, and at the end of the second year for the part time program. All students must successfully complete this practical exam. It is graded on a pass/fail basis. If a student fails the practical lab, the student will remediate and have a second opportunity to pass the practical. If the student does not pass the lab practical, the student will not successfully complete the Practical Nurse program and will be dismissed.

### **Clinical Expectations**

Clinical is a professional environment. All students are expected to conduct themselves in a professional manner in the clinical setting. Adherence to the dress code as well as civility toward fellow students, the faculty and staff is expected at all times, without any exceptions. Students work under the direct supervision of faculty, within the scope of practice of the practical nurse.

- Clinical is evaluated on a pass/fail basis.
- A student must receive "Satisfactory" (S) in all clinical competencies to pass the course and progress in the nursing program.
- Medical Surgical I and Medical Surgical II clinical rotations consist of two levels; Level I and Level II.
- To maintain satisfactory performance in clinical, students must demonstrate competency in each clinical rotation area, including both levels of Medical Surgical I and II.
- A final evaluation of a student's clinical performance will be completed at the end of each level by faculty.
- The final clinical rotation grade is contingent on the satisfactory completion of ALL specified clinical rotation objectives and ALL electronic documentation assignments.
- All clinical assignments are to be entered in the OU BOCES nursing electronic health record (EHR Tutor) documentation system.
- Hand written and e-mailed assignments will not be accepted.
- All assignments are due on the assigned date.
- Any missed assignment must be completed and submitted to faculty as directed to meet clinical objectives. Failure to complete any missed clinical documentation assignment by the assigned date will result in a grade of unsatisfactory and represent a clinical failure.

- Students who demonstrate less than satisfactory performance during any phase of the clinical rotation will be informed by the instructor and have the opportunity to discuss how to improve. The daily clinical student evaluation will identify areas for improvement with a NI (needs improvement).
- Students who fail to meet satisfactory clinical progress will be placed on probation (Memorandum of Agreement). During the probationary period, the student will be given the opportunity to complete remediation as assigned by the instructor in the content area identified as unsatisfactory. The student must demonstrate competency and satisfactory performance in the content area(s) identified in the subsequent clinical rotation.
- Any student who does not satisfactorily complete a clinical rotation will receive a course grade of U (unsatisfactory), a clinical failure.
- A clinical failure in any given clinical rotation will result in the student failing the course. The student will be subject to dismissal from the program without a refund.

**If a student fails the theory portion of a course but has completed the clinical requirements, the clinical associated with the theory must be repeated as well as the theory if the student chooses to re-enter the program.**

Missed clinical experiences are missed opportunities to meet course objectives. Students are expected to arrive at the assigned clinical facility at the assigned time (generally 8 a.m.). Students will be allowed to be no more than 10 minutes late 2 times for their entire program. Students may make up time late (less than 10 minutes) at the discretion of the instructor only 2 times for the entire program. The student is responsible for arranging with the instructor to come in early or stay late at clinical until the minutes are made up. Students who arrive more than 10 minutes late at ANY time to their assigned clinical experiences will be sent home and marked absent for the entire clinical day. Students are required to make up the missed time at their expense and on their own time.

If the student is late, even one minute, after the two "allowed" times mentioned above, the student will be sent home and will have to do clinical make-up at their own expense on their own time. ANY time (late/missed) MUST be made up on the student's time at their own expense within the designated timeframe as scheduled by faculty.

Working the night shift, or any part there-of, the night prior to clinical practice is strongly discouraged. Fatigue and tiredness can impact patient safety. If the instructor feels that you cannot safely perform your duties, you will be sent home and required to make-up the time at an additional cost at your own expense within the designated time frame as scheduled by faculty.

**Students who report to a clinical site where they are not scheduled will be sent home and required to make up the day.**

- Any missed clinical time between September and December must be made up over the winter break.
- Any missed clinical time between January and spring break must be made up over spring break.
- Any time missed after spring break must be made up by the 2<sup>nd</sup> week of July.
- Payment for clinical make-up must be made 2 weeks prior to the clinical make-up days. A schedule for clinical make-up dates, and the date the payment is due will be provided to students.

Failure to complete clinical hours as outlined above may result in disciplinary action including, but not limited to, dismissal from the program. Students are expected to satisfactorily complete all assignments for clinical make-up and submit within specified timeframes to successfully fulfill the requirements for clinical make-up. Failure to complete clinical make-up assignments may result in disciplinary action including, but not limited to, dismissal from the program.

The cost of clinical makeup is \$200 for the first session, \$300 for the second session and \$400 for the third session and dismissal from the program for any subsequent missed sessions.

## Attendance Expectations

It is expected that every student will be present, on time, and prepared to participate for class sessions.

Students are expected to attend 100% of every class, skills lab, and assigned clinical agency experiences to meet all course objectives. Attendance and punctuality are indicators of professional accountability and are essential for student learning and continued eligibility to receive Federal Financial Aid. Students should not expect to be excused from required classroom, clinical or skills lab course work for personal/family events.

Students will utilize a daily attendance chart. Failure to complete the daily attendance chart will result in loss of time from the maximum allowable absent time of 36 hours for FT and 18 hours for PT, which includes both classroom instruction and clinical. All lost time is required to be made-up.

- "Signing in" or "signing out" for another student is considered academic dishonesty and constitutes grounds for immediate dismissal. Failure to follow school policies will result in disciplinary action or dismissal.
- Class begins promptly at 8:00 a.m. Classroom doors will close at this time.
- Each late arrival will count toward the maximum allowable 36 hours of absence.
- Students are allowed up to three exceptions for late arrivals during the program. Exceptions will be granted solely at the discretion of the team lead and must involve a documented emergency situation.
- After 3 lates the student will not be allowed to enter the room and will be marked absent for the day.

Students are expected to return on time from scheduled class breaks and to remain in class until dismissed by the faculty.

When a student arrives late for class / skills lab, returns from a scheduled break late, or leaves early, it is counted as missed time.

Students are required to sign in at the PN office when arriving late prior to reporting to the classroom.

Students that leave early are required to sign out in the PN office. Students are responsible for all course work missed. Late arrivals and early departures shall count toward the maximum allowable absent time of 36 hours for FT and 18 hours for PT and require time missed to be made up.

Excessive instances of late arrival and/or early departure may result in disciplinary action, up to and including dismissal from the program.

When a student must be absent from classes due to extended illness, family illness, a death in the family or similar genuine emergency, the student must inform the PN office of the student's absence **prior** to the start of class or clinical by calling the PN Office and notifying their instructor via email. Failure to notify the PN office and your instructor of an absence in advance will be considered, and documented as, a no call, no show. Failure to follow school policies will result in disciplinary action or dismissal from the program.

## Theory Absences

Students are required to make up all theory absences by completing Continuing Education Credits (CEU's). All CEUs will be completed on Nursing4Less. All make up CEU's must be in the subject

area missed, and are assigned/ approved by the faculty. Students are responsible for following up with faculty on the day they return to class following any absence to initiate arrangements for make-up hours. All CEU's must be completed and submitted to the faculty within one (1) week of the absence. CEU's will not be accepted if dated prior to the date of the absence. Students will be allowed to make-up a maximum of 36 hours for the entire program (full-time or part-time). Clinical hours cannot be made-up by completing CEU's. Students are required to make-up the missed clinical time at their expense and on their own time (information for missed clinical time can be referenced in this handbook on page 11 clinical expectations).

If a student does not make-up the missed time within 1 week, the student will be placed on probation for failure to follow directions. If the make-up work is not submitted within the timeframe stated in the probation letter, the student is subject to disciplinary action, up to and including dismissal. Failure to follow directions is considered insubordination which may result in disciplinary action, up to and including dismissal.

**Please Note:**

Students are granted two (2) bereavement days for a death in the immediate family (e.g., spouse, significant other, mother, father, in-laws, brother, sister, grandparents, child). All missed time must be made-up. Bereavement time is not counted toward the maximum allowable 36 hours. Documentation must be submitted to the PN office supporting the absence due to the bereavement.

Military personnel who must participate in military activities will be excused from classes and clinical, subject to the following:

The student must provide a note from their military supervisor indicating their need to be at military activities. All time missed must be made up. Military activities will not count toward the 36 hours of maximum time.

Students may not take an extended leave without withdrawing from the program. Military students who withdraw have one opportunity to return to complete the program.

**Student Health**

Students must notify the Practical Nurse Account Clerk, at 845-781-4642 or 845-781-6715 Ext. 10800, if they are unable to attend class or clinical experience. Students may leave a voice mail, but voice mail messages should be called in at least two (2) hours prior to the start of the assignment. A no call, no show is unacceptable behavior and may lead to disciplinary action, up to and including dismissal.

A student with two (2) or more consecutive absences or an absence immediately before or after a holiday or extended break must submit a doctor's note substantiating the student's need to be absent. Failure to provide a doctor's note for such absences will result in probation. Once the student exceeds 36 cumulative hours of absence, the student will be placed on probation regardless of doctor's notes. Any further missed hours may result in disciplinary action, up to and including dismissal from the program. Individual extenuating circumstances will be reviewed by the director, team leader, counselor, and primary teacher to determine whether an exception is warranted.

After two (2) consecutive absences, or following pregnancy and childbirth, students may be required to submit a doctor's note verifying that they are able to return to school and clinical without restrictions.

If a student becomes ill or is injured during class / clinical, the student must report to the instructor prior to leaving the assigned clinical area.

- In the case of an illness, the student, with assistance from the instructor, will determine the need for further intervention.
- If a student is injured, an accident report will be completed by the instructor and forwarded to the Team Leader
- Any medical fees incurred from illness or injuries are the responsibility of the student's personal insurance first and will be supplemented with OU BOCES accident insurance.
- Students are responsible for providing the program with a current emergency contact person and telephone number.
- Pregnant students should notify their instructors that they are pregnant to avoid the following risks:
  - Exposure to x-rays
  - Combative (who might kick/injure the student)
  - Communicable diseases
  - Heavy lifting (e.g., transferring and/or moving patients in bed), unless cleared by obstetrician

Student health records are confidential and may be released to a third party only upon written authorization from the student.

### **Dress Expectations**

All students are expected to give proper attention to personal hygiene and to dress appropriately and professionally for school and school functions. Students are responsible for purchasing the approved school uniforms for their course of study.

It is strongly recommended that the students purchase several uniforms. If a white top turns gray throughout the year, it will need to be replaced. If a student reports to clinical with a discolored uniform, the student will be sent home and the day will have to be made up at an additional cost to the student.

Students must be prepared for class daily with a clean and neat uniform.

The **Classroom Uniform** consists of:

- Navy blue scrubs and white lab coat
- Clean plain black or navy shoes that do not have designs, logos or colors on them, with dark laces (if applicable), and navy or white socks or stockings. Open back shoes, clogs, sandals, flip flops, or open toe shoes are not permitted.
- Students can purchase uniforms in any uniform store or online. All scrub tops and lab coats must have the OU BOCES patch. The navy blue uniform fleece jacket must have the OU BOCES nursing logo. Students can contact the PN account office for information on the patch.
- ONLY a solid navy or white crew or turtle neck shirt may be worn underneath the scrub top. Such shirts cannot have logos or graphic designs.

The **Clinical Uniform** consists of:

- Navy blue scrub pants, white top, white lab coat
- A stethoscope and black pen
- A white or neutral color band watch with a plain face and second hand (NO STONES, decorative ornamentation or smart watches)
- Clean plain white or black or navy shoes that do not have designs, logos or colors on them, with dark laces (if applicable), and navy or white socks or stockings. Open back shoes, clogs, sandals, flip flops, or open toe shoes are not permitted.

ONLY a solid white crew neck or turtle neck shirt may be worn underneath the scrub top in clinical. No other color is allowed in clinical settings. Such shirts cannot have logos or graphic designs.

**Identification (ID) Badges** Must be worn and visible at all times in class, clinical, and lab. ID badges will be distributed at the beginning of school. If your ID badge is lost, you will be charged a \$10 replacement fee. Broken or faded badges presented to the team leader (or designee) will be replaced free of charge. ID's are to be worn at all times and must be visible.

**Miscellaneous** – The following dress code items apply to all areas of the program:

- Students will be receiving a lab pack. This pack will have lab supplies, manual BP cuff, bandage scissors and a pen light.
- All students will need a watch with a white or neutral color band watch with a plain face and second hand (No stones, decorative ornamentation or smart watches).
- Coats or sweatshirts (zip or pull-over) are not to be worn in the classroom, lab or clinical areas.
- A simple white, black or navy-blue button-up, non-hooded sweater is permissible without logos or graphic designs.
- One (1) plain ring band only (no stones in ring in clinical or the lab). Post earrings in the lowest hole of the ear (preferably no stones for infection control)
- No facial jewelry (including tongue, lip, eyebrow, nose ring, etc.) or bracelets are allowed in the classroom, clinical, lab settings or school function. Students are not allowed in the lab or clinical area with prohibited jewelry.
- No eating or drinking is allowed in the lab.
- No chewing gum at any time in class, lab, or clinical.
- No artificial nails of any kind are allowed in any location (class, lab, clinical). Nails are required to be unseen from the palm-side of the hand. No nail polish or gels are allowed.
- Hair must be neat, clean, off the collar, secured, and must be a "natural color" (e.g., no pink, maroon, red, blue, etc. hair). No decorative clips, beads, bows, barrettes, ribbons, hair bands or ornamentation. Facial hair must be neat and trimmed.
- Lash extensions or false lashes are prohibited.
- Tattoos that are visible must be covered (preferably with makeup).
- No wearing of hats or head scarves, etc. except for medical or religious purpose.
- No pajamas or pajama-type scrubs
- No pagers, cellular phones or smart watches in the classroom, labs, or clinical setting unless approved by the instructor for educational purposes.
- Cell phones are to be OFF or silenced. No talking/texting in the school except if authorized. If any cell phone is visible or rings or "goes off" during any test or quiz, the test/quiz will be discarded and the student will receive a zero, no exceptions.

Students have the primary responsibility for adhering to the dress code. If a student is dressed inappropriately (including missing ID badge) the student may be sent home from class/lab or clinical, and time lost will be subtracted from the maximum 36 hours allowed in the program.

Failure to follow the dress expectations will result in disciplinary action, up to and including dismissal.

### **General Expectations**

#### **Address, Telephone, Email Address and Name Changes**

Students are required to notify the Practical Nurse Program's Account Clerk and the Financial Aid Officer immediately upon changing their address, phone number, email address or name during the program.

#### **Fire, Air Raid, Bomb Threat**

In case of fire, air raid, bomb threat, or other "incident response" situations, students in the class should follow the instructions for exit given by the instructor. Several fire drills will be conducted throughout the year.

### Field Trips

Occasionally field trips are planned as a part of the program. Students are required to participate in this enrichment portion of the program. The admission ticket must be purchased by the student but transportation is provided by OU BOCES. Students provide their own transportation to and from the trip.

### Visitors

Visitors are not permitted in the classroom or clinical facilities.

## **Smoking**

Schools and healthcare facilities are smoke-free areas. Smoking is not permitted on campus or any clinical facility's property. Smoking in uniform is strictly prohibited. If any student is caught smoking / vaping or smells of smoke when he or she reports to class or a clinical site, the student may be sent home for the day and subjected to disciplinary action, up to and including dismissal. Any time missed will be required to be made up as per policy.

## **Alcohol, Tobacco, Drugs and Other Substances**

OU BOCES recognizes that the misuse of alcohol, tobacco, electronic cigarettes (e-cigarettes), nicotine products, drugs, counterfeit and designer drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar substances is a serious problem with legal, physical, emotional and social implications for our students, as well as the entire community. Therefore, the consumption, sharing, selling, use, and/or possession of these and similar substances, as well as tobacco products and drug paraphernalia are prohibited in accordance with law and regulation, BOCES policy, the BOCES Code of Conduct, and/or other similar documents.

Students are not permitted to be under the influence of alcohol, drugs, or other prohibited substances on school grounds, at clinical sites or at school-sponsored events.

As explained above, smoking shall not be permitted on campus or any clinical facility's property.

Students will be disciplined in accordance with this handbook, BOCES policy, the BOCES Code of Conduct, and/or other similar documents for the consumption, sharing, selling, use, and/or possession of alcohol, tobacco, e-cigarettes, nicotine products, drugs, counterfeit and designer drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar substances, as well as tobacco products and drug paraphernalia.

Upon request, OU BOCES' Medical Director can provide information regarding where and how to find available substance use related services to students, parents, and staff. Any information provided by a student, parent, or staff member to the Medical Director will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.

## **Cell Phones, Electronic Devices, Cameras, Tape Recorders**

Cell phones, cameras, recorders, and other electronic devices are prohibited. Laptops may be used at the discretion of the instructor for educational purposes only.

Use of a cell phone or Smart Watch is prohibited in the classroom. If a student's Smart Watch or cell phone is visible or "goes off" during any quiz or exam, the student will receive a zero for the quiz/exam they are taking and may be subject to disciplinary action, up to and including dismissal from the program.

Unauthorized taping or photographing, accessing cell phones, posting on a social network or public forum is not only unprofessional behavior but may constitute a HIPAA violation. Engaging in such conduct may lead to disciplinary action, up to and including dismissal.

Instructors reserve the right to regulate the monitoring of such devices as necessary. Devices can be confiscated by the instructor or instructional staff for the duration of the class if the student does not follow institutional policies. If the student refuses to relinquish possession of their device, as requested, for the duration of the class when asked by the instructor, the instructor has the authority to send the student home and the lost time will count toward the maximum number of absent hours for the program. In addition, the student may be subject to disciplinary action, up to and including dismissal.

### **Social Media**

OU BOCES understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. OU BOCES has established this policy to assist you in making responsible decisions about your use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, app, web bulletin board or a chat room, whether or not associated or affiliated with OU BOCES, as well as any other form of electronic communication.

The same principles and guidelines found in OU BOCES' policies (*e.g.*, Sexual Harassment Policy; Bullying; etc.) apply to your activities online. Harassment, bullying, discrimination or retaliation that would not be permissible on school grounds, or at a school-sponsored event / clinical facility is not permissible between students online, even if it is done outside of school / clinical, from home and on home devices.

You are responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Under no circumstances may students record or photograph patients or post confidential or proprietary information about OU BOCES staff, fellow students, clinical facilities, patients or others with whom they may have come in contact with as an OU BOCES student.

Students who violate an OU BOCES policy while using social media may be subjected to disciplinary action, up to and including dismissal.

Nothing in this policy or in any other Company guideline and/or policy is intended to prohibit any employee from receiving a communication or engaging in activities that are protected by law.

### **Parking**

Students must park in designated areas near the school and at the clinical sites and need to follow speed restrictions. Please note students are not allowed to park under the building and may be towed at their own expense. Be prepared to pay for parking at your clinical sites.

### **Personal Property**

Students are solely responsible for preventing their private property from being lost, stolen or damaged. OU BOCES is not responsible for any student's loss of property because of fire, theft, or some other causes.

## **Sexual Harassment**

OU BOCES is committed to creating and maintaining an environment which is free from discrimination and harassment. This policy addresses sexual harassment of students. It is just one component of OU BOCES' overall commitment to maintaining a discrimination and harassment-free educational and work environment.

Consistent with this commitment, and in accordance with law and regulation, OU BOCES prohibits all forms of sexual harassment of students by any individual on school property and at school functions which, for purposes of this policy, means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including clinical and any event or activity that may take place virtually or in another state.

OU BOCES adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of sexual harassment of students. OU BOCES will: Promptly respond to reports of sexual harassment of students; ensure that all investigations are conducted within a reasonably prompt time frame and under a fair grievance process that provides due process protections; and impose disciplinary measures and implement remedies when warranted.

Inquiries about this policy may be directed to OU BOCES' Civil Rights Compliance Officer(s) (CRCO(s)), Title IX Coordinator(s), and/or the Dignity Act Coordinator(s) (DAC(s)).

### **What Constitutes Sexual Harassment**

Sexual harassment is a form of sex discrimination and is unlawful. It includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment can occur between any individuals, regardless of their sex or gender.

Generally stated, sexual harassment consists of subjecting an individual to unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex. This conduct may, among other things, have the purpose or effect of: Creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting a student's educational opportunities. Petty slights or trivial inconveniences generally do not constitute harassing conduct. Determinations as to whether conduct or an incident constitutes sexual harassment will be made consistent with applicable laws and regulations, as well as any applicable OU BOCES policy, regulation, procedure, or other document such as the BOCES Code of Conduct.

The examples below are intended to serve as a general guide for individuals in determining what may constitute sexual harassment. These examples should not be construed to add to or limit the rights that students possess under the law.

### **Examples of Sexual Harassment**

Sexual harassment can be verbal, non-verbal, or physical. Examples of this conduct may include, but are not limited to, the following:

Unwanted physical acts, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body, or poking another person's body; and
- Rape, sexual battery, molestation, or attempts to commit these assaults.
- Engaging in sexual conduct with an individual who is unable to consent due to age, use of drugs or alcohol, intellectual disability, or other disability.
- Unwanted sexual advances or propositions, such as:

- Demanding sexual favors of a student, insinuating that refusal to acquiesce to such favors will adversely affect a student's grades, references, academic or scholastic placement, and/or participation in extracurricular activities; and
- Subtle or obvious pressure for unwelcome sexual activities.
- Verbal abuse or ridicule, including profanity, innuendoes, stories, and jokes that are sexual in nature and/or gender-related. This might include inappropriate, sex-oriented comments on appearance, including dress or physical features.
- Asking or commenting about an individual's sexual activities.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender.
- Displaying or distributing pornographic or other sexually explicit materials (print or digital) such as magazines, pictures, cartoons, etc.
- Unwelcome staring, leering, or gesturing.
- Unwelcome and/or offensive public displays of sexual or physical affections. Clothing that reflects sexually-obscene and/or sexually-explicit messages, slogans, or pictures.
- Any other unwelcome and unwanted sexually-oriented and/or gender-based behavior which is sexually demeaning, belittling, offensive, intimidating, or perpetrates sexual stereotypes and attitudes.

### **Reporting Allegations of Sexual Harassment**

In order for OU BOCES to enforce this policy, and to take corrective action as warranted, it is essential that students who believe that they have been a victim of sexual harassment in the school environment, as well as any other person who has knowledge of or witnesses any possible sexual harassment, immediately report the alleged conduct or incident.

Reports of sexual harassment may be made orally or in writing to any OU BOCES employee, including, but not limited to, an instructor, faculty member, team leader, CRCO, Title IX Coordinator, or DAC. All OU BOCES employees who witness or receive an oral or written report of sexual harassment must immediately inform the CRCO. Failure to immediately inform the CRCO may subject the employee to discipline up to and including termination. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if OU BOCES has designated another individual to serve in that capacity.

If OU BOCES has not designated another CRCO, the Chief Operating Officer will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO. Additionally, OU BOCES employees must comply with reporting requirements in any other applicable OU BOCES policy or document. Such policies or documents may include: Policy #2420 -- Nondiscrimination and Anti-Harassment in the BOCES; Policy #2421 -- Title IX and Sex Discrimination; Policy #6550 -- Dignity for All Students; and the BOCES Code of Conduct.

### **Grievance Process for Complaints of Sexual Harassment**

OU BOCES will act to investigate all complaints promptly, thoroughly, and equitably, whether oral or written, of sexual harassment of students and will promptly take appropriate action to protect students from further sexual harassment.

Various OU BOCES policies and documents address sexual harassment of students. These policies and documents may include:

- Policy #2420 -- Non-Discrimination and Anti-Harassment in the BOCES
- Policy #2421 -- Title IX and Sex Discrimination
- Policy #6550 -- Dignity for All Students; and the BOCES Code of Conduct.

All complaints will be handled in accordance with the applicable BOCES policies and/or documents. The determination as to which OU BOCES policies and/or documents are applicable is fact-specific, and the CRCO may work with other OU BOCES staff such as the OU

BOCES Title IX Coordinator(s) and/or DAC(s) to determine which OU BOCES policies and/or documents are applicable to the specific facts of the complaint. If an investigation reveals that sexual harassment has occurred, OU BOCES will take immediate corrective action as warranted.

This action will be taken in accordance with applicable laws and regulations, as well as any applicable OU BOCES policy, regulation, procedure, collective bargaining agreement, third party contract, or other document such as OU BOCES' Code of Conduct.

### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

OU BOCES prohibits retaliation against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing related to a complaint of sexual harassment. Complaints of retaliation may be directed to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report should be directed to another CRCO, if OU BOCES has designated another individual to serve in that capacity. If OU BOCES has not designated another CRCO, the Chief Operating Officer will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO. Where appropriate, follow-up inquiries will be made to ensure that the sexual harassment has not resumed and that those involved in the investigation have not suffered retaliation.

### **Other Forms of Discrimination / Harassment**

In addition to sexual harassment, discrimination / harassment / retaliation on the basis of any protected characteristic protected by law is strictly prohibited (*e.g.*, race; color; creed; religion; religious practice; marital status; age; national origin; ethnicity; pregnancy; parental status; weight; disability or perceived disability; military status; the fact that one has opposed an act or practice which he/she reasonably believed to be discriminatory; or any other basis protected by applicable federal, state or local law). Such prohibited harassment includes comments, conduct and/or behavior similar to the examples of sexual harassment set forth above when such things relate to or are done because of these characteristics. It makes no difference if the conduct is "just joking" or "teasing" or "playful."

The following is a non-exhaustive list of examples of harassing conduct:

- Visual conduct such as derogatory posters, photographs, images, messages, cartoons, drawings, gestures, or computer or television broadcasts.
- Verbal conduct such as ethnic or religious jokes, or derogatory comments, slurs, innuendoes, epithets or threats (including but not limited to those uttered over radio or television or online broadcasts).
- Physical conduct such as touching, blocking movements or assault.  
Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for members of the same protected group to harass each other, and for members of one protected group to harass members of another protected group. Like sexual harassment, harassment based on any other protected characteristic set forth above is unlawful, regardless of whether it involves: harassment by a classmate; harassment by an instructor, administrator; or harassment by a vendor, contractor, client, patient or persons with whom students interact as part of the PN program.

If you believe that you have experienced or witnessed discrimination/harassment/ retaliation based on a protected characteristic, please see OU BOCES Complaint Procedure below for information on how to report such discrimination/harassment / retaliation.

## **OU BOCES Complaint Procedure for Other Forms of Discrimination / Harassment / Retaliation:**

This complaint procedure provides for: prompt, thorough and objective investigation of any claim of unlawful discrimination / harassment / retaliation; and appropriate disciplinary action against one found to have engaged in unlawful discrimination / harassment retaliation.

Every OU BOCES employee, instructor, student and administrator, as well as vendors, contractors, patients and anyone with whom students interact as part of the PN program, is responsible for maintaining an environment free from unlawful discrimination / harassment / retaliation. Accordingly, any student who believes the actions or words of a classmate, instructor, employee, administrator, vendor, contractor, patient or other individual with whom students interact as part of the PN program constitute unlawful discrimination / harassment / retaliation must take the following actions:

- If possible, tell the offender that his/her actions are not welcome and must stop.
- Promptly report the discriminatory / harassing /retaliatory action(s), word(s) and/or incident(s) to your team leader or the Compliance Officer. If you feel uncomfortable speaking with your team leader or the Compliance Officer, or feel a complaint previously made has not been adequately addressed, report the harassing action(s), words and/or incidents to program lead instructor Asst. Coordinator or Coordinator.

Reports of discrimination / harassment /retaliation may be made verbally or in writing.

A form for submitting a written complaint is available at [this link](#) in this Handbook's Appendix. Individuals are encouraged to use this complaint form, but using the form is not required.

Regardless of whether made verbally or in writing, a report of discrimination / harassment / retaliation should be as detailed as possible and include the names of the individual(s) involved, any witness(es) to the discrimination / harassment / retaliation, direct quotes and/or evidence (*e.g.*, notes, e-mails, digital recordings, etc.) of the discrimination / harassment / retaliation. Individuals who report such conduct on behalf of another person should state clearly that the complaint is being made on another person's behalf.

OU BOCES, either itself or by a delegated investigator, will conduct a prompt and appropriate investigation into all complaints of unlawful discrimination / harassment / retaliation. OU BOCES is committed to investigating any instance of alleged or suspected unlawful discrimination / harassment / retaliation that comes to its attention, even if the victim does not make any complaint, and even if the victim or complainant does not want the matter pursued. The accused shall be afforded an opportunity to present his or her version of events.

All complaints of discrimination / harassment / retaliation and the investigation of complaint(s) will be kept confidential to the maximum extent practicable consistent with the law and OU BOCES' commitment to conduct a thorough investigation.

Once OU BOCES' investigation is complete and a determination has been made, such determination will be communicated to the individual who complained, the victim of the discrimination / harassment / retaliation (if the victim is not the individual who made the complaint), and the accused offender. If OU BOCES' investigation is conclusive, and unlawful discrimination / harassment / retaliation is found to have occurred, appropriate corrective action will be taken in a timely manner and appropriate measures will be taken to deter any future discrimination / harassment / retaliation. Appropriate disciplinary action, up to and including dismissal from the program, will be taken in accordance with applicable law.

Retaliation against an individual who makes a good-faith complaint about discrimination / harassment or what they believe to be a violation of this Policy, or who participates in an investigation into alleged discrimination / harassment is strictly prohibited and will not be tolerated. Anyone who engages in retaliation prohibited by this Policy will be subject to disciplinary or other corrective action in accordance with applicable law.

## Cyberbullying

OU BOCES has a policy of zero tolerance in relation to cyberbullying or any form of intimidation toward another student, staff member or patient. Cyberbullying is defined as the use of information and communication technologies, such as email, cell phones, text messaging, instant messaging, personal websites, social media, and/or defamatory online personal polling websites, to engage in deliberate and/or repeated hostile behavior by an individual or group that is intended to harm others. The use of OU BOCES' network to engage in cyberbullying is prohibited. Cyberbullying includes, but is not limited to the following:

- Posting slurs, rumors, and /or other disparaging remarks about school employees or students on the Internet
- Sending email, text messages or instant messages that are mean, intimidating and/or threatening, or so numerous as to cause the victim emotional distress
- Taking, posting and/or sending embarrassing photographs/recordings of students or school employees
- Posting misleading and/or fake photographs of school employees or students on the Internet

In accordance with applicable law(s), instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered a violation of these guidelines. Those who violate this policy may be subjected to disciplinary action, up to and including dismissal.

## Disciplinary Process

Discipline may include, but shall not be limited to: verbal warning; written warning; memorandum of agreement (probation); and dismissal from the program. In some instances, a student may be subjected to one or more disciplinary measures prior to being dismissed from the program. In other instances, a student may be dismissed from the program without ever having received any prior discipline. Students are not entitled to any form of progressive discipline prior to being dismissed from the program.

Examples of misconduct that may lead to **immediate dismissal (without the opportunity for readmission)** include, but are not limited to:

- Cheating, theft, destruction of property
- Possessing, consuming, or selling alcohol or drugs, the unregulated distribution of which is prohibited by law, except when specifically prescribed as medication by an authorized medical agent, while on school grounds, a clinical site or any school-sponsored function, The instructor has a right to see the original medication bottle if medication is taken in class or clinical, and the instructor has the right to remove a student from class or clinical if deemed necessary and can ask for a note from MD to return.
- Reporting to class, clinical or some other school-sponsored event while under the influence of alcohol or other drugs
- Disorderly conduct, including resulting from drunkenness, occurring on school grounds, a clinical site or a school-sponsored event
- Forgery, alteration, or misuse of school documents or records
- Providing false information
- Permitting or aiding an unlicensed person to perform activities requiring a license
- Refusing a patient service because of race, creed, color, or national origin
- Tampering with or damaging OU BOCES property
- Tampering with or damaging property at clinical site
- Failing to return or provide copies upon request
- Being sexually or physically abusive
- Harassing and/or retaliating against staff, students, patients and/or others with whom students interact as part of the program
- Abandoning or neglecting a patient in need of immediate care
- Performing unnecessary work or unauthorized services
- Unethical behavior

- Failing to wear an ID badge while at a clinical site
- Insubordination
- HIPAA or confidentiality violation
- Falsifying documentation
- Having another student punch into or out of the time clock system for you
- Failing to evacuate buildings and follow emergency procedures issued by OU BOCES officials, local authorities or emergency personnel during a fire drill or alarm
- Intentionally or recklessly causing a fire
- Punching into or out of the time clock system for another student
- Sharing ANY pin numbers or passcodes
- Aggressive, threatening, bullying, harassing or hostile behavior toward staff, students, patients and/or others with whom students interact as part of the program
- Incivility
- Disrupting the learning environment and/or interfering with OU BOCES' educational interests or mission
- Harming, intimidating or threatening staff, students, patients and/or others with whom students interact as part of the program
- Inciting violence
- committing an act of physical abuse / violence against staff, students, patients and/or others with whom students interact as part of the program
- Abuse, interference or failure to comply with one or more OU BOCES policies
- Administering medication without authorization
- Providing quiz/exam questions/answers to another student
- Accessing and/or using/sharing any site or database that provides access to test banks
- Excessive lateness and/or absenteeism
- Possession or use of tobacco or nicotine products on school grounds or at a clinical site
- Possession or use of any electronic cigarette, vapor cigarette or any smoking device, electronic or otherwise on school ground or at a clinical site
- Possession or use of any non-tobacco smoking product, any nicotine delivery product, device or accessory is prohibited on school grounds or at a clinical site
- Failing to use scientifically-accepted infection prevention techniques for the cleaning and sterilization or disinfection of instruments, devices, materials and work surfaces
- Hazing, which includes, but is not limited to, any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity or program
- Possessing and/or using a weapon on school grounds or at a school-sponsored event / clinical
- Three (3) prior instances of discipline
- Withholding information, including, but not limited to, failing to disclose records of convictions

### **Memorandum of Agreement**

If a student engages in misconduct, or the student's performance is unsatisfactory, as determined by a faculty member in the faculty member's sole discretion, the student may be placed on probation, as described in a Memorandum of Agreement. Students will generally be allowed a total of three (3) Memoranda of Agreement per level: one (1) in each area of study (academic, lab, and clinical). Students who receive a Memorandum of Agreement will be placed on probation for the time period specified in the agreement. If the student does not comply with the terms of the Memorandum of Agreement within the time period set forth therein, the student may be dismissed from the program. More than one (1) Memorandum of Agreement in the same area within the same level is grounds for dismissal from the program.

Any student who receives disciplinary action and / or a Memorandum of Agreement in any level of the program will not be eligible for any academic or clinical awards. However, if the criteria for perfect attendance are met, a student will be considered for recognition despite having received disciplinary action and/or a Memorandum of Agreement.

## **Safety Infractions**

Safety infractions refer to instances where students fail to comply with safety practices/procedures in the clinical setting. Such infractions will result in a Memorandum of Agreement or dismissal from the program.

Examples of safety infractions include, but are not limited to, the following:

- Improper procedural technique risking patient safety
- Violation of HIPAA law / regulation
- Failure to follow chain of command
- Misconduct/dress code violation
- Infection control violation
- Insubordination

The appropriate action will be determined by the clinical instructor in collaboration with the lead instructor and team leader. Safety infractions will be governed by the following procedure:

- The student will be informed of the inappropriate action that occurred.
- The student may be removed from patient care by the team leader; depending on the severity of the unsafe act.
- The incident will be discussed with the student, instructor(s), team leader and will be documented.
- Remediation, if appropriate, will be specific to the infraction; to be determined by the instructor(s) and team leader.
- It is expected that the student will meet all clinical objectives to successfully complete the clinical rotation.
- Failure to complete remediation and/or meet the clinical objectives will result in dismissal from the program.

Notwithstanding the safety infraction procedure, the Director or their designee may dismiss a student from the program based upon the seriousness of the infraction.

## **Readmission Following Dismissal**

Students requesting readmission following dismissal for poor academic, clinical performance, or for excessive absence, will be allowed to return once. If the second attempt is unsuccessful, then readmission is not an option.

Any student who has "broken service" (i.e., was dismissed or voluntarily withdrawn) with the program is mandated to submit to a new urine drug screen and criminal background check for clinical purposes and as directed by the clinical facility policies at the student's expense.

- Students reentering as a second attempt "new student" may be required to take and earn passing scores on the entrance exams for readmission into the program (test results are good for one year only).
- Students who complete the curriculum for Practical Nurse (PN) Level I, but subsequently withdraw from the program and return after 1 year must achieve a grade of at least 75% on a competency exam for PN I (ATI Fundamentals) in addition to the required lab skills testing prior to re-entry.
- Students who do not complete PN Level 1 curriculum must enter into the next available part-time program to begin from the point of departure. If the student cannot attend the next available part-time class, the student may be required to restart the program as a new student.
- Students are not permitted to move from a part-time program to a full-time program.
- Students who are dismissed from the full-time program may be offered the opportunity to return to a part-time program if one is available.
- Upon re-entry, the student must repeat the entire course and clinical in which they were not successful.
- Attendance does not reset with readmission unless the student starts the program from the beginning as a new student.

- If a student is readmitted to the program with no time left to be absent or late, the student will sign an affidavit indicating their knowledge that any time late or absent will result in dismissal from the program.
- Re-entry may not occur more than 24 months from dismissal or withdrawal. If the student is requesting re-admittance more than 24 months after the last date of attendance, the student will be required to start the program as a new student.

As indicated above, there are some instances where readmission is not an option.

### **Withdrawal Procedure**

- Meet with the instructor, counselor and team leader.
- Submit a letter of withdrawal to the program team leader explaining why you are withdrawing from the program.
- Return ID badge, all library books, and any other school materials.
- Resolve all of your financial obligations with the financial aid officer and complete a financial aid exit interview.

### **Change in Status Procedure**

Moving from Full-Time to Part-Time (if available) may not be an option and does not relieve you of your financial obligations. For example, if you move from full-time status to a part-time status, you are obligated to pay the full-time tuition for the first year. In the second year, students are responsible for the part-time tuition in effect for that academic year. The ability to change from Full-Time to Part-Time is based on available space and current curriculum content (class must not have exceeded the curriculum you are required to repeat).

The procedure to change is as follows:

- Meet with the instructor, counselor and team leader.
- Complete appropriate "change in program" status documentation
- Return ID badge, all library books, and any other school materials
- Resolve all of your financial obligations with the financial aid officer

### **Dispute Resolution**

If a student believes s/he has been treated unfairly regarding a matter that is not covered by any other policy in this handbook, the student shall discuss the matter with the person involved. This discussion should take place as soon as possible and within five (5) days of when the event occurred.

If the student feels a satisfactory resolution has not been achieved, the student may present a grievance, in writing, to the team leader of the Practical Nurse Program. The team leader will make a decision within five (5) instructional days.

If there is no resolution, the student may present the grievance, in writing, to the Director of the Career and Technical Education division.

### **NYS Complaint Procedure**

The New York State Education Department's Professional Education Program Review Unit will attempt to assist in the resolution of complaints about academic quality, refunds, and proper application of published institutional policies in professional programs (i.e., related to the licensed professions) at post-secondary institutions in New York State.

Please note that the Department will not take any action until all grievance procedures at the institution have been followed and all avenues of appeal exhausted. These steps should be documented in the complaint.

Additionally, the Department will not intervene when a complaint concerns grades or examination results, which are the prerogative of the institution's faculty.

<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

**Discrimination complaints:**

U.S. Office for Civil Rights, 26 Federal Plaza, New York, NY 10278

**Financial aid complaints:**

Higher Education Services Corp., 1 Commerce Plaza, Albany, NY 12210

**Americans with Disabilities Act complaints:**

Advocate's Office for Persons with Disabilities, Empire State Plaza, Agency Building 1, Suite 1001, Albany, NY 12223

**Program complaints:**

NYS Education Department, Office of the Professions  
Professional Education Program Review,  
89 Washington Avenue, 2<sup>nd</sup> Floor, West Wing, Albany, NY 12234

### **Graduation**

A student will be eligible for graduation and receive his/her certificate of program completion after meeting the following requirements.

- Completion of 1104 hours specified by the program.
- Obtaining a minimum grade of 75% in course of study and passing all clinical and labs.
- All financial obligations with the school must be met.
- Complete an exit interview with the Financial Aid officer.
- A white nurse uniform is required at the graduation ceremony.
- Students are to follow the clinical dress code for graduation (including hair, nails, jewelry, etc.).

### **Transcripts**

When all requirements have been met, transcripts can be issued to students, other schools or employment agencies and the required verification forms submitted to state education offices. Official transcripts will be available after one month from graduation, after all student data can be conferred.

Transcripts will be released directly to a school or employer upon written request submitted to the Newburgh Adult Learning Center, 3 Washington Center, 1st Floor, Newburgh, NY 12550

### **FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students the following rights with respect to their education records. OU BOCES' policy as it relates to FERPA is set forth in Policy 6140 which is available at: [OUBOCES Data Privacy and Security](#). Among other things, Policy 6140 describes: which records may be accessed; the process for requesting records; and the process for challenging records.

### **NCLEX-PN**

In order to qualify for the Board Examinations, the student must have completed all hours of the program and meet all requirements for completion from the practical nurse program.

Each student must be recommended by the program's nurse administrator to apply for the NCLEX-PN licensing examination. All program requirements and financial obligations must be completed to be eligible for program verification for licensure. Although it often does so much

sooner, OU BOCES has one month from graduation to submit recommendation for examination to the NYSED office.

Candidates for licensure who have been charged with or convicted of a felony or misdemeanor or who demonstrate poor moral character may be denied licensure by the NYS Office of Professions until an investigation into the charges can be completed by the Office of Professions.

The Office of Professional Discipline will investigate any convictions, charges, or allegations of improper moral conduct.

There is no guarantee that candidates will be granted licensure.

### **Campus Safety and Security**

OU BOCES is committed to providing a safe and secure environment. Students are expected to remain vigilant at all times and are encouraged to report crimes and/or suspicious activity to the police and/or security personnel.

### **Disclaimer**

No handbook can be inclusive of every situation and/or extenuating circumstance. In the event that a situation arises that is not specifically outlined in this handbook, the faculty, in conjunction with the team leader and, in some instances, the administration, will render a decision on a case-by-case basis.

OU BOCES reserves the right to revise, modify, delete or add to any and all policies, procedures and contents of this handbook at any time, for any reason, and without prior notice. All such revisions, modifications, deletions and/or additions must be authorized in writing and issued by OU BOCES. No oral statements or representations can change or alter the contents of this handbook.

OU BOCES will make reasonable efforts to notify students when an official change in policy or procedure has been made, but students are responsible for their own up-to-date knowledge about OU BOCES policies and procedures.

## **Members of the Board of Education**

Eugenia S. Pavek, President  
William M Boss, Vice-President  
Michael Bello  
Lawrence K Berger  
Martha Bogart  
David Eaton  
Edwin A. Estrada

## **Leadership Team**

Deborah McBride Heppes  
Chief Operating Officer

Kerri Stroka  
Deputy Superintendent

Mark P. Coleman  
Assistant Superintendent

Sara Puccio  
Director CTE & Adult Education

Russell Burns Ed.D.  
Assistant Director CTE & Adult Education

## **Faculty and Staff**

Lori Yakwiak Ph.D. Coordinator Adult Education

Renee Mulligan Assistant Coordinator & Financial Aid Officer

Beth Corcoran, RN Team Leader/Instructor

## **Honor Code Pledge**

As a student in the OU BOCES Practical Nurse Program, I promise to accept personal responsibility for my actions and seek to merit the respect and confidence of my classmates, instructors and members of the health team with whom I work.

I will not place a patient(s), classmate(s), staff member(s), or health care facility at risk through breach of confidentiality during the classroom and/or clinical experience. Breach of confidentiality includes, but is not limited to, using a patient's name, describing a patient's condition or any personal information, and/or discussing how the health care facility responded. I will not engage in any behavior that would threaten the best interests of my patient(s), classmate(s), instructor(s), school or health care facility.

I will model professionalism. I understand the characteristics of professionalism include, but are not limited to: trust, confidence, integrity, commitment, honesty, reliability and loyalty. I will strive to be sincere in all of my actions.

I will uphold this Honor Code in my academic studies, clinical experiences and relationships with my patients, classmates, teachers, and other healthcare professionals with whom I work, and will help my classmates to maintain the high standards of my school and my nursing profession.

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Student's Printed Name

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Student's Signature

(Date)

**ACKNOWLEDGMENT OF RECEIPT OF OU BOCES Practical Nurse HANDBOOK**

I hereby acknowledge that I have received a copy of OU BOCES' Handbook (the "Handbook") describing OU BOCES' policies and procedures. I understand that I am to read and understand the Handbook in its entirety, and I am aware of my obligations to comply with the policies and procedures contained in the Handbook as a condition of my participation in the Practical Nursing Program.

I specifically and expressly acknowledge that the Handbook contains policies and notification procedures regarding equal employment opportunity, discrimination, sexual and other harassment and retaliation. I understand and agree that if I subject others to any of the conduct prohibited by these policies, I may be dismissed from the program. I also agree and understand that if I believe that I am subjected to any of the prohibited conduct, I am expected to avail myself of the multiple avenues described in this Handbook by which to complain.

I also expressly acknowledge that the Handbook contains policies related to potential dismissal from the Practical Nursing Program for failing to meet the required standards or comply with the policies. I understand that should I be dismissed from the Practical Nursing Program, or if I fail to pass the required examinations/courses in order to receive my nursing licenses, that I shall not be entitled to a refund of any tuition costs.

I understand that this Handbook is intended to inform students of OU BOCES' policies. This Handbook is not a contract, express or implied, or a guarantee of my participation in or successfully passing the nursing classes/programs of any kind or for any duration whatsoever. In order to retain necessary flexibility in the administration of policies and procedures, I understand that OU BOCES may revise these policies and benefits at any time, at its discretion, without prior notice to me. OU BOCES will issue revised policies should such revisions occur. Revised policies are effective only when issued by an authorized Organization representative.

I have read and understood the above.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NAME \_\_\_\_\_

(Please Print)

PLEASE SIGN AND RETURN THIS ACKNOWLEDGMENT

## **ORANGE-ULSTER BOCES TITLE IX FORMAL COMPLAINT FORM**

Title IX of the Education Amendments Act of 1972 and its implementing regulations (Title IX) prohibit discrimination on the basis of sex in any education program or activity operated by a district that receives federal financial assistance. As required by Title IX, Orange-Ulster BOCES does not discriminate on the basis of sex in its education programs and activities or when making employment decisions.

The BOCES will promptly respond to reports of sexual harassment, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections to complainants and respondents, and impose sanctions and implement remedies when warranted.

### Instructions

This form is used to file a formal complaint of sexual harassment under Title IX. Under Title IX, sexual harassment includes conduct on the basis of sex that satisfies one or more of the following:

- a) An employee of the BOCES conditioning the provision of an aid, benefit, or service of the BOCES on an individual's participation in unwelcome sexual conduct;
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the BOCES' education program or activity; or
- c) Sexual assault, dating violence, domestic violence, or stalking.

Filing a formal complaint of sexual harassment initiates the BOCES' Title IX grievance process which involves, among other things, investigating the allegations of sexual harassment. At the beginning of the grievance process, a written notice of allegations will be sent to all known parties which describes, among other things, details of the allegations being made including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

This form must be completed and signed by either the alleged victim ("the complainant"); a parent or legal guardian who has a right to act on behalf of the complainant; or the Title IX Coordinator. It should be submitted to the Title IX Coordinator in person or by mail, email, or other method made available by the BOCES. Filling this form out as thoroughly as possible will assist the BOCES in providing for the prompt, thorough, and equitable resolution of all allegations. Inquiries about this form or the Title IX grievance process may be directed to the BOCES' Title IX Coordinator.

\*The District has designated and authorized the following BOCES' employee to serve as its Title IX Coordinator:

Kerri Stroka, Deputy Superintendent  
4 Harriman Drive, Goshen, NY 10924  
845-291-0100 ext. 10121, [Kerri.Stroka@ouboces.org](mailto:Kerri.Stroka@ouboces.org)

You may use additional sheets of paper if needed and attach any relevant materials or evidence.

Information about the Complainant (The person alleged to have experienced the sexual harassment.)

First and last name:

Address:

Home phone:

Email:

Information about the Respondent (The person alleged to have perpetrated the sexual harassment.)

First and last name:

Address:

Home phone:

Email:

Information about the Alleged Incident(s)

Describe the alleged incident(s) of sexual harassment and how it has affected you. Include any known date(s), time(s), and place(s) of the alleged incident(s).

Is the sexual harassment continuing?  Yes  No

Information about Witnesses

List the names and known contact information for any witnesses, individuals who may have information related to this formal complaint, or individuals you have discussed the alleged incident(s) with:

Information about Previous Reports

Have you previously reported or provided information (verbal or written) about this or related incidents? If yes, when and to whom did you report information to? What was the remedy, outcome, or resolution?

Information about Legal Counsel

If you have obtained legal counsel and would like us to work with them, please provide their name and contact information:

Information about the Person Completing this Form

Are you the complainant?  Yes  No If no, fill out the following:

First and last name:

Relationship to the complainant:

I am the parent/legal guardian of the complainant

I am the Title IX Coordinator for BOCES

Other

Your contact information:

Address:

Home phone:

Email:

Filing a Formal Complaint

Have you previously met with the BOCES' Title IX Coordinator to discuss the allegations listed in this formal complaint and supportive measures available?  Yes  No If yes, indicate the first and last name the Title IX Coordinator:

Are you requesting that the BOCES investigate the allegations of sexual harassment being made in this formal complaint?  Yes  No

Additional Information

Did you use additional sheets of paper and/or attach any relevant materials or evidence in completing this form?  Yes  No If yes, please:

I certify that the facts in this formal complaint are true to the best of my knowledge, information, and belief.

First and last name:

Signature:

Date:

Notice: If, after reviewing this form, the Title IX Coordinator finds either that the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the BOCES' education program or activity, or did not occur against a person in the United States, then the

BOCES will dismiss the formal complaint. This dismissal does not preclude action under another related

BOCES' policy, procedure, collective bargaining agreement, or other document such as the BOCES' Code of Conduct. Further, you have the right to appeal the dismissal of this formal complaint.

For Orange-Ulster BOCES Use Only

Formal complaint initially received on:

Formal complaint initially received by:  
(name and title)

Indicate to whom and the date that this formal complaint was forwarded, if at all: