

Approved and Accredited by the New York State Education Department

Eastern Suffolk School of Practical Nursing

Student Handbook 2025-2026



Health Sciences



Hegis Code
5209.00
5209.20
5209.10

Board of Cooperative Educational Services First Supervisory District – Suffolk County

EASTERN SUFFOLK SCHOOL
OF
PRACTICAL NURSING PROGRAM



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Agency Mission

Eastern Suffolk BOCES, an inclusive educational cooperative of 51 Long Island school districts, provides regional leadership and advocacy, direct instruction, management, and support through quality, cost-effective instructional programs, and shared services. These programs and services maximize inclusive educational and career opportunities and equitable access for Long Island's diverse community, promoting lifelong learning for both children and adults, to achieve excellence and enhance the operational effectiveness of the region.

Vision

Eastern Suffolk BOCES: Educational Services that Transform Lives

Introduction to Practical Nursing

The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of case findings, health teaching, health counseling, and provision of supportive and restorative care and end of life care under the direction of a registered professional nurse or licensed physician, dentist or other licensed health care provider legally authorized under this title and in accordance with the commissioner's regulations. Additionally, an LPN may supervise unlicensed care staff, such as certified nurse aides (CNAs) in nursing homes. LPNs also identify patient goals for consideration by the RN for possible inclusion in a patient's care plan. – Office of Professions Practice Information, Frequently Asked Practice Information <http://www.op.nysed.gov/prof/nurse/>

Successful completion of this program entitles one to apply to take the New York State Practical Nursing Licensing Examination.

Practical Nursing Opportunities

Practical Nursing offers opportunities in the following:

- Hospitals
- Skilled Nursing and Sub-Acute Facilities
- Government Agencies
- Private Duty Nursing
- Doctors' Offices
- Public Health Agencies
- Industry
- Public Schools
- Group Homes

Program Philosophy

The faculty of the Eastern Suffolk School of Practical Nursing believes that each individual is unique; possessing physiological, developmental, spiritual and socio/cultural needs which vary throughout the life cycle.

The program serves as a forum for bringing transcultural nursing students with diverse interests together to provide culturally congruent nursing care to society. It is the belief of the faculty that nursing is a commitment to the promotion and maintenance of human wellness in society. Nursing is both an art and a science. As a recognized vital component of the health care team, nurses encompass the practice of transpersonal care, prevention of disease, conservation of health, care of the physically and mentally ill, and integration of rehabilitation. It is a health care discipline with a major focus on maximizing the individual's self-care ability.

The licensed practical nurse serves as an integral part of the nursing and health care team, who, under the supervision of the registered professional nurse, physician, or dentist, shares in the responsibility, accountability and performance of health care services.

The concepts for nursing education, utilizing a holistic approach, are derived from the health sciences, which include the physical, psychological and social sciences. These concepts are the basis for the development of the educational curriculum, which prepares individuals for practice as a practical or technical nurse.

Education is a lifelong learning process. The faculty recognizes that learning is enhanced when the student is directed toward self-actualization. Life structure and experience influence the person's means of achieving developmental tasks. The faculty enhances the student's learning through identification of individual needs and facilitation of personal learning styles.

To accomplish this, the faculty accepts the responsibility of providing the student nurse with the opportunity to: acquire nursing theory based on the nursing process; correlate theory to practice in the appropriate setting; participate in the evaluation of their performance; and embrace cultural diversity and recognize all as equal and a part of society. This total educational process is integrated into a lifelong learning experience.

Student Outcomes

The Eastern Suffolk School of Practical Nursing program prepares students to practice in a multi-cultural, multi-ethnic community as demonstrated by the program and community demographic data. Upon successful completion of the program, a student will be able to:

- Provide safe care in multiple settings with a variety of patients including those with cognitive and physical limits (Safety).
- Support desired health outcomes in patients while respecting dignity, diversity, and self-determination of patients and families (Quality).
- Collaborate with patients, families, and the interprofessional team to assist in planning, delivery, and coordination of patient-centered care to assigned patients (Team/Collaboration).

Conceptual Framework

Nursing

It is the position of our organization that nursing education is a commitment to the promotion and maintenance for human wellness in society. Nursing is both an art and a science. As a recognized vital component of the health care team, nurses encompass the practice of holistic care, prevention of disease, conservation of health, care of the physically and mentally ill, and integration of rehabilitation. Nursing is a health care discipline with a focus maximizing the individuals' self-care ability.

Individual

The individuals requiring nursing services are treated as a whole person, and as such, cultural awareness is taught throughout the curriculum. The goal is to provide the students with the base skills to provide holistic care in a professional manner that allows for self-determination of the individual, respecting their values, culture and belief system.

Environment

The licensed practical nurse serves as an essential part of the nursing and health care team who, under the supervision of the registered professional nurse, physician or dentist, shares in the responsibility, accountability and performance of health care services. Nursing is an integral component in the healthcare environment that can influence the health and well-being of an individual.

Health

The concepts for nursing education, utilizing a holistic approach, are derived from the health sciences, which include the physical, psychological and social sciences. These concepts are the basis for the development of the educational curriculum, which prepares individuals for practice as a practical or technical nurse.

The Eastern Suffolk School of Practical Nursing delivers high-quality nursing education to a diverse student population. We prepare students for successful provision of nursing care in a culturally sensitive and competent manner within a framework of professional nursing accountability, where they are “answerable to oneself for one’s own actions” (AKA Code of Ethics), to function independently in a variety of healthcare systems. Student education is structured to fortify professional, ethical and legal accountability along with lifelong learning throughout their nursing career.

Program Objectives

The objectives of the Practical Nursing Program are to provide learning experiences in an educational climate that will enable the graduate nurse to:

- Utilize the nursing process within the realm of Practical Nursing in providing care that is reflective of the individual’s inherent worth, dignity and holistic needs.
- Demonstrate the competencies required to practice within the ethical, moral and legal code of the Practical Nurse.
- Participate with other members of the Health Team in providing coordinated services for the improvement and maintenance of health.
- Participate in nursing organizations, continuing education and in-service programs for continued professional growth.

Program **PURPOSE**: We believe we will cultivate competent and compassionate practical nurses.

Program **VISION**: We will provide experiential educational opportunities that transform the future of our profession.



Program Statistics

Eastern Suffolk School of Practical Nursing continues to uphold excellent program outcomes according to: [Nursingprocess.org - Your Guide to Nursing & Health Care Education](https://nursingprocess.org) The program is ranked among the best Practical Nursing Schools in New York State.

School Year	Total Enrollment	Program Completion Rate	NCLEX Licensure Pass Rate
2022-2023	260	89%	77%
2021-2022	269	80%	80%
2020-2021	241	70%	83%

*Includes full-time enrollment

For additional Program Statistics and Consumer Disclosure information, please visit the Practical Nursing Program's website at www.esboces.org/nursing

Program Description

The Eastern Suffolk School of Practical Nursing is located at the Gary D. Bixhorn Technical Center, 350 Martha Avenue, Bellport, NY 11713 (Secondary Program) and the Sayville Adult Education Center, 30 Greene Avenue, Sayville, NY 11782 (Adult Program).

The program admits three (3) classes in the fall of each year:

The seventeen-month program is for:

- High school seniors (day)
- Adults (evening)

The first level of the program (Level I) runs September through June (1/2 day/evening) and the second level (Level II) runs September through April (full day). This class graduates in April.

The eleven-month program is for:

- Adults only (full day)

The first level of this program (Level I) runs September through December and the second level (Level II) runs January through August. This class graduates in August.

After successful completion of all program requirements, graduates are eligible to take the New York State Practical Nursing Licensing Examination.

Level I: 450 Clock Hours
Level II: 810 Clock Hours
Total Clock Hours: 1,260



Course Descriptions

Practical Nursing Level I

Part-time Day (Secondary) Program

This program is available to seniors enrolled in the high schools of the first supervisory district. The tuition for the first year is paid by the sending school district and all transportation is provided. All books, uniforms and supplies are purchased by the student. The session times are 7:45 a.m. to 10:15 a.m. or 12:00 p.m. to 2:30 p.m. at the Gary D. Bixhorn Technical Center, 350 Martha Avenue, Bellport, NY.

Part-time Evening Program

Classes meet four (4) nights per week, Monday through Thursday, 6:00 p.m. to 9:30 p.m. (including theory and clinical hours). All theory classes meet at the Sayville Adult Education Center, 30 Greene Avenue, Sayville, NY. This program is available to adult students who have graduated high school, possess a GED® or TASC™, or have a verified foreign diploma equivalent to a United States high school diploma, valid social security number, and meet the admission requirements. U.S. college transcripts are not acceptable in lieu of a verified foreign high school diploma.

Full-time Day Program (Level I & II)

Classes meet five (5) days per week, Monday through Friday, theory hours run from 8:30 a.m. to 3:00 p.m. and clinical hours 8:00 a.m. to 2:30 p.m. (exception for maternity clinical as per facility policy). All theory classes are held at the Eastern Suffolk BOCES Sayville Adult Education Center, 30 Greene Ave., Sayville, NY. This program is available to adult students who have graduated high school, possess a GED® or TASC™, or have a verified foreign diploma equivalent to a United States high school diploma, valid social security number, and meet the admission requirements. U.S. college transcripts are not acceptable in lieu of a verified foreign high school diploma.

Level I Courses Include:

Anatomy and Physiology

This first-level course is the study of the structure and function of each body system and how these systems work together to maintain a balanced state. This is a foundation course and integrated throughout the total curriculum. **90 hours**

Introduction to Professional Nursing and Ethics

This course is designed to introduce nursing students to the historical development of formal theories of ethics as it relates to issues in health care. The course includes major ethical, spiritual and moral issues that students may face personally and professionally as they transition from the role of student nurse to professional nurse. The profession of nursing is investigated within the broader context of society, the legal system and the health care environment. Professional, legal, ethical and social issues are explored and considered with the intention of promoting adaptation to the nurse's professional role. The role of the nurse in addressing patient safety, patient-centered care, clinical judgment, quality improvement and professional communication is addressed within the context of the course. **40 hours**

Nutrition

This first-level course covers the basic nutrients, their sources, functions and application to good health. The content includes applying these principles to the needs of individuals of different age groups, religions and race. The role of diet therapy in relation to health maintenance is incorporated. **30 hours**

Growth and Development

This basic course is taught in the first level of the program. It is a study of the physiological and psychosocial growth and development of the person throughout the life span. This course, in conjunction with the other basic courses, assists the student in formulating and developing the nursing process in the care of the pediatric, adult, and geriatric client.

40 hours

Pharmacology

This first-level course includes mathematical calculations based on the metric and apothecary systems. The source, classifications, routes, and actions of frequently used medications are discussed. The administration of medications is practiced and integrated throughout courses in the second level of the program. **60 hours**

Fundamentals of Nursing

This course is taught throughout the first year. It integrates the basic sciences of Anatomy and Physiology, Nutrition, Introduction to Professional Nursing Ethics, Community Health, Growth and Development, and Pharmacology. It is designed to assist the student in developing skills required in the application of the nursing process. This is accomplished through demonstrations, observations, laboratory practice, and clinical experiences in local health care facilities. **190 hours**

Practical Nursing Level II

The part-time day and part-time evening programs are consolidated into one class for the second level of the program. Classes are held Monday through Friday 8:30 a.m. to 3:00 p.m. Theory classes are held at the Eastern Suffolk BOCES Sayville Adult Education Center, 30 Greene Ave., Sayville, NY.

Level II Courses Include:

Medical-Surgical Nursing

The focus of this course is nursing care and related skills based on evidence-informed medical/surgical nursing practice. The learner builds upon previous nursing knowledge and related theory in adapting the nursing approach to the care of the medical/surgical client using critical thinking and the nursing process. The learner continues to develop leadership skills through the experience of mentorship. A clinical component is included in which learners apply theory and practice nursing skills related to medical/surgical nursing. In this course, students are introduced to critical thinking and problem-solving skills and assist in caring for medical-surgical patients. Students are also taught pre- and post-operative care skills, principles of managing pain and basic oncology care. Topics include diseases and disorders of the body systems. Emphasis is placed on the nursing process, health promotion, the health-wellness continuum and care of medical-surgical patients with selected common diseases and disorders. Through structured clinical assignments, this course is designed to provide practice in basic practical nursing procedures in medical-surgical settings. **420 hours**

Obstetrical Nursing

This is a three-week course. Concepts of family-centered maternal and newborn care are correlated with a supervised clinical experience. The student will observe the birthing process and care for the post-partum client and newborn. Clinicals are subject to start at 7:00 am based on facility requirements. **90 hours**

Gerontological Nursing

This is a four-week course that explores the conditions and aspects of natural aging. Emphasis is placed on meeting the changing physiological, psychosocial and needs of the elderly. Special attention is given to prevention of disabilities and the care of chronic conditions as they relate to the aging process. **120 hours**

Pediatric Nursing

This is a three-week course that applies the basic principles of growth and development to the prevention and treatment of common childhood health problems. It is designed to prepare the student to utilize the nursing process in the implementation of pediatric client/patient care in a variety of health care settings. **90 hours**

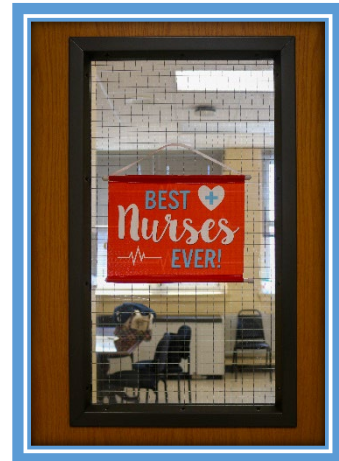
Mental Health Nursing

This three-week course includes the concepts of psychiatric behaviors and the related theories of therapeutic intervention. Students affiliate in a Psychiatric Center to interact with clients for the application of therapeutic communication in the management and rehabilitation of the mentally ill. Clinical experiences are held at assigned health related facilities. Assignments are at the discretion of Administration. **90 hours**

Clinical Affiliations

Clinical partners include but are not limited to the following:

- Acadia Rehabilitation/Riverhead Care Center
- Affinity Skilled Living & Rehabilitation Facility
- Brookhaven Health Care Facility
- Brookside Multicare Nursing Center
- Catholic Health Services
- Jefferson Academic Center
- Long Island State Veterans Home
- Momentum at South Bay Rehabilitation and Nursing
- Northwell Health
- Oasis Rehabilitation and Nursing
- Peconic Bay Medical Center
- Pilgrim Psychiatric Center
- Premm Learning Center
- Sequoya High School
- Stony Brook at Southampton Hospital
- Southshore University Hospital
- St. James Rehabilitation and Healthcare Center
- Surge Rehabilitation and Nursing
- The Hamptons Center for Rehabilitation and Nursing
- Westhampton Beach Learning Center
- Westhampton Care Center



State Licensing Preparation

A required, ATI (Assessment Technologies Institute) 30-hour review course is held at the completion of the second level to assist students in preparing for the State Licensing Examination. The instruction includes information on test-taking techniques and a review of all course content. This is not included in the tuition and is an additional charge for the student.

The Student Experience

The Adult Practical Nursing Program is located at the Sayville Center at 30 Greene Avenue, in Sayville, New York.

All classrooms are equipped with a desktop computer, printer, Newline interactive monitor, document camera, a class set of laptops (or Chromebooks) for student use and Wi-Fi access. Instructors utilize Google Classroom, textbooks, ATI and other technology to support their instruction. Additionally, ATI is used as an individualized remediation resource for students.

Students may use the student lounge as a welcoming space designed to relax and recharge during your breaks. The lounge is equipped with microwaves for heating food and vending machines offering a variety of snacks and beverages. It is an ideal spot to socialize with classmates, study, or take a well-deserved break. Job boards and community service opportunities are also located in the student lounge.

To maintain a clean and pleasant environment, please leave the lounge in the same condition you found it. Be sure to comply with the following rules:

- Push chairs under the tables after use.
- Dispose of trash and recyclables in the designated bins.
- Clean your area before leaving.
- Turn off the lights if no one else is in the room.

Thank you for helping keep our student lounge a clean and enjoyable space for everyone!

To complement and enhance the learning experience at the Eastern Suffolk School of Practical Nursing, students will interact with a state-of-the-art simulation laboratory including simulation mannequins. The Simulation Lab is a two (2)-bed unit. Simulation-based lab and/or clinical education provides students the opportunity to practice their clinical decision-making skills. The program incorporates high fidelity mannequins to replicate real-world scenarios in a lifelike simulated environment. Students interact with medical mannequins that display a variety of behaviors and symptoms. The Skills Lab is a multi-bed unit utilized to enhance didactic learning of nursing intervention concepts and skill development utilizing adult-sized patient mannequins. In the skills lab, students learn everything from proper handwashing to conducting head-to-toe assessments. The skills lab is also utilized to provide Basic Life Support training incorporating adult and infant training mannequins.

The clinical experience is an essential component to becoming a practical nurse. Eastern Suffolk School of Practical Nursing has established clinical affiliations with 21 partners including but not limited to: Northwell, Catholic Health, Long Island Veterans Home, Stony Brook Southampton Hospital, Acadia Rehabilitation, Westhampton Care Center, and Momentum Rehabilitation and Nursing. Students work under the supervision of a clinical instructor to experience the day-to-day intricacies and assist in providing safe and ethical delivery of patient care. Each rotation provides students the opportunity to put into practice everything they have learned in the classroom, skills and simulation labs.

The Eastern Suffolk School of Practical Nursing partners with its neighbor, The Sayville Public Library located at 88 Greene Avenue for the nursing students to have access to its five levels (connected by elevator), two below ground and three above. The lowest public level houses two meeting rooms (one with a stage) and an art gallery; mid-level, the main entrance, lobby and Circulation Services; the top level, stretching the full length and width of the building, is devoted to Adult Services with extensive stacks, a quiet reading room, a computer room, private study rooms, and the Long Island Room and vault, devoted to history and genealogical publications, films and maps. For improved efficiency, the new building also features solar panels on the roof

and a geothermal energy system, both partially funded by State grants. The Sayville Library collection has about 175,000 items, including about 147,000 books; it is visited by 14,744 borrowers with Library cards out of 18,500 population served and it has about 70 employees. The Sayville Public Library provides a detailed orientation of all resources at the beginning of each school year.

Online Library System

A virtual library is available to students and staff 24 hours a day, 7 days a week. Students are able to connect to online resources through their computers and laptops. Students will also have access to program-designated laptops that have all resources uploaded electronically.

Links include but are not limited to:

<https://www.nihlibrary.nih.gov/resources/subject-guides/nursing>
<https://escolar.eb.com/levels/secundaria> (Spanish resource)
<https://medscape.com>
<https://atitesting.com>
<https://medlineplus.gov/>
https://go.gale.com/ps/start.do?p=PPNU&u=nysl_se_bocestc&sid=geolinks
<https://www.accessss.org/>
<https://dailymed.nlm.nih.gov/dailymed/>
<https://www.cdc.gov/surveillance/pubs-resources/index.html>
<https://journals.lww.com/pages/journals.aspx>

Additional Electronic Resources

Additional resources available to students include desktop computer, laptops, a Smartboard, a wall-mounted, dry-erase whiteboard, calculators, and headphones.

Employment Resource Center

The Employment Resource Center offers students the essential edge to successfully compete in today's global workplace. Services Include:

- On-site Career Planning Specialist
- Resume and cover letter assistance
- Our exclusive job bank
- Career and labor market information
- Computers with internet and printing access
- Photocopying and fax services
- Telephone services for contacting employers
- Career development and job search workshops
- Interviewing techniques and mock interviews
- One-on-one employment counseling
- Ongoing follow-up and support

The Employment Resource Center is available both day and evening to current students and alumni at the following locations:

Gary D. Bixhorn Technical Center
350 Martha Avenue, Room 121
Bellport NY 11713
(631) 286-6585

Edward J. Milliken Technical Center
375 Locust Avenue, Room 112
Oakdale, NY 11769
(631) 244-5893

Harry B. Ward Technical Center
970 N. Griffing Avenue, Building 5
Riverhead, NY 11901
(631) 369-75670

Student Financial Services

The Office of Student Financial Services is located on the first floor of the building, in room 106. Students may meet with a Financial Aid Officer or Career Planning Specialist by appointment only between 8:00 a.m. and 4:00 p.m., Monday through Friday, at the Sayville Center, 30 Greene Avenue, Sayville, NY 11782, (631) 233-4470. In addition, the Career Planning Specialist is located in the Student Financial Services Suite.

Admissions Requirements

Secondary Program

High School students planning to attend the Practical Nursing Program must meet with their guidance counselor and complete an application for admission during the second semester of their junior year. All students are required to take and pass the Nurse Entrance Exam, which includes reading, math, and English composites to be considered for admission to the Practical Nursing Program. All students must have a high school diploma, GED® or TASC™, or verified foreign high school diploma and a valid social security number to advance to enter Level II.

Step 1: Adult Program

Educational Prerequisites:

- Graduation from an accredited U.S. secondary school, official transcript required; or
- U.S. high school equivalency diploma (official GED® or TASC™ transcript with scores required); or
- A foreign high school diploma verified by an accredited international academic credentialing evaluation service such as, World Education Services, U.S. Credentialing or Global Credential Evaluators. Student is responsible for this expense.
- Must possess a valid social security number. Step 1: Entrance Examination
- Candidates must take and pass the Nurse Entrance Exam to be considered for enrollment in the Practical Nursing Program. The Entrance Exam must be taken at Eastern Suffolk BOCES. [Register online to schedule a Nurse Entrance Examination.](#)
- All test takers will be required to create an account with atitesting.com
- For individuals requiring special accommodations, please call (631) 233 - 4450.
- Although not required for admission, it is recommended that candidates take the Preparation for Practical Nursing Entrance Exam course. This course is designed for prospective candidates seeking admission in the Practical Nursing Program. [Register online for the Preparation for Practical Nursing Entrance Exam course.](#) *The completion of the preparation course does not guarantee admission into the Practical Nursing Program.*

Step 2: Interview

- Each applicant who has been successful on the entrance exam will be notified by email and, following the completion of all required documents, will schedule an appointment to be interviewed by the Practical Nursing faculty.

- Once all required documents are in hand, candidates will call the Practical Nursing office to schedule the interview date, time and location.
- Candidates are required to bring photo ID and a pen/pencil to the interview.
- Part of the interview process includes writing an essay.
- The interview provides the applicant the opportunity to learn more about the program and it
- Provides the faculty the opportunity to evaluate the applicant's suitability for the program and ability to express themselves, which is an important aspect of communication in nursing.
- **An interview does not guarantee admission into the program.**

Step 3: Application Packet

- Candidates who successfully complete the Entrance Exam prior to the interview process will receive an admission packet via email.
- The packet is to be completed and submitted by the candidate at the time of the scheduled interview to be considered for the program.
- After candidates have completed the interview process, their file will be reviewed by program administration. If the candidate is accepted into the program, an acceptance letter will be emailed.

Step 4: Financial Aid

Please be sure to call (631) 233 - 4470 if you have any questions regarding financial aid, or would like to make an appointment.

Step 5: Background Check

- All students are required, at their own expense, to complete a mandatory background check prior to Orientation.
- All students are required, at their own expense, to perform a mandatory random drug screening. Date of drug screening to be determined by Administration.
- Additional background check and drug screening are required for returning students.

Step 6: Mandatory Orientation and Registration

- All students are required to attend an Orientation and Registration session. Students will be notified via mail of their scheduled date and time.

Educational Policy

Course Grading

Students must achieve an overall passing grade average of 75% or better for each course. Program enrollment is contingent upon maintaining minimum unit exam, final exam and homework average of 75% or better, before the 5% participation grade is calculated into the course average. In addition to achieving an overall grade of 75% or better, students are also required to maintain satisfactory progress in each clinical assignment. A student with a grade point average below 75% in any course or an unsatisfactory clinical rotation will be dismissed from the program.

Level I academic progress is monitored at the completion of four-week intervals or 60 hours for part-time day and part-time evening programs. Full-time day programs are monitored at two-week intervals or 60 hours.

Level II academic progress is monitored at the completion of three-week clinical rotations or 90 hours, or four-week clinical rotations or 120 hours, or seven-week clinical rotations or 210 hours. Each student rotates through varied clinical rotations as they are scheduled.

Appeal of Determination

Students may appeal the determination that they are not meeting satisfactory academic progress standards by filing a written request of appeal of determination to the Program Administrator and submitted by the end of the next business day. Upon receipt of said written request, a conference with administration and the academic team will be scheduled to review the student's academic progress and appeal.

Attendance

As per registration with the New York State Education Department for 1,260 clock hours of theoretical and clinical instruction, all Eastern Suffolk School of Practical Nursing students must complete 1,260 hours in order to be eligible for the New York State Practical Nursing Licensing Exam.

Students may not be absent more than a maximum of 40 hours and a maximum of 30 hours for re-enrollees (see Dismissal). These hours must be made up for students to complete program requirements. See below for Makeup Time protocol.

Attendance Tracking

- All missed time, including late arrivals and early departures, counts against your attendance record, regardless of circumstances.
- Attendance is strictly monitored; students who do not attend scheduled class times will be marked absent for those hours.
- Signing in without being present is considered fraudulent attendance, and wandering the building or using a cell phone during unauthorized breaks will also be marked as absent time.

Disciplinary Actions

- Students found manipulating the attendance system may face disciplinary action, including loss of credit for that class, suspension, or dismissal after repeated offenses.

During the program, students are evaluated daily based on their performance and class participation; therefore, absences will affect the daily grade. Absences that will not affect the daily grade are court appearances, Department of Social Services appointments, or bereavement of immediate family for no more than three (3) days. Proof of these absences is required upon return. **Any hours missed must always be made up and may incur an additional expense.**

Student Responsibilities

- Students must maintain their own attendance records and are responsible for completing all assignments and missed work during absences.
- Records of habitual tardiness or early departures will be addressed individually and may lead to an attendance warning, probation, or contract, depending on severity.
- Please be respectful to your classmates and instructors by arriving on time and adhering to these guidelines.

Makeup Time

All students are required to have satisfactorily completed 1,260 hours of theory and clinical time and meet all program requirements prior to receiving their diploma. Any shortage of hours, which is a maximum of forty (40) hours for first time enrollees and thirty (30) hours for re-enrolled students of the 1,260 accredited program hours, must be made up at the expense of the student and completed immediately after the graduation date for that class.

This required ATI Live Review may account for thirty (30) hours of makeup time at an additional charge. Hours exceeding the ATI Live Review, up to a maximum of ten (10) hours,

may be satisfied through completing volunteer community service hours (see Community Service - maximum 10 hours) or at a cost of \$50.00 per hour in a classroom setting after graduation per administration.

Upon completion of makeup hours, if applicable, successful completion of required Capstone, completion of the 12-week ATI Virtual Review, earning a “green-light” at the culmination of the 12-week ATI Virtual Review, success on all required exit exams, financial obligations satisfactory (having a zero balance, including ATI costs) and financial aid on-line exit counseling complete, the student will then be eligible to take the New York State Practical Nursing Licensing Examination.

Academic Advisement and Remediation

The program is dedicated to the professional growth and development of future nurses. In addition to providing daily instruction in the classroom and clinical environments, our nursing instructors also serve as student advisors. Assessing students' academic, physical, and emotional health is vital for individual success and program completion.

The program is dedicated to the professional growth and development of future nurses. Assessing students' academic, physical, and emotional health is vital for individual success and program completion. Faculty members serve as student advisors, helping students stay informed about their academic performance, program policies, and expectations, as well as recommending remediation when needed.

Students are encouraged to initiate meetings with their advisors at any time to address academic, clinical, or personal challenges. Additionally, students can consult the teacher coordinator, career planning specialist, or administrator for further support.

Academic Remediation Process

Remediation is available for all students needing assistance with academics and clinical skills. Students are encouraged to meet with their instructors to discuss remediation needs. See Academic Remediation Process, page 20, for further information.

Conduct

All students are expected to assume and accept responsibility for their own behavior, as well as the consequences of inappropriate behavior. The Code of Conduct for Eastern Suffolk BOCES is provided and reviewed yearly with all students. See Appendix A. Failure to abide by the Code of Conduct will result in students being placed on behavior probation and/or termination.

Dress Code

A student is required to adhere to a uniform protocol in the clinical and lab setting. Students must have ESBOCES' issued photo ID visible at all times. Appropriate classroom attire is required. The Uniform Protocol is distributed and discussed during the student orientation and preparation day. Students are required to adhere to the uniform protocol in the lab and clinical setting. While in uniform, students are not permitted to wear jewelry. Visible body piercings must be removed and body art must be covered (based on clinical partner requirements). Polished, artificial nails of any kind and false eyelashes are not permitted for health and safety reasons. Hair must be natural in color—no unconventional colors (e.g., blue, orange, purple); hair must be secured away from the face and work area, with longer hair styled in a bun if necessary to prevent contamination. Males with beards must be trimmed, neat and clean, otherwise are to be clean shaven. Beards cannot be so long that they interfere with the healthcare industry or infection control measures. Failure to comply with the complete uniform protocol during clinical/lab will result in dismissal from the site. Any missed time will be

deducted from the student's attendance. Time missed from clinical/lab must be made up and may incur an additional expense.

In the classroom setting, students are to adhere to the student dress code as outlined in the Eastern Suffolk BOCES Code of Conduct. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up, and nails shall:

- be safe, within program parameters, and not disruptive to or causing interference with the educational process;
- not be sexually revealing or suggestive (clothing that exposes the torso or reveals undergarments are not permitted);
- include footwear at all times (footwear that is deemed a safety hazard will not be allowed);
- not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage or incite illegal behavior;
- not display any signs of gang affiliation;
- not include items that are vulgar, obscene, or libelous or that denigrate others on the basis of race; color; religion; creed; national origin; age; political affiliation; use of a recognized guide dog, hearing dog or service dog; gender; sexual orientation; disability; or any other classification protected by Federal, State, and local law. Compliance with these guidelines is essential for both personal safety and professionalism in the clinical setting.

Testing Protocols

Students are expected to be present for all scheduled examinations.

Absences

- If a student is absent for a scheduled exam, they must make up the exam upon their return to school.
- Written documentation explaining the reason for the absence is required if more than one exam is missed.

Prohibited Items

- No electronic devices, hoodies, sweatshirts, or water bottles are allowed during testing. All necessary items will be provided.

Academic Integrity

- Any student caught cheating, or with evidence of cheating, will be asked to leave the testing room and will receive a zero for that exam.
- This may lead to disciplinary action, including the potential for dismissal from the program.
- Opening any outside sources or browsers during an exam is strictly prohibited and may result in exam failure and possible program dismissal.
- Students are required to electronically initial and sign an attestation of test integrity prior to taking each exam.

Adhering to these protocols is crucial for maintaining academic integrity and a productive testing environment.

Makeup Test Policy

Students who are absent for an exam must make up the exam upon arrival to school. Student is required to provide written documentation regarding reason for absence if more than one exam is missed. **Student absent for a final exam must have valid written documentation for absence verified by administration.**

Submission of Required Written Work

All written assignments (e.g., reports, care plans, projects, etc.) must be submitted on time to the instructor or administration. Deadlines are as follows:

Day Classes: No later than 8:40 AM

Evening Classes: No later than 6:10 PM

Failure to come prepared for class, lab, or clinical negatively affects the learning environment for everyone. Accountability for proper preparation is expected.

Late Submission Policy:

Assignments graded as complete/incomplete will not receive credit if submitted late.

Assignments with a numerical grade may be accepted up to two days late, provided the grading instructor is notified at least 24 hours in advance:

- One day late: 20% deduction
- Two days late: 40% deduction
- Three days late or more: 0% (no credit or feedback will be provided)

Please adhere to these guidelines to ensure a successful learning experience.

Community Service

To satisfy a deficit in required program hours, students have the opportunity to acquire ten (10) hours of community service. Community service is defined as volunteer work performed without compensation in a health-related facility, such as a nursing home, soup kitchen, etc. Students are encouraged to contact the Health Sciences Office for clarification. Note: “shadowing” or filing in a physician’s office does not qualify as community service. Confirmation of completion of volunteer community service must be submitted by the agency on letterhead and be verifiable. Documentation must be submitted by the due date as stated in the Memorandum of Understanding.

Withdrawal

Students who are withdrawing from the program must submit a letter of withdrawal in writing to the Program Administrator. The effective date of withdrawal is the date the letter is received. Files will be kept open for one (1) year only if all financial obligations to Eastern Suffolk BOCES have been met.

Readmission

Students who fail to progress, or voluntarily withdraw from the Practical Nursing Program, may request to be readmitted to the program. Students must submit a letter of intent addressed to the Program Administrator who will confirm the student’s eligibility to apply for readmission based on these Prescreening Readmission Criteria:

- Students must satisfy all financial obligations to the school prior to being considered for readmission.
- Students may not return to the Program if their dismissal from the school was a result of behavioral issues, plagiarism, or cheating.

If the student is eligible to apply for readmission based on the above criteria, students will be asked to complete a Readmission Form at <https://forms.readmission>, submit an essay, and pay a \$25 administrative fee by the date provided by administration. Individuals seeking re-entry based on withdrawal for medical reasons must submit documentation from their physician providing clearance for activity with no restrictions to resume all aspects of the program, including clinical rotations. Individuals who have been out of the program in excess of 15 months or greater may be required to repeat the entire program. Students who exhibited behavioral problems as stated in the Code of Conduct while attending the program, will not be readmitted. **Students are only eligible for readmission once.**

Readmission Committee

The Readmission Committee, made up of administration and faculty, will review all information collected from the student and evaluate the student's academic file before a decision is made. Factors including but not limited to grade-point average, faculty evaluation, and space availability are considered in the readmission decision made by the Readmission Committee. Please be aware that students may be required to pass a competency examination and/or attend a meeting with the Readmission Committee if requested.

Students who apply for readmission may be required to demonstrate that they have retained the nursing foundational knowledge necessary for academic success and patient safety by completing a competency exam based on coursework previously completed. Some students may need to restart the program at Level I depending on their readmission test score and/or past academic performance. Students must submit all requested information by specified due date.

Make an Appointment with the Readmission Committee

- If you are asked to meet with the Readmission Committee, please call the Health Sciences Office to make an appointment at (631) 233 -4474.
- Failure to attend the interview as scheduled will result in the student not being considered for readmission.

How to Prepare for Your Readmission Meeting

- Complete the readmission form. Be sure to answer all questions thoroughly.
- Incomplete forms will not be considered by the Readmissions Committee.
- Are in good financial standing with Eastern Suffolk BOCES and are not found to be in default of a student loan.
- Dress as if you are attending a job interview and be punctual.
- During the interview, the student's potential reentry plan will be discussed.

Students will only be considered for readmission by the committee after completing the requirements outlined above, and only within 15 months immediately following the unsuccessful year. Re-enrollees must agree to abide by policies (academic and financial) that apply to the calendar in which re-entry is anticipated. Any new textbooks and equipment added to the program will need to be purchased by the student reentering the new class.

Refund Policy

A percentage for refunds will be calculated by considering the total number of course hours the program has been in session compared to the total program hours. If eligible, a refund from ESBOCES will be based on the following schedule:

Withdrawal within first 10% of enrollment period	90% Refund of total tuition due for period of enrollment
Withdrawal after first 10% through first 25% of enrollment	75% Refund of total tuition due for period of enrollment
Withdrawal after first 25% through 50% of enrollment	50% Refund of total tuition due for period of enrollment
Withdrawal after first 50% through 75% of enrollment	25% Refund of total tuition due for period of enrollment
Withdrawal after 75% of enrollment	0% Refund

To receive a refund, payments must have exceeded the total tuition due for the period of enrollment. If payments do not exceed total tuition due, the student will be liable for any balance owed the School.

Academic Remediation Process

Students who have a grade less than 80% or in cases of academic concern, advisors will initiate a remediation plan, designed collaboratively with the student to ensure success. Advisors provide essential support to help prevent issues that could hinder a student's progress to the next rotation.

An academic warning is subject to students who have not brought grade to passing level after remediation support. If a student receives an academic warning, rotations must be completed in good standing or the student will be subject to termination.

Dismissal

A student may be terminated from the program for the following reasons:

- Grade less than 75% in any theoretical unit and clinical area, **before** participation is calculated into the grade.
- Attitude deemed inappropriate for a Practical Nurse student in classroom or clinical setting.
- Threatening behavior toward other students, faculty, or staff.
- Inability to correlate nursing theory to clinical practice.
- Excessive absences or tardiness beyond forty (40) hours; thirty (30) hours for students re-entering Level II of the program.
- Inappropriate moral and/or professional conduct.
- Any action that threatens the physical or emotional well-being of the client.
- Compromising the testing integrity of the program/plagiarism.
- Use of illicit drugs on campus or in clinical setting
- Failure to perform a random drug test or a positive result of the drug test.
- All financial obligations must be satisfied prior to re-enrollment in the Practical Nursing Program or any other course at Eastern Suffolk BOCES.

A student who is terminated for conduct and/or ethical reasons will not be permitted to return to the program.

Program Requirements

Physical Examination

All students are required to have a complete physical examination at their own expense, by a physician or primary provider including required immunizations per the Department of Health. Titres to prove immunity and the Flu/COVID vaccine or waiver are required for all students. Waivers are considered on a case by case basis with supporting medical documentation. However, your clinical requirements may be placed in jeopardy if your assigned clinical facility requires Flu/COVID vaccinations. All forms must be submitted and approved upon commencement of the program. Failure to submit the required physical exam will result in termination from the Practical Nursing Program. **If the student is absent due to illness or injury, a letter of full medical clearance, without restrictions, must be provided to the school prior to the student's return.**

General Abilities

Nursing students must be able to independently, with or without reasonable accommodation, meet the following technical standards of general abilities and those specifically of observation, communication, motor; intellectual, conceptual, and quantitative situations; essential behavioral and social attributes; and ability to manage stressful situations. Students unable to meet these technical standards, with or without reasonable accommodation, will not be able to complete the program. Illegal or unethical behavior and/or

any action or omission that jeopardizes client /staff/peer safety constitutes grounds for course failure and dismissal from the program.

Graduation Requirements

Criteria for successful completion of the program are:

- Complete each course 75% or better and receive satisfactory ratings in clinical rotations.
- Complete 1,260 hours of clinical and theoretical instruction.
- Pass a Comprehensive Exit Exam with a percentage/competency determined by Administration and Faculty.
- Pass all three (3) Pharmacology competency exams with a percentage/competency determined by Administration and Faculty.
- Complete the 30-hour ATI Live Review course.
- Complete ATI Capstone in Level II
- Earn a GREEN LIGHT from ATI after the conclusion of the 12-week Virtual Review if not competent with comprehensive predictors (see above).
- Satisfy all financial obligations with the school.
- Satisfy all documentation requirements.
- Complete Financial Aid Exit Counseling requirement, if applicable.

Pertinent Licensing Information

Students are to note that moral conduct decisions can be made after program completion and a negative decision by the New York State Licensing Board for Nursing may result.

Building Security and Safety

All students must use the main entrance located in the middle of the building at all times. All other entrances will remain locked. Propping doors open violates building safety and security procedures, and students found in violation may face disciplinary action. Safety drills are conducted to ensure the safety of everyone in the building. Students must follow the instructions provided by staff or emergency personnel. Full cooperation and participation are required from both staff and students.

During a fire drill or when the fire alarm sounds, all staff, students, and guests must respond as if it is an actual fire.

Protocols:

- Exit the building quickly and quietly using the closest fire exit.
- Report to your classroom instructor at the designated meeting place for attendance checks.
- Remain with your class in the designated area until instructed to return or given further evacuation orders.
- Leaving campus during a fire drill is not permitted.

Lockdown Drills:

- Lockdown procedures are implemented when a threat exists in the building.
- Students must remain in their classrooms, follow the instructor's directions, and stay clear of doors and windows. If outside the classroom, proceed to the nearest safe area as instructed by staff.

Lockout Drills:

- Lockout procedures allow for a normal day of instruction while restricting outside activity and preventing unauthorized personnel from entering the building. This is typically used when a general threat exists or an incident occurs outside the school premises.

By adhering to these safety protocols, we can ensure a secure and supportive learning environment for everyone.

Campus Security

The Annual Security Report is available to students and employees on our website at www.esboces.org and may be obtained upon request from the Program Administrator. This report includes statistics for the previous three (3) years concerning reported crimes that occurred on campus. The report also includes institutional policies concerning campus security, such as Campus Law Enforcement Policies, Emergency Response and Evacuation Procedures, and acts violating the Violence Against Women Reauthorization Act of 2013 (VAWA).

Drug Free/Smoke Free School

Eastern Suffolk BOCES adheres to a **mandatory Drug Free and Smoke Free** environment, both on campus and in clinical settings. Failure to comply is grounds for dismissal, see pg. 20.

Accreditation

Eastern Suffolk BOCES is accredited by the Middle States Association on Elementary and Secondary Schools (MSA CESS). The Eastern Suffolk School of Practical Nursing is also accredited by The State Education Department Office of Professions – Division of Professional Education. For any questions related to program accreditation, or to file a complaint, please visit <http://www.nysed.gov/college-university-evaluation/complaints>

Communications and Device Policy

All students must abide by Eastern Suffolk BOCES Policy and Regulations (Policy 6216) for use of BOCES Communications Systems. In addition, it is program policy that any audio and/or video recording of instruction is prohibited unless express permission is granted by the instructor. Reading and/or writing text messages, viewing images, listening to audio, or other use/manipulation of personal devices including but not limited to cell/mobile phones, Blackberry devices and other PDAs, iPods and MP3 players, AirPods, earbuds, headphones, smart watches, and calculators that are capable of transmitting and/or receiving information are prohibited during instructional time in instructional spaces; this includes, but is not limited to, during testing, class/theory, lab/simulations, and clinical rotations. Tablets, Chromebooks/digital notebooks, and laptop computers are approved for use in accessing relevant instructional material only, during instructional time in instructional spaces. Each classroom is equipped with laptops for student use during instruction. Feel free to request one from your instructor before each day's work commences, and return it in good order at the conclusion.

In the event of a personal emergency that requires the temporary use of any personal device during instructional time, students are expected to quietly excuse themselves and briefly handle the matter away from the instructional space in a professional manner. However, any access to personal devices during clinical rotations is strictly prohibited.

Failure to abide by this Electronic Communications and Device Policy will result in a score of zero for the current work/test at hand, a warning, and/or termination from the program.

Accommodations

Students with disabilities are entitled to reasonable accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. To request accommodations, please follow these guidelines:

- Disclosure: Disclose your disability to the main office within one week of the start of classes.

- Documentation: Provide appropriate documentation to the main office within the same timeframe.
- Request: Formally request accommodations within one week of the start of classes.

To initiate accommodations, students should speak with their instructor and the teacher coordinator. If you are uncertain about the appropriateness of an accommodation or need guidance on additional accommodations, the main office is available to assist you.

Educational Records/References/Transcript Requests

All student requests for student educational and academic records, references, and transcripts must be submitted in writing to the Health Sciences Office. Students must allow 5 to 7 business days to process all requests. This information is confidential and requires a signed consent.

All students not currently enrolled will be charged a fee of \$15.00 payable by **money order** for each request, to be paid at the time of request. All financial obligations to the school must be satisfied before any records are released.

Articulation

An articulation agreement is a formal partnership between Eastern Suffolk School of Practical Nursing and a college or university that outlines a pathway for students to seamlessly transition from our Practical Nursing program to an associate or bachelors' program. These agreements specify which courses or credits will be accepted by the college, or universities allowing students to apply their training toward a degree. This collaboration benefits students by providing clearer educational pathways, reducing redundancy in coursework, and facilitating a smoother transition to college-level programs.

Eastern Suffolk School of Practical Nursing currently has articulation agreements with the Helene Fuld College of Nursing, Adelphi University and Nassau Community College. Further information is made available to students upon request.

Tuition and Fees

The decision to invest in an education involves commitment, motivation and financial planning. Approximate costs, including tuition and estimated miscellaneous expenses for the Practical Nursing Program are itemized below. The total estimated tuition and expenses do not include meals, transportation or childcare.

Upon written notice of acceptance into the Practical Nursing Program, applicants are required to provide the school with a non-refundable tuition payment in the amount of \$500.00. Payment must be made by money order only at the time of Class Introduction and Preparation, which is included as part of the 1,260 program hours. The balance is due as follows:

Part-Time

Level I: September–June (Evening)

Payments are due in four (4) equal installments: September, October, November and December

Level II: September–April (Day)

Payments are due in five (5) equal installments: September, October, November, December and January

Full-Time

Levels I and II: September–August

Level I: Payments are due in four (4) equal installments: September, October, November

and December.

Level II: Payments are due in five (5) equal installments: January, February, March, April and May.

Articulation

By signing the enrollment agreement, the student is committing to all requirements listed in the agreement, including all financial obligations

Tuition payments are accepted in the form of money orders made payable to Eastern Suffolk BOCES or by credit card (Visa, Master Card or Discover). Cash and personal checks are not accepted. All tuition payments must be paid on or before the scheduled due dates. Failure to do so will result in suspension from class until financial obligations are met.

Diplomas, transcripts and records will only be released to students who have satisfied all financial obligations and are not in default on any federal loan(s) certified by ESBOCES.

Tuition 2025-2026

Full Time Day (FTD)	\$ 23,870.00
Level I (PTE)	\$ 9,447.00
Level II (PN2)	\$14,423.00

Additional Costs

The following items must be scheduled and / or purchased by the student. Costs are estimated.

Application Fee (non-refundable)	\$175.00
Physical Examination	\$200.00
Books, ATI books and electronic resources - per level	
Level 1	\$288.00
Level II	\$261.99
Uniform Package	\$107.00
Graduation Expenses:	
Diploma, Graduation Uniform	\$130.00
NY NCLEX Registration	\$143.00
Pearson Vue Licensing Fee	\$200.00
ATI 30-Hour Live Review	\$407.00
Transportation	TBD
Background Check	\$ 27.00
Drug Test	\$ 30.00

The ATI 30-hour Live Review class is required for NCLEX preparation (at the student's expense). Information regarding the purchase of books is provided to all students during the admission process. All costs are subject to change.

Student Financial Services

The Practical Nursing Program is eligible for participation in Title IV financial aid programs. At present, approximately 70% of all students receive Federal Financial Aid Assistance.

The staff in the Financial Services Office at Eastern Suffolk BOCES is committed to assisting students and their families find financial aid resources to help fund their educational experience. The professional staff will guide you through the financial aid process and provide you with assistance and information to help maximize your financial aid opportunities.

In general, to be eligible for federal financial aid, a student must:

- Be a United States citizen or eligible non-citizen.
- Possess a valid Social Security number.
- Hold a United States high school diploma, GED® certificate, TASC™, or a recognized equivalent of a United States high school diploma.
- Maintain satisfactory academic progress in his/her program of study, not be in default on a federal student loan, and not have received an overpayment on a federal grant.
- Be enrolled at least half-time.
- If male, student must be registered with selective service, or must be able to provide proof of exemption.
- Have financial need.

Students at Eastern Suffolk School of Practical Nursing may be eligible for the Pell Grant and/or Federal Direct Loans. Pell Grants and Federal Direct Loans are awarded based on the results of the Free Application for Federal Student Aid (FAFSA). This application can be completed on-line <https://studentaid.gov> on paper or by appointment with our Student Financial Services Office. Students may also qualify for Veterans Administration Benefits, New York State Vietnam/Persian Gulf Veterans Tuition Award and State Assistance for Native Americans.

Eastern Suffolk School of Practical Nursing Federal School Code: 015375.

Pell Grant

The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Grant amounts are dependent on the student's expected family contribution, the cost of attendance, and the student's enrollment status (full-time, part-time, level II). The Pell grant does not need to be repaid.

Direct Subsidized Loan

The Direct Subsidized Loan is awarded on the basis of financial need. No interest is charged while you are enrolled at least half-time and during deferment periods.

Direct Unsubsidized Loan

The Direct Unsubsidized Loan is not awarded on the basis of need. Interest is charged during all periods, including while you are in school and during grace and deferment periods. If you choose not to pay the interest on your Direct Unsubsidized Loan while you are enrolled in school, the interest will be added to the unpaid principle amount of your loan. This is called "capitalization." It will save you money in the long run if you pay the interest as it accrues on your loan while you are enrolled in school or during the grace period. This is also true if you pay any interest that accrues during periods when you defer loan payments.

PLUS Loans

Direct PLUS Loans are for parents of dependent students. Interest is charged during all periods. PLUS loans help pay for educational expenses up to the cost of attendance minus all other financial assistance.

Satisfactory Academic Progress

To be eligible for Title IV aid, student must maintain satisfactory academic progress (SAP). All students must maintain both a qualitative (grade-based) and a quantitative (time-based) measure of academic progress that is reviewed at the end of each payment period by the Financial Services Office. Students must achieve an overall passing grade average of 75% or better, contingent upon maintaining minimum unit exam and final exam average of 75% or better before participation is calculated into the grade and an overall grade of 75% or better in each clinical rotation, which is consistent with School requirements for graduation. All students must successfully complete the program within a maximum allowable time of 1,890 (150% of 1,260) clock hours.

All students must complete Level I of the program within 675 (150% of 450) clock hours prior to advancing to Level II. All hours attempted are included in the maximum timeframe even if the student did not receive financial aid.

The consequences of not maintaining satisfactory academic progress is being placed on financial aid probation. Students will be eligible for Title IV funding for one (1) payment period when satisfactory academic progress is not met, as long as the forecasted maximum allowable time can be met by the student. Reinstatement of financial aid eligibility will be determined when satisfactory academic progress has been met. Current students not maintaining SAP will be notified by the Financial Services Office of any changes in their Title IV eligibility.

For additional consumer information, please visit our website at www.esboces.org

Treatment of Title IV Funds When a Student Withdraws

For students receiving Title IV funds (Direct Loans or Pell Grant), a school must calculate the amount of earned financial aid a student may retain using the R2T4 Calculation Worksheet. The percentage of Title IV aid earned is equal to the percentage of clock hours in the payment period completed. Students who withdraw prior to completing 60% of the scheduled clock hours may have a portion of their unearned Title IV funds returned to the Department of Education. Students will be notified in writing of the status of their student account and the distribution of any funds. Federal Student Aid is returned in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Pell Grants

Any credit balance resulting from the withdrawal of a student will be calculated according to federal guidelines within 30 days, and refunded to the student within 14 days of completing the R2T4 Calculation Worksheet.

Credit balances of enrolled students resulting from an overpayment of federal student aid will be refunded within 14 days.

Non-Discrimination Statement

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.



Faculty

Eastern Suffolk School of Practical Nursing faculty are experts in their fields and have a passion for teaching. Every instructor takes pride in providing student support in the classroom and the clinical setting.

Gregory Arnold (2019), Part Time - Anatomy and Physiology Instructor
Doctor of Chiropractic, New York Chiropractic College
Bachelor of Science and Master, Human Anatomy and Physiology

Lynn Cadovius (2022), Full Time - Practical Nursing Instructor
Bachelor of Science in Nursing, Radford University

Jennifer Cane (2021), Full Time - Practical Nursing Instructor
Bachelor of Science in Nursing, Molloy College

Florence Cavalcante (2024), Full Time - Practical Nursing Instructor
Master in Nursing Education, Wilkes University

Megan Conklin (2025), Full Time - Practical Nursing Instructor
RN, Helene Fuld College of Nursing

Erin Doherty (2025), Full Time – Practical Nursing Instructor
Bachelor of Science in Nursing, Hunter College

Melissa Feraca (2024), Full Time - Practical Nursing Instructor
Master of Science in Nursing, Family Nurse Practitioner, Stony Brook University

Heather Ferriolo (2022), Part Time - Practical Nursing Instructor
Bachelor of Science in Nursing, Capella University
Master of Science Nursing Education, Capella University

Nicole Iorio (2024), Full Time - Practical Nursing Instructor
Bachelor of Science in Nursing, SUNY Delhi

Loraine Jelinek, (2022), Full Time - Practical Nursing Instructor
Bachelor of Science in Nursing, Adelphi University

Christine McNally (2007), Full Time - Program Teacher Coordinator for Health Sciences
Bachelor of Science in Nursing, University of Florida

Susan Metallo (2017), Full Time - Practical Nursing Instructor
Bachelor of Science in Nursing, Adelphi University

Marta Popek (2024), Full Time - Practical Nursing Instructor
Bachelor of Science in Nursing, Chamberlain University

Autumn Valentine (2025), Full Time - Practical Nursing Instructor
Master of Nursing Education, Chamberlain University

Judith Smith-Stenger (2014), Full Time - Practical Nursing Instructor
Bachelor of Science in Nursing, Adelphi University

The EASTERN SUFFOLK BOCES Practical Nursing Program was ranked in the top 20 LPN programs in New York State by [NursingProcess.org](https://www.nursingprocess.org) in 2022
In fact, we earned the tenth spot out of 70! <https://www.nursingprocess.org/lpn-programs/new-york/>

Do You Know?

Master the Nursing Process

- ADPIE: Assessment, Diagnosis, Planning, Implementation, Evaluation.
- Use it to approach every scenario or test question.



Daily Mindset for Success

- Repeat affirmations: “I am becoming a nurse. I am capable. I will pass.”
- Take care of yourself: Eat, hydrate, sleep—don’t burn out.
- Remember your why—keep a sticky note or photo that motivates you.

Top Nursing Tips to Succeed in PN School

1. Understand, Don’t Memorize
 - Learn the “why” behind procedures and conditions.
 - Ex: Don’t just memorize that insulin lowers blood sugar—understand how and why it works.
2. Prioritize Clinicals
 - Treat clinicals like job training. Ask questions, volunteer for tasks, and observe everything.
 - Make a habit of preparing the night before by reviewing patient diagnoses and medications.

Fun and Weird Nursing Facts

- Nurses walk an average of 4–5 miles per shift!
- The first nursing school was in India in 250 B.C.
- Your LPN role could include caring for newborns, elderly, surgical patients, and psych patients—it’s extremely diverse.
- Florence Nightingale was a statistician and used pie charts to reform healthcare!

Mnemonics are powerful memory aids

- ABCDE – Airway, Breathing, Circulation, Disability, Exposure
- MONA for MI treatment – Morphine, Oxygen, Nitroglycerin, Aspirin
- RICE for sprains – Rest, Ice, Compression, Elevation



Do You Know?

Nursing

at its core—is one of the oldest expressions of care in human society. Before it ever became a profession, it was a natural human response: when someone got hurt or sick, another person stepped in to care for them.



The Nursing Lamp:

The lamp has become a symbol of nursing because of Nightingale's nightly rounds with her lamp in Crimean war hospitals—lighting the way to healing. Symbolically, the lamp represents:

- Guidance
- Hope
- Service in silence
- The light of knowledge and compassion

Many nursing schools still use a "lamp lighting" ceremony to mark students' transition into clinical practice.

Do You Know?



**The
EASTERN
SUFFOLK BOCES
School of Practical
Nursing Program**

was ranked in the top 20 LPN
programs in New York State by
NursingProcess.org in 2022

In fact, we earned the
tenth spot out of 70!

[https://www.nursingprocess.org
/lpn-programs/new-york/](https://www.nursingprocess.org/lpn-programs/new-york/)



Eastern Suffolk School of Practical Nursing

60 Years Strong

Transforming Lives Through Nursing Education

Join 7,114 Graduates Making a Difference!

Sayville, NY

For six decades, the Eastern Suffolk School of Practical Nursing has been a cornerstone in the education of dedicated healthcare professionals. Over the years, the program's unwavering commitment to excellence has helped countless students launch rewarding careers in nursing.

Day/Evening Programs

Student/Faculty Ratio

21 to 1 Avg.



-Since 1965

As we celebrate the program's 60th anniversary, we honor the legacy of its devoted faculty, staff and alumni, whose contributions continue to elevate the standards of nursing education and patient care.

85.96%

first-time NCLEX pass rate
Certificate in Practical
Nursing. Our four year average.

Average of 153 students
graduated per year

Data analyzed from 2012
through 2021.



Approved and Accredited by the New York State Education Department



For more
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