



**PRACTICAL NURSING
HANDBOOK**

2019-2020



TABLE OF CONTENTS

Philosophy	1
Mission Statement	2
Notice of Nondiscrimination	3
Discrimination, Harassment & Academic Complaint Form	4-5
Conceptual Framework and Program Objectives	6
Admission Procedures and Program Acceptance	7-8
Readmission Process	9
Transfer Student Criteria	10
Functional Abilities for Nursing Practice	11
Student Conduct	12
Academic Regulations	12-13
Transcript Example	14
Class Regulations	15-16
Attendance Policy	16-17
Chromebook Requirements	18
Fundamental Laboratory Skills	18-19
Clinical Requirements	20-23
Dismissal from the Program	24-25
Drug and Alcohol Policy	25
Community Health/Service Learning Requirements	25
General Rules & Regulations	27
Student Health	27
Procedure for Student Records Review/Access	29
Title II: The Student Right-to-Know Act	29
NCLEX Pass Rates	30
Graduation/Affiliations/Malpractice Insurance	31-32
Estimated Tuition and Fees	33
Student Account & Tuition Refund Procedure	34
Return of Title IV Financial Aid	35
Federal Financial Aid & Eligibility	36-39
Federal Student Aid Program	39-40
Additional Funding & Payment Plans/Scholarship	41-42
Title IV Federal Satisfactory Academic Progress Guidelines	43-44
Consolidated Complaint Procedure	45-50
Notice to Complainants	51
Notification of Rights under FERPA for Postsecondary Institutions	52
General Information/Ethical Practices	53
Title II: The Campus Security Act of 1990	54
Administration	55
Faculty	56
Accreditation	57

NURSING PROGRAM PHILOSOPHY

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

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

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

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

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

We, the faculty, believe the responsibility for learning rests ultimately with the learner through collaboration with faculty to clarify learning needs, explore learning experiences and evaluate learning outcomes. The teaching/learning process is a reciprocal and dynamic interaction between teacher and learner. Theoretical concepts taught in the classroom are integrated, validated and reinforced in the clinical setting.

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

The Professional Education Review Unit within the Office of the Professions evaluates and approves/denies approval to the licensure qualifying nursing programs in New York State. Cayuga-Onondaga BOCES Practical Nursing Program is a licensure program approved by the Professional Education Review Board.

MISSION STATEMENT

THE CENTER FOR LEARNING

Our mission is to provide the community with the highest quality opportunity for personal development and lifelong learning in a cooperative environment.

Cayuga-Onondaga BOCES is dedicated to providing students with educational opportunities enabling them to become productive and responsible members of our changing society.

Students will develop job related skills within an environment where learning is valued and differences accepted.

NOTICE OF NON-DISCRIMINATION

The Cayuga-Onondaga Board of Cooperative Educational Services (BOCES) does not discriminate on the basis of race, color, creed, national origin, political affiliation, sex, age, marital or veteran status, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The BOCES recognizes its responsibility to provide an environment free from discrimination, harassment and intimidation in the career, technical or educational programs and activities it operates.

We do not permit discrimination by employees, school 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 the BOCES. This includes recruitment and employment practices, pay and benefits, counseling services for students, access by students to career, technical or other educational programs, courses and activities. The Board also prohibits harassment based upon an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

This policy of non-discrimination and anti-harassment will be enforced on school district premises, in school buildings and at all school sponsored events, programs and activities including those that take place off school premises.

The compliance officer for civil rights complaints and inquiries is:

Ryan Hatch, Esq.

Cayuga-Onondaga BOCES

1879 West Genesee Street Road,

Auburn, New York 13021

Telephone: 315-253-0361, Ext. 5833

E-mail: civilrightscomplaint@cayboces.org

The BOCES' grievance procedure and complaint forms are available at the main office, any administrative office, on the website, or from the Compliance Officer. A copy of each of the Acts and Regulations upon which this notice is based is available upon contacting the BOCES compliance officer.

The Discrimination, Harassment & Academic Complaint form can be found online at:

<http://www.cayboces.org/tfiles/folder616/Complaint%20Form.pdf>

Cayuga-Onondaga BOCES
Discrimination, Harassment & Academic Complaint Form
 (please type or print clearly)

Date submitted:

SECTION I

Name of Complainant (print)	Signature of Complainant
Complainant's Home Address	Complainant's Contact Information
Street Address	Home: ()
City/Town, State	Cell: ()
Zip Code	Work: ()
	Email: _____

Complainant's Role(s) in the School (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Student

Grade: _____

Age: _____ | <input type="checkbox"/> District employee

<input type="checkbox"/> Parent or guardian

<input type="checkbox"/> Community member or other |
|--|---|

SECTION II

School Building Name/ Location	School Principal's Name/ Department Head

SECTION III

The Discrimination, Harassment or Complaint Is Based on: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Academic Complaint or Grievance

<input type="checkbox"/> Race

<input type="checkbox"/> Color

<input type="checkbox"/> Creed

<input type="checkbox"/> Religion

<input type="checkbox"/> Religious Practice

<input type="checkbox"/> National Origin

<input type="checkbox"/> Ethnic Group

<input type="checkbox"/> Sex (includes sexual harassment and sexual violence)

<input type="checkbox"/> Gender Identity

<input type="checkbox"/> Sexual Orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality) | <input type="checkbox"/> Political Affiliation

<input type="checkbox"/> Age

<input type="checkbox"/> Marital Status

<input type="checkbox"/> Military Status

<input type="checkbox"/> Veteran Status

<input type="checkbox"/> Disability

<input type="checkbox"/> Weight (Student Only)

<input type="checkbox"/> Domestic Violence Victim Status

<input type="checkbox"/> Arrest or Conviction Record

<input type="checkbox"/> Genetic Information

<input type="checkbox"/> Other (specify) _____

<input type="checkbox"/> None of the Above |
|---|---|

SECTION IV

Date of first alleged incident of discrimination, harassment or act complained of:	
Name of the person(s) committing action(s) against complainant, if known:	
Name(s):	Their job or role (if known):
Description of incident(s):	
Witnesses, if any, or others who should be contacted with knowledge vital to this investigation (include contact information for each person): -Use additional paper if necessary-	
Name(s):	Contact Information:
Others you may have discussed this incident with, including contact information for each:	
Name(s):	Contact Information:

SECTION V

If there are multiple instances of alleged discrimination or harassment, or academic complaints, provide the dates, description of the incidents, and those involved:
 Section does not apply

Name(s):	Their job or role (if known):
Description of incident(s) with dates:	
Has this matter been previously reported?	
<input type="checkbox"/> No <input type="checkbox"/> Yes Date:	Reported to (Name, Title/Job):
If yes, describe the outcome or resolution:	

SECTION VI

Remedy, outcome or resolution sought by complainant:

Once completed, please forward this form to the Compliance Officer at Cayuga-Onondaga BOCES, 1879 West Genesee Street Road, Auburn, NY 13021 or to your Principal or Department Head.

CONCEPTUAL FRAMEWORK

We believe that Dorothea Orem's *Self-Care Deficit Nursing Theory* can be applied to the student of nursing as well as the patient dependent upon the level of capability, knowledge and experience. Nursing and nursing education can share Orem's theory.

The faculty of the Cayuga-Onondaga BOCES Center for Learning Practical Nursing Program has modeled the development of its Conceptual Framework on Dorothea Orem's *Self-Care Deficit Nursing Theory*. This theory and its composing elements are expressed in the form of generalizations about persons who need, persons who provide nursing, and about events and processes within the nursing education and practice situations. The framework's base is the interaction among three theories:

1. *Self-Care* - the ability of the client/student to learn and consistently provide for their basic needs independently.
2. *Self-Care Deficit* - the lack of ability of the client/student to learn and consistently provide for their basic needs independently.
3. *Nursing Systems* - the necessary skills and knowledge required by the practical nurse to meet varying degrees of patient needs: *wholly compensatory* (client/student cannot and should not perform any self-care tasks), *partly compensatory* (client/student can perform some but not all self-care tasks) and *supportive-educative* (client/student can and should perform all self-care tasks).

The theory of Nursing Systems is further divided into seven core areas with safety central to others since its principles will be infused into each of the other areas: nursing arts and sciences, nursing skills, ethical/legal, communication, nursing process and teaching.

PROGRAM OBJECTIVES

1. Utilize critical thinking and therapeutic communication skills to establish effective interpersonal relationships in order to meet patient needs.
2. Perform basic principles of care in new situations while participating as a contributing member of the healthcare team.
3. Demonstrate characteristics of professionalism, self-control and others necessary for employment while maintaining and upgrading nursing skills and knowledge through formal and informal learning opportunities
4. Provide safe, competent nursing care within an ethical/legal framework established by the Nurse Practice Act.
5. Contribute to the promotion of self-care and optimal well-being of individuals and society through teaching and role modeling.
6. Successfully complete the National Council for Licensure exam.

ADMISSION PROCESS

STEP 1: Application Process

- › Complete application. (Request from office or print from website: cayboces.org.)
- › **\$75.00 non-refundable processing fee.**
- › (Check, money order, exact cash amount, Visa or MasterCard are accepted)
- › Make checks payable to: **Cayuga-Onondaga BOCES**
- › Mail or bring application & fee to:
 - PN Admissions Office
 - The Center for Learning
 - 12 Allen Street
 - Auburn, NY 13021

STEP 2: Review the following for PRE-ADMISSION TESTING

- › Call (315) 253-4899 to schedule pre-admission testing. (Application and fee must be paid before testing date.)
- › For pre-admission test preparation materials visit: www.atitesting.com.
 - *Shop online **TEAS VI Study Manual** and **Online Practice Test**
- › Pre-admission testing will be held at:
 - The Center for Learning,
 - 12 Allen Street,
 - Auburn, NY 13021

Testing/Orientation

- › Please arrive promptly.
- › Please bring a photo ID with you.
- › Allow 4 hours for testing and a brief orientation.
- › A brief orientation session will precede the pre-admission testing.
- › Financial aid information will be given

STEP 3: Transcripts

- › Contact your high school and any colleges that you have attended, and request to have your **official transcripts** sent **directly** to PN Admissions Office at The Center for Learning.
 - **High School Transcript**
 - **Equivalency Transcript**
 - **College Transcript if courses are applicable to nursing/science**

Admission Process (continued)

STEP 4: References

- › Reference forms are included in the Application packet
- › Complete & sign the applicant part of each reference form.
- › Complete three envelopes with the following address:
PN Admissions,
The Center for Learning
12 Allen Street
Auburn, NY 13021
- › Select 3 people in a position of authority: employers, supervisors, teachers, etc.
- › References should be professional not personal.
- › Do **NOT** include family members, friends, or coworkers. Ask individuals to complete reference form and mail it **directly to The Center for Learning**.
- › References submitted by applicant are not valid.

STEP 5: Interview

- › Scheduled when **all** of the above steps above are completed and after a passing pre-admission testing score
- › Conducted at The Center for Learning.
- › Arrive on time.
- › Dress and groom as you would for an employment interview.
- › Interview may be with 1-4 staff members from the PN Admissions Committee.
- › Students completing the financial aid process before the interview may be accepted earlier than published dates.

STEP 6: Admission

- › **Candidates will be notified by mail** regarding acceptance status for admission into the PN Program and receive the acceptance packet.

PROGRAM ACCEPTANCE

It is the intent of the Cayuga Onondaga BOCES to accept applicants who are capable of being successful in the program.

Applicants to the program are accepted based upon:

1. Reading Comprehension Scores
2. ATI Overall Score
3. High school or Equivalency Diploma completion (Required)
4. Applicants who have successfully completed college courses in Anatomy and Physiology, Chemistry and or Microbiology, with a B or better will be given preference.

Returning Students

Occasionally students that were previously unsuccessful or dismissed may be allowed to return to the program once and as space allows. Returning students will be allowed only as space allows and are not guaranteed a position in the next year's program.

The student will be considered for readmission after meeting the following criteria:

- A letter should be written explaining the circumstances surrounding the unsuccessful academic period including what has changed and what actions the student plans to implement to ensure successful completion upon readmission.
- Interview with the Practical Nursing Admissions Committee.
- During the interview the student's reentry plan will be discussed

Students will only be considered for readmission by the committee after completing these items and as space permits.

Due to Financial Aid regulations, readmitted students may not be eligible for Financial Aid for an additional full year based on the amount of time they were previously in the program. These students may be required to pay at their own expense or make arrangements to audit the terms in which there is no financial aid coverage. This means that the following may apply:

- Term 1 audit - Students may incur the cost of books, uniforms, and equipment that is not covered by financial aid.
- The academic and attendance policies will be enforced during audits.
- A student may be exempt from having to participate in some clinical based on previous performance.
- Please note that not all students qualify to audit portions of the program.

Students returning for the full program will be considered First-Time students for academic and attendance purposes.

TRANSFER STUDENT CRITERIA

Cayuga Onondaga BOCES Practical Nursing Program does accept students from other registered nursing programs.

Applicants must have all of the admission criteria met prior to December of the school year if he/she wishes to enter the program.

A student who wishes to transfer from a registered nursing program to the Cayuga Onondaga BOCES Practical Nursing Program must meet the following criteria:

- Satisfactory completion of two semesters of a RN program with a C or better.
- Successful completion of Anatomy and Physiology I & II with a C or Better
- Obtain three references from the school of nursing including an academic instructor, a clinical instructor and the Program Chairperson.
- Obtain a copy of skills competencies from the school of nursing
- Complete an application and submit the application fee
- Request and submit **official transcripts** from **High school and school(s) of nursing**
- Complete the Assessment technologies TEAS VI test meeting minimum acceptance standards
- Submit an up-to-date physical examination stating NO restrictions
- Submit proof of Rubella and Rubeola immunity
- Submit proof of TB test within 12 months
- Complete a ten item dosage exam with a 100%
- Complete the academic competency exam with an 80%

Academic competency exam will include the following:

- Normal anatomy and physiology
- Fundamental skills
- Abbreviations/equivalents
- Personal care skills
- Infection control
- Basic pharmacology, drug metabolism, basic drug classifications and actions, and medication safety and preparation
- Basic principles of nutrition and concepts of medical surgical nursing
- Diagnostic studies
- Medical-surgical, diabetes mellitus, types of illness, and cancer Rx
- Burns and care

**** Attendance and Unit Exam criteria will be pro-rated to reflect % of attendance.**

FUNCTIONAL ABILITIES ESSENTIAL FOR NURSING PRACTICE

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

FIFTEEN CATEGORIES OF FUNCTIONAL ABILITIES

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

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

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

STUDENT CONDUCT

General Information on Student Conduct

The following is a list of examples of professional conduct. This is not a comprehensive list, but instead provides a description of a wide range of expected and appropriate behaviors.

The Practical Nursing Student is expected to:

- Comply with all policies of the school and clinical agencies as outlined.
- Comply in a respectful and cooperative manner with requests for identification, and to questions or directions from instructors, BOCES or hospital employees, or the nursing coordinator.
- Follow safety rules/procedures and/or report potentially dangerous situations.
- Protect the privacy and safety of clients or other individuals.
- Be trustworthy and honest.
- Call in and report when he/she is going to be tardy or absent.
- Avoid using foul, obscene or profane language, or that which is deemed inappropriate for a professional setting. (This includes non-verbal communication.)
- Students are expected and will be encouraged to act in a professional manner at all times, this includes times when they may disagree with a grade. This program encourages students to ask questions about misunderstood grades or feedback directly to the source that it was provided from (ex. students should ask clinical instructors about clinical grades). If the concern or issue is not fully addressed at this point to the student is encouraged to bring this to the Coordinator of Healthcare Education. If the Coordinator does not address the issue, then the student may then bring it to the Director of Adult Education. We encourage this process as this will be that way that many healthcare facilities work and function, following this process will help students to be better employees.

ACADEMIC REGULATIONS

Academic

- All exams, homework and quiz grades will be averaged using a pre-determined percentage for each category (see transcript grade). The final semester (term) average must be a 76% in order to be eligible to continue on within the Practical Nursing Program.
- No rounding of grades will be permitted, students must achieve the 76% without the use of rounding. For example, achieving a 75.8% overall WILL NOT round to a 76% and this student would not qualify to continue on within the program.
- In addition to this academic policy, a Pharmacology Dosage exam will be given and must be passed with a 100%. This exam can be retaken up to four (4) times, with required remediation between each attempt. Failure to achieve a 100% by the last retake will result in dismissal from the program regardless of academic standing within the semester.
- In the event that a student disputes an exam question, the student has three business days to submit their request for question review. They will do this via BOCES provided email to the coordinator, specifying the exam and question. The coordinator will forward the students concerns to a committee of five nurse educators (BOCES staff and non-staff) for review. The vote of the committee member whether the question to be valid or not will determine (majority rules) if the student will earn a point or not. Disputed questions are not solely decided by the instructor.

- Students requiring testing or classroom accommodations should submit any documentation before the start of the program.

Transcript Grades

- Transcript/Semester Grades will be calculated in the following manner;
Unit Exam: 60%
Quizzes: 25%
Assignments: 15%
- For Example:
Unit Exam Grade 90%
Quizzes 75%
Assignments 0%
Transcript grade 73%

The student in this example would be unsuccessful for the term and would be dismissed from the Practical Nursing program.

Please see the example transcript on page 14

Grading Policies

- Most assignments will be submitted through BUZZ (our online classroom) however, assignments may be submitted to instructor via e-mail in the event that a student is absent and unable to turn in paper assignments.
- All assignments are expected on the dates specified.
- 5-points will be deducted for each day an assignment is late except in the case of an excused absence in which case they are expected when the student returns to class. Assignments submitted later than seven calendar days will receive a zero.
- A grade of zero will be recorded for assignments not turned in, which will affect semester/transcript grades
- Clinical Grades will be recorded separately

Academic Improvement Plan

- It is the responsibility of the student who is having difficulty to make an appointment with the instructor for assistance.
- Struggling students will conference with the coordinator to determine an improvement plan to promote academic success.
- Study groups may be held on Mondays on an as needed basis and at the discretion of the instructor. Students are encouraged to form their own study groups and are welcome to use the classroom on Mondays for the sake of studying.
- Each semester there will be a mid-point grade check. Students that have an average below 80% at the midway point will be highly encouraged to spend Mondays at the Center for Learning working with an instructor to help improve retention of course materials and content.

CAYUGA-ONONDAGA BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADULT PRACTICAL NURSING PROGRAM

NAME _____ MAIDEN _____ US CITIZEN _____
 ADDRESS _____ CITY, STATE _____ ZIP _____
 BIRTH DATE _____ STUDENT ID NUMBER _____
 DATE ENTERED _____ DATE COMPLETED _____
 DATE OF WITHDRAWAL (If Applicable) _____ REASON FOR WITHDRAWAL (If Applicable) _____
 CERTIFICATE AWARDED Non-Credit Certificate in Practical Nursing DATE _____

HEGIS Code 5209.20

Term One:	Theory Average:	Clinical Average:
Includes; Vocational Adjustments, Microbiology, Nutrition, Gerontology, Anatomy & Physiology, Medical Terminology & Abbreviations, Growth & Development Adult, Community Health, Introductory Pharmacology, and Introductory Med/Surg	Class/Lab Hours Available: 333	Clinical Hours Available: 119 Rotations in Long Term Care and Community Health
Term Two:	Theory Average:	Clinical Average:
Includes; Respiratory, Cardiac, Orthopedic, Integumentary, Urinary, Nervous, Digestive, Blood & Lymph, Endocrine, and Sensory Systems, Growth & Development Kids, and Fundamentals	Class/Lab Hours Available: 233	Clinical Hours Available: 224 Rotations in Acute Med/Surg, Pediatrics and Med Pass
Term Three:	Theory Average:	Clinical Average:
Includes; Reproductive system, Ethics, Comprehensive Med/Surg, Pharmacology, Obstetrics, Mental Health, Leadership, and Pediatrics	Class/Lab Hours Available: 139	Clinical Hours Available: 161 Rotations in Acute Med/Surg, Telemetry, Obstetrics, and Mental Health

Total Hours; Theory: 606 Lab: 99 Clinical: 505

Theory Grades calculated using the following formula;

Exams 60%

Quizzes 25%

Homework 15%

CLASS REGULATIONS

Timesheets

- Agency Funded students are required to complete time sheets for the funding agencies (Cayuga Works, Finger Lakes Works)
- It is the student's responsibility to write in the number of hours attended, submit it to a faculty member for signature and to send (fax/mail/drop off) the timesheet to that agency.

Classroom Behavior

- Students are expected to behave in a polite and respectful manner to all members of the class, staff and other building users.
- Disruptive behavior during class will result in the student being asked to leave the class
- Unauthorized Electronic Devices are to be turned **off** during class and clinical. Unauthorized use is prohibited
- The unauthorized use of any electronic device during class or clinical will result in dismissal for the remainder of the day. The student will be marked with an unexcused absence and the missed time will count against them. Unauthorized electronic devices include but not limited to smart watches, fitbits, electronic trackers that connect to a mobile phone, laptops, tablets, etc.
- Family emergencies can be handled through the school office phone. 315-253-4899 (NO EXCEPTIONS)
- Students are allowed to have a beverage during class. Food and snacks should be consumed during the allotted break time. No beverages or snacks are to be consumed in the computer lab or clinical labs.
- Students are expected to use the lavatory facilities while on break.
- Nursing students are expected to use professional language at all times in the school and clinical areas.
- Sleeping in class will result in the student being dismissed for the day and marked with an unexcused absence.

Classroom Dress Code

- Solid Colored Scrubs are required for class at all times, clinical scrubs may be worn to class
- Cleanliness is important as classmates are in close proximity (daily bathing, clean hair, oral hygiene, etc.).
- Any student who does not conform to the dress code will be asked to leave until he/she is attired appropriately
- Classroom dress code applies any time that a student is in the building, attending study group, making up class hours, etc.

CLASS REGULATIONS Continued

Social Media Policy

- Making any statement on a social network/email/text message which may cause injury or embarrassment to another student, the school, faculty, or supporting agencies may be grounds for disciplinary action.
- Disciplinary Action includes suspension from school events or class/clinical days including graduation, or dismissal from the program

ATTENDANCE POLICY

Theory Attendance

- Attendance is an important part of employability. Student should call in to 315-253-4899 if he/she is going to be absent or tardy before the absence occurs. Leaving a message is sufficient.
- A student who fails to complete the minimum required hours of theory/lab time per term will be dismissed from the program.
- A doctor's note is required within 48 hours of the absence to qualify for makeup opportunities and to be considered as an excused absence. Without a doctor's note, absences will be marked as unexcused and will not be offered make-up opportunities.
- Makeup hours for missed theory or lab hours must be made up within the next two Mondays.
- Students are expected to be on the unit and prepared to start work at the assigned start time.
- Students are expected to return to the unit from lunch and break at assigned times, having already used the lavatory or consumed their meal or snack.
- Students are responsible for obtaining class notes and assignments when absent.
- Students are required to schedule time with a lab instructor and complete the make-up within 2 weeks of an excused absence from lab.
- A student who is absent or tardy on the day an exam is taken must take the missed exam on or before the next scheduled class day. The student is responsible to coordinate with the instructor when they can access the exam electronically to take the missed exam. A student may be given a different version of the exam at the instructor's discretion.
- Hours are documented in 15 min increments. Therefore, a student who arrives 1-15 min late will be marked absent for 15 min, 16-30 min late= 30 min, 31-45= 45 min, 46-60 = 1 hour.

Attendance Policy (continued)

Clinical Attendance

- Students are expected to be on the unit and prepared to start work at the assigned start time.
- Students are expected to return to the unit from lunch and break at assigned times.
- If a student fails to complete the required minimum number of clinical hours per term they will be dismissed from the program.
- **All** clinical hours must be made up within the next 2 scheduled makeup days at a cost to the student. The cost to the student will be determined based on the number of students making up that day, see page 22.
- Hours will be recorded in increments of 15 min.
- Therefore, a student who arrives 1-15 min late will be marked absent for 15 min; 16-30 min late= 30 min; 31-45= 45 min; 46-60 = 1 hour. Clinical makeup hours are rounded to the next whole hour and full research is expected for that time.
- Students are expected to call in (if absent) **prior to the beginning of the shift**, see Critical Incidents on page 21.
- Clinical Makeup fees are due at the Center for Learning prior to the makeup day.

The following are the hours required to successfully complete each term, and required in order to continue to the next term:

	<u>Dates</u>	<u>Theory & Lab</u>	<u>Clinical</u>
Term 1	08/20/19-12/13/19	329 hours	126 hours
Term 2	12/17/19-04/23/20	231 hours	217 hours
Term 3	04/24/20-07/10/20	147 hours	161 hours

Absence Related to Death in Family

- When appropriate documentation is provided, three (3) bereavement days are allowed for the death in the immediate family. Immediate family will include spouse, child, parent of either spouse, grandparent of either spouse, grandchild, siblings of either spouse, person in spousal relationship, foster children and those residing with the student. One (1) bereavement day is given for the death of an aunt of either spouse, uncle of either spouse, niece or nephew when appropriate documentation is provided. Makeup opportunities will be given upon receipt of documentation.
- Appropriate documentation can include; obituary, memoriam, or copy of the death certificate.
- A family/personal crisis, court dates, or illnesses without a doctor's note are not considered as excused absences, these are unexcused absences.

Absence related to Communicable Disease

In an attempt to prevent the spread of the flu or other communicable illness, the student is requested NOT to attend class or clinical if he/she is sick with a communicable illness. It is recommended that all students receive influenza immunization in the fall. Due to recent changes by the NYS Department of Health, if a student chooses not to receive the influenza vaccine or are unable to receive it for any reason, they will be required to wear a mask at all times while in clinical in patient care areas during the peak Flu Season as directed by New York State Department of Health.

CHROMEBOOK USAGE

USER AGREEMENT FOR ELECTRONICS/INTERNET

A student may be authorized to use the Cayuga-Onondaga BOCES Internet facilities and connections with the following conditions:

- The student must complete a teacher-supervised orientation in the use of the Internet. This shall include instruction in the operation of the Cayuga-Onondaga BOCES equipment, instruction in the authorized educational uses of the Internet facilities and user conduct on the Internet. Satisfactory completion of the orientation shall be certified by a teacher.
- The student shall sign the Cayuga-Onondaga BOCES Internet and Digital Communication User Application and Agreement-Student Form.
- The signed Internet and Digital Communication User Application and Agreement-Student Form and Parent/Guardian Notification and Permission Form (if the student is K-12) shall be filed with the principal. Adult Education students will sign the student form and file it with the adult education staff.
- The coordinator will approve properly completed forms, at which time the student is authorized to access the Internet and commence using the system.
- The coordinator will notify the appropriate instructor(s) and/or the Information Technology Administrator in order to initiate the access.
- Students are expected to bring their assigned and charged Chromebook to class daily for use during lecture. Chromebooks will become student property when issued, but must be available for use while enrolled in the Practical Nursing Program. Any Chromebook that is lost or damaged must be **replaced at the student's expense**. This is a necessary and required supply for class.
- Upon completion of the program (dismissal or withdrawal), the students Chromebook and user ID (student account) will be removed from the Cayuga-Onondaga BOCES network two weeks after the last date of attendance. Students must transfer any saved files (under their student account) during this two-week window to a personal google account otherwise all files saved under the student account will be permanently lost.
- Students are encouraged to purchase a protective case for their Chromebooks

FUNDAMENTAL LABORATORY SKILLS

Laboratory Skills Demonstration and Practice

- The BOCES values student attendance in class, lab, and clinical. For our instructors to be able to focus education on fundamental skills, we must assign pre-work that students must do to build a base of knowledge upon which instructors can develop. Students that do not do the pre-work take time and attention away from students that completed the work and the class as a whole loses valuable time. For this reason students will receive the Laboratory skills schedule and are required to read the information in the textbook and prepare an assignment to be permitted into class.

FUNDAMENTAL LABORATORY SKILLS Continued

- Students without this assignment completed will not be permitted to start class until the assignment is completed.
- Students will be required to make up lab time missed as a result of incomplete lab homework. Hours made up for this reason do not count toward theory hours of attendance unless a medical excuse is provided within 48 hours for the absence.
- Lab Kits will be required for lab days
- The instructor will discuss the skill and review pertinent information with the group.
- The instructor then performs a demonstration of appropriate technique for performing the skill.
- Students are divided into smaller groups and are given time to practice the skill.
- When a student is ready he/she demonstrates the skill appropriately with instructor supervision.
- The student will write the date for instructor demonstration and successful practice and the instructor will initial in the space for satisfactory practice if the skill was demonstrated appropriately on the Clinical Skills Checklist.
- If a student does not demonstrate the skill appropriately the instructor will complete a skills remediation form.
- Some reasons for Laboratory and skills remediation include but are not limited to;
 - Safety or privacy practices
 - Communication
 - Organization
 - Accuracy of skill demonstration
- In the event of absence, it is the student's responsibility to practice the skill in the laboratory on Mondays and have a skills review with an instructor. All skills must be demonstrated successfully in the laboratory or the student will not be allowed to attend clinical. Hourly credit may or may not be granted depending on the nature of the absence.
- It is the responsibility of the student to make arrangements with the Coordinator to have an instructor available for skills demonstration prior to the start of clinical or before the next clinical day.
- The Laboratory may be staffed by an instructor on Monday afternoons on an as needed basis for remediation and demonstration.
- The student will not attend clinical until skills remediation has been completed satisfactorily. If the student misses clinical due to failure to complete skills remediation he/she will be marked absent (unexcused). Please review attendance policy.
- A student may be barred from attending Clinical if they have multiple lab absences requiring make up, the student will be marked absent for these days and must make them up per the policy before being allowed at clinical.

CLINICAL REQUIREMENTS

The main objective of clinical instruction is to assist students to become safe competent care providers.

Grading

- The purpose of clinical evaluation is to assist students to identify areas of strength & weakness.
- Students will receive a daily clinical grade
- Students must achieve an average of 76% per term to successfully complete the rotation and advance to the next level.
- The student will be graded based on twelve areas of care and skill expectations.
- These twelve areas are outlined explaining what the category expectations are, but not limited to examples given. This Detailed Clinical Objective document is given to students with specific rotation expectations before each clinical term.
- Each student will be given the opportunity to review the clinical grade prior to beginning the next clinical day.
- Students are expected to review their clinical grades each day before beginning a new clinical day in BUZZ.

Safe care

- It is imperative that students demonstrate consistently safe care during clinical experiences.
- Unsafe care is defined as any action or inaction which does, or has the potential to, cause harm to the client, i.e., medication error, failure to protect a confused client with the appropriate precautions or failure to use appropriate precautions while providing care.
- The documentation of unsafe care will be done using a critical incident/warning form.
- During Term 1 a student will be given a **warning ONLY** once for any unsafe action. Further unsafe actions will be documented as incidents
- The faculty member will complete the warning form and mark the inside of the student's clinical folder.

Clinical Skills Documentation

- Students are expected to be prepared to perform skills in the clinical area.
- Inability to perform a specific skill will result in a skills remediation form.
- Skills remediation form is completed by the clinical instructor identifying specific area to be addressed.
- Any skill remediation that is given in Term Three (3) for a skill that is expected to be performed daily or weekly (identified on the clinical skills checklist) will also result in a critical incident being given. The student will be held to the policy regarding critical incidents (page 21).
- The student will receive the form(s) and the coordinator will receive a copy of the form(s).
- The student will make an appointment to remediate the skill within one week of receiving the form.
- Failure to complete remediation will make the student ineligible to attend clinical until remediation is completed.

Clinical Requirements (continued)

Critical Incident

- After one clinical warning (Term 1 only), documentation of unsafe care is done using the critical incident form.
- A critical incident is documented when a student fails to apply any safety rule which puts the client in any real or potential harm.
- Some examples of critical incident include but are not limited to:
 - Failure to identify client.
 - Failure to perform three med checks.
 - Leaving a client without call bell or with the bed height up or in an unsafe place.
 - Medication error or giving any medication without an instructor present.
 - Failure to document a medication.
 - Performing a mechanical lift transfer without instructor.
 - Documentation of any medication, action or procedure that was not completed.
 - Failure to perform a daily/weekly skill in Term 3 resulting in remediation (see clinical skills checklist)
- Critical incident will also be used if a student fails to call in to the clinical area tardy or absent. (No call No show).
- A student will **NEVER** prepare or administer a medication without direct supervision of nursing instructor. Failure to follow this rule is a critical incident.
- The student will receive the written critical incident form within two class days of the incident.
- After receiving a critical incident or warning, the student must meet with the Coordinator of Healthcare Occupations on the next class day to discuss, bringing the form with them already completed the student comments section.
- The original copy will be filed in the students file, one copy to the student and one copy to the student's clinical folder.
- The student will be asked to sign the form indicating only that the student has seen the form.
- Any student who acquires **3 three critical incidents will be dismissed from the program.**

Clinical Assignments and Research

- Students are required to visit the facility and obtain their clinical assignment on the afternoon or evening prior to the first clinical day each week.
- The student **MUST** wear white **lab coat** and **ID Badge** while researching clinical assignment. Students found to be in a clinical setting without an instructor, lab coat or ID badge will be asked to leave.
- Students should be appropriately attired for obtaining assignments. Business casual clothing shoes must be closed and clothing should clean and intact, students may wear scrubs (from class) and sneakers with white lab coat and ID badge.
- Students will be assigned a 30-minute timeslot to gather information; independent research is to be done after leaving the facility.
- Students will report to clinical with WRITTEN documentation of information related to the assignment.
- The student must be prepared to discuss the client diagnosis, care, abnormal diagnostic studies and medication at pre-conference.
- The student should be prepared to perform treatments and medications for that client on the clinical day.
- Students are expected to be on the unit, prepared and ready to start work at the assigned time.

Clinical Requirements (continued)

Failure to Prepare Clinical Assignment

- Any student who is unable to discuss the patient diagnosis, medications or treatments and is unprepared with written notes (worksheet provided) **will be asked to leave the clinical unit and complete the assigned clinical paper work.**
- The student will be **marked with an unexcused absence** from clinical for the time that is missed while completing clinical paper work; these missed hours will also require a clinical makeup.
- The student will return to the unit and notify the instructor that he/she has completed the assignment.
- The instructor will verify that the paperwork has been completed and will mark the student back in attendance, and the student may begin patient care.

Clinical Make-up

- All clinical time missed must be made up within the next two scheduled clinical make-up days.
- A student who fails to complete the minimum required hours of clinical time per term will be dismissed from the program.
- Any time that needs to be made up will be at a cost of \$450 per student per clinical day.
- The Coordinator will designate makeup days with up to 8 students in each makeup clinical group. If multiple students are able to makeup clinical time on the same unit, the cost of \$450 may be split between the students, fees may be prorated based on the time to make up.
- The cost of clinical makeup days are non-refundable, if a student pays for the day but fails to show up on the scheduled day, the student will be required to pay for another day.
- Clinical Makeups must take place in the specific area from which time was missed. For instance, missing a clinical day from the Mental Health rotation may not be made up on a Med/Surg unit.
- Any clinical time missed will be rounded UP to the next whole hour.
- Each occurrence will count separately. Ex: late three times for 15 minutes each will require 3 hours of makeup time.
- Missing any clinical time within the last six weeks of clinical significantly decreases the chance of makeup days being available. This may directly impact a student's ability to graduate.

Clinical Dress Code

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

Clinical Requirements (continued)

Uniform

- Wrinkle free clinical uniform with school patch **sewn** on left sleeve
- White shoes with clean white laces (no clogs or sandals)
- White stockings or socks (no prints or decorations)
- Under garments should not be visible
- A navy blue warm up jacket (optional) may be worn. Bandage scissors; watch with second-hand, notepad and black pen are required.
- Class or Clinical Scrubs, Lab coat with identification badge and patch sewn on left sleeve, closed shoes is to be worn when in the clinical area to research clinical assignments prior to scheduled clinical experience. NO student shall enter a clinical site for the purpose of obtaining an assignment without lab coat AND name tag Clinical agency staff will request that any student who is inappropriately attired or lacks ID badge leave the clinical facility until he/she is appropriately attired.
- Jewelry - Plain wedding band and wrist watch only. Small pierced earrings (posts) are allowed (one earring per ear in the lobe). No other visible body piercing is allowed in clinical area.

Identification

- School picture ID name badge must be worn when in uniform (this is a patient's right and a State law, and at a clinical site for the purpose of obtaining information or performing clinical).
- If you lose your ID badge you must request another one with a payment of \$10.00.

Personal Hygiene

- Daily bathing - deodorant should be applied.
- Shampoo hair - hair must be clean and neat, pulled back off face and collar. No colorful barrettes, pins, ribbons, head bands, or neon hair colors.
- Short, clean, neatly clipped beards and moustaches are allowed.
- Fingernails - clean, short and well-groomed. No polish or artificial nails are allowed.
- Cosmetics - If makeup is worn, it should be in moderation. Perfume or cologne may not be worn to clinical.
- Unprofessional Tattoos must be covered while in the clinical area

Other

- Gum - No gum chewing in the clinical area.
- Locker space is not available in clinical agencies it is advisable to leave purse or other valuables in your car.
- Possession/use of cell phones or other electronic devices are not allowed while at clinical. Possession includes storage of items in your pocket.
- If at any point during the school year a partnering clinical agency or facility starts to require drug or background screening for our students, these tests/screenings will be performed at the students' expense.

DISMISSAL FROM THE PROGRAM

The following list represents actions or circumstances under which a student will be dismissed from the program. **This is not a comprehensive list.** Any student who has consistently demonstrated inappropriate behavior which has been documented to the students file by either BOCES staff or facility staff may be dismissed from the program

Any student subjected to discipline or dismissal from the program may appeal the determination by utilizing the BOCES discrimination, harassment and academic complaint form (Pg. 4-5). The BOCES academic complaint policy can be found on page 3 of this handbook.

Academic Deficiencies

- Failure to achieve a 76% or better for any semester, without the use of rounding.
- Failure to achieve a 76% or better average for the any clinical term.
- Failure to achieve a 100% on the Pharmacology Dosage Exam by the last retake.
- Failure to meet the expectations set forth in any signed written agreement during the Practical Nursing Program.

Attendance Deficiencies

- Failure to achieve minimum number of theory/lab hours necessary to successfully complete each term.
- Failure to achieve minimum number of clinical hours necessary to successfully complete each term.
- Failure to makeup missed clinical hours within the specified time frame

The following are the hours required to successfully complete each term, and required in order to continue to the next term:

	<u>Dates</u>	<u>Theory & Lab</u>	<u>Clinical</u>
Term 1	08/20/19-12/13/19	329 hours	126 hours
Term 2	12/17/19-04/23/20	231 hours	217 hours
Term 3	04/24/20-07/10/20	147 hours	161 hours

Professional Misconduct

- Any act or threat of violence toward another individual while in school or in the clinical setting.
- Cheating on any written or oral assignment including plagiarism. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
- Inappropriately using, selling or sharing prescription and over-the-counter drugs.
- Forgery, alteration or misuse of any school or clinical agency documents and/or records or knowingly giving incorrect, misleading or false information to school or affiliating clinical agency.
- Theft or conversion of another's property including individuals, school or clinical agencies.

Dismissal from the Program (continued)

Clinical Misconduct

- Three documented critical incidents
- Failure to achieve a 76% or better average for the clinical term.
- Failure to complete a required skills remediation with documentation as directed

Financial obligation

- Failure to submit full tuition payment to the business office for each of the three terms by the assigned or agreed upon due dates.

PROGRAM REGULATIONS

Drug and Alcohol Policy

- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”
- Inappropriately using, selling or sharing prescription and over-the-counter drugs.
- Any student who demonstrates symptoms that may indicate the use of alcohol or controlled substances will be removed from the classroom or clinical setting immediately.
- The student will be assisted to obtain transportation home. The student will NOT be allowed to drive him or herself.
- If the student insists on driving, the authorities will be notified.
- A student who demonstrates symptoms that may indicate the use of alcohol or controlled substances will be required to submit to a chemical screen at his/her own expense. Refusal to submit to this screening may result in dismissal
- If it established that the student is under the influence of drugs or alcohol the student will be dismissed from the Practical Nursing Program.

Community Health/Service Learning Requirements

- Community Service time will be completed while learning about the chosen agency, students will present their chosen agency to the class in a formal presentation. Ten hours of community service are due at the time of the presentation. A penalty of hours due will be assigned if a student fails to complete these ten hours.
- Each student will be required to complete ten hours (or the penalty amount) of community service as a graduation requirement
- The student will maintain a record of hours using the community service log form. The form must be submitted to instructor prior the Community Health Project Presentation.
- The community service log must be signed by a supervising member of the agency for the hours to be valid. If the form is not signed, the hours will not be counted.
- The Community Health Grade is counted as a final exam grade. If all members of the presentation group are not able to submit their Community Service log, the presentation may go on, and will be scored. The student not submitting their Community Service Log will be docked at a standard 5 points per day from the exam grade until the volunteer hours are completed.
- Examples will be provided for agencies to use in class, please be aware that students are not

allowed to research/present an agency that you have a personal or business affiliation with.

GENERAL RULES AND REGULATIONS

Telephone Use

- Cell phones should be used only in the break room or outside the building.
- Please tell family and friends that any incoming calls should be emergent and directed to the main office at (315) 253-4899. This is for class and clinical days.

Restrooms

- There are designated student and staff restrooms. The restrooms marked STAFF are for faculty only. If you encounter a problem with this, please see the instructor.

Break Room

- To avoid congestion in the break room, each class has a scheduled break and lunch time. Your instructor will inform you of the times for your class.
- Students are expected to clean up after yourself.
- It is the students responsibility to keep the provided refrigerator and microwaves clean

Tobacco

- Possession or use of tobacco or nicotine products is prohibited on school grounds.
- Possession or use of any electronic cigarette, vapor cigarette or any smoking device, electronic or otherwise is prohibited on school grounds.
- Possession or use of any non-tobacco smoking product, any nicotine delivery product, device or accessory is prohibited on school grounds.

Use of Office Equipment

- Office equipment is to be used only for school-related purposes. Obtain initial permission from your instructor prior to using equipment (i.e. copier, fax machine, etc.).

Address/Telephone/Name Changes

- Students are requested to notify the school office in writing upon changing their address, phone number or name during the training program.

Parking

- During the day, parking is permitted **ONLY** in the designated parking areas. The nursing students are assigned to park in the municipal lot next to the school.
- Students will adhere to affiliated agency rules and regulations for parking while at clinical facilities. The facilities will advise students of the designated parking areas.
- Students are expected to car pool from the school parking lot when traveling to clinical sites as parking is very limited.

Visiting in Clinical Agencies

- Students are expected to follow clinical agency rules and regulations and school expectations when visiting friends or family that may be patients at an agency that the BOCES has a clinical affiliation with.

STUDENT HEALTH

The Practical Nursing Program Physical Examination Form must be completed by a physician or other primary care provider indicating that the student is in good health and capable of safely assuming the responsibility of patient care. The student is responsible for completing the *Practical Nursing Program Health History Form*. The form includes certain laboratory tests and immunizations required for nurses. The Cayuga-Onondaga BOCES Center for Learning is not responsible for student immunizations. Copies of student health records will be forwarded to the Health Office of the clinical agencies with whom the program affiliates.

The *History and Physical Examination* form and a copy of current CPR certification must be submitted to your instructor within the first week of the program, unless otherwise specified.

1. If a student is injured on campus, or during clinical or work experience, **he/she should notify the instructor immediately**. The student shall confer with the faculty member regarding need for follow-up care or first aid. Prior to leaving the campus or the facility, an accident report will be completed by the faculty. The report will be filed with the school and the agency.
2. A doctor's certificate is required for any illness of three or more consecutive school days to enable the student to return to class or clinical. The doctor's certificate must be given to the instructor before the student returns to class or clinical. Frequent absences due to illness may also require a doctor's certificate. This student must meet the standards of the current attendance policy.
3. A student who has physical limitations due to injury or illness will not be allowed to attend clinical experiences. **Any student with limitations who is under a physician's care must be released prior to the performance of clinical duties.**
4. A student who has a change in physical or mental health should have a medical excuse from the health care provider concerning any limitations, restrictions or the discontinuing of those restrictions or limitations. A student may not attend clinical if he/she has a lifting restriction or is unable to wash his/her hands due to a brace or other device
5. A student may be required to submit to blood testing for chemical screening if there is reason to believe that he/she may be impaired.
6. Any student who is sick from a communicable illness should not attend class or clinical.
7. Any student who has a change in their health status may be referred to their primary care provider for evaluation. The student will need to bring a note from the provider indicating that he/she remains fit to provide safe client care, prior to returning to clinical.
8. If a student has a medical condition that requires them to miss clinical time, this requires planning on the part of the student and the Coordinator. It is the student's responsibility to forward to the Coordinator all clinical days that will be missed for medical appointments/reasons as well as a list of available dates for clinical make-up days. This communication is the student's responsibility.

PROCEDURE FOR STUDENT RECORDS REVIEW/ACCESS

1. A student may review his/her permanent records.
2. The student should make the request in writing.
3. The director must be notified and will review the request.
4. A program faculty member will be in attendance to review and answer questions as necessary.
5. Students may not remove records from the file.
6. Students may request copies of records of clinical evaluations or grade reports.
7. Students are encouraged to make a copy of their completed physical and immunization forms prior to submitting them to The Center for Learning, as the nursing department at Cayuga Onondaga BOCES **will not** release copies once the forms have been received and filed. These forms will be returned to the student upon the conclusion of the program as they are only needed for clinical compliance and will not be kept by Cayuga Onondaga BOCES.

The Student Right-to-Know Act

The Student Right-to-Know Act, Section 103 of Title I, requires institutions to produce and make readily available to current students and to prospective students applying for financial assistance the completion or graduation rate of certificate-seeking full or part time students entering the institution.

COMPLETION RATES NCLEX PASS RATES

School Year	Enrolled	Graduated	Graduation Rate	# Passing Licensing Exam 1st time	Passing Rate
2009-2010	FT- 32 Transfer -2	30	88%	23	92%
2010-2011	FT-35 Transfer-3 Returning-2	30	75%	22	88%
2011-2012	FT-34 Transfer-5 Returning-3	29	71%	27	93%
2012-2013	FT- 33 Transfer-1 Returning-2	28	78%	27	100%
2013-2014	FT-34 Transfer-2	25	69%	25	100%
2014-2015	FT- 33 Returning-1	20	59%	16	80%
2015-2016	FT-36 Returning 2	30	79%	29	97%
2016-2017	FT-32 Transfer-3 Returning-1	28	78%	27	96%
2017-2018	FT-36 Transfer-0 Returning-1	18	49%	18	100%
2018-2019	FT-38 Transfer-0 Returning-3	23	56%	TBD	TBD

GRADUATION

Requirements

- Minimum grade achieved for class/lab of a 76% for each of three semesters
- Minimum grade achieved for clinical of a 76% for each of three semesters
- Tuition and fees must be paid in full
- All clinical hour absences must be made up within the appropriate care area, prior to receiving a certificate.
- Completion of Community Health/Service Learning Requirements.
- Completion of Financial Aid Exit Counseling.

NCLEX-PN Examinations

- In order to qualify for the Board Examinations, the student must have completed all the hours of the program and meet the requirements for graduation from the nursing program.
- **There is no guarantee that candidates will be granted licensure.**
- Any convictions, charges or allegations of improper moral conduct will be investigated by the Office of Professional Discipline. Supporting Documentation must be provided when applying for licensure during Term Three.
- Candidates for licensure who have been charged with or convicted of a felony or misdemeanor or who may demonstrate poor moral character may be denied licensure until an investigation into the charges can be completed.

Transcripts

- Requests for transcript must be in writing
- Student transcripts are available at the BOCES Center for Learning. Each student will receive one copy, a fee may be charged for additional copies

Affiliations

- Clinical experience is provided in local health care facilities. Contractual agreements have been established between Cayuga-Onondaga BOCES and the following agencies. The agencies allowing students to use their facilities for clinical experiences are:
 - Auburn Community Hospital
 - Auburn Enlarged City School District
 - Auburn Senior Services Inc. A Part of Loretto Health Care
 - Cayuga-Onondaga BOCES Regional Education Center
 - Finger Lakes Center for Living
 - Port Byron Elementary School
 - Seneca Cayuga ARC
- Students that have previously worked for any of these agencies that have been terminated or resigned in lieu of termination may be prohibited from attending clinical at these sites. The student is responsible to bring this to the attention of the coordinator at the start of the program so that we may find a solution before clinical needs to start.

Malpractice Insurance

- Cayuga-Onondaga BOCES provides Malpractice Insurance, which covers nursing students and instructors while participating in required clinical assignments for completion of the nursing program.
- Nursing students are considered exempt by New York State, this means they are allowed to practice without a license, provided the school can provide instruction and a curriculum that matches the skills to be performed.
- Students have and will be held accountable for their own actions when they choose to perform care that they have not been trained on, or they perform a skill in a manner not instructed upon by the school.

TUITION AND FEES

2019-20 Tuition			
Term	Enrollment Period	Clock Hours	Tuition
Non-refundable Deposit Fee (Applied towards Term 1)			\$100
2019-2020 FAFSA			
1	August 20, 2019 – December 13, 2019	450	\$4,960
2	December 17, 2019 – April 23, 2020	450	\$3,425
3	April 24, 2020 – July 10, 2020	310	\$2,665
Tuition includes: Textbooks, Chromebook, ATI Testing Package, Shadow Health, NCLEX-PN PassPoint, NLN, clinical & classroom supplies, NCLEX Exam fee and NYS Licensing Fee.		1210	\$11,050
Related Fees			
Students are responsible for the cost of the following items. These items must be scheduled and/or purchased on your own. Costs are estimated.			
Uniform (2 Tops, 2 Pants, Lab Coat, 3 Patches, Scissors)	\$200	Physical Exam, titers, TB Test, Flu Shot and immunizations if necessary	\$100- \$200
Nursing shoes, watch, stethoscope	\$110		
CPR Course: BLS for the Healthcare Provider	\$60	Graduation Expenses:	
Note: American Heart Association course preferred. If your training is through American Red Cross, your certification must be effective through July 2019.		Uniform, cap and pin	\$115
		Work permit (if needed)	\$35
		NCLEX Review Class	\$250

STUDENT ACCOUNTS

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

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

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

Student Payments

Exact cash, personal checks, money orders and MasterCard or Visa credit cards are accepted. Payments can be made by mail, in person, or by phone at: ***Please identify the student and class with your payment.**

Cayuga-Onondaga BOCES
The Center for Learning
12 Allen Street
Auburn, NY 13021
(315) 253-4899

REFUND POLICY

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

Students who withdraw or who are terminated prior to the end of any enrollment period, will be eligible for a tuition refund (Term 1 less tuition deposit and book/supplies allowance) for the term for which they withdraw according to the following schedule:

Clock Hours Scheduled	Percent of Tuition Refund	Clock Hours Scheduled	Percent of Tuition Refund	NO REFUND AFTER 84 SCHEDULED CLOCK HOURS
0	100%	29-56	50%	
1-28	75%	57-84	25%	

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

RETURN OF TITLE IV FINANCIAL AID (R2T4)

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

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

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

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

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

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

FINANCIAL AID

Applying for Financial Aid at Cayuga-Onondaga BOCES

- **Apply for FSA ID:** Go to [FSAid.ed.gov](https://fsaid.ed.gov) to apply for your FSA ID. An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.
- **Complete your 2019-2020 FAFSA:** In order to receive Federal Financial Aid (Federal Pell Grants and Federal Stafford Loans) at Cayuga-Onondaga BOCES, students must complete a Free Application for Federal Student Aid (FAFSA) each academic year.
- **Complete Your Cayuga-Onondaga BOCES Financial Aid Data Sheet:** This form collects important information and provides the student with an opportunity to notify the Financial Aid Office of any special circumstances that might affect his or her eligibility for financial assistance.
- **Attend an Individual Financial Review Session:** All applicants are required to attend an Individual Financial Review Session to design a payment plan to cover their program's direct cost of attendance. Financial Aid information and application assistance are provided by the Financial Aid Office to help students and their families fully understand their financial obligations prior to their enrollment.
- **Federal Direct Student Loan Borrowers:** If your Individual Financial Plan included a Federal Direct Student Loan, you must complete the following steps online:
 - Federal Direct Student Loan Master Promissory Note
 - Entrance Counseling for Student Loan Borrowers

General Information

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

Financial Aid Eligibility

In order to be eligible for financial assistance at Cayuga-Onondaga BOCES, the applicant must:

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

Pell Grant Lifetime Limit

Federal law limits the amount of Pell Grant funds a student may receive over his or her lifetime. Beginning in Fall 2012, students are now limited to the equivalent of 12 semesters (or 600%) of Pell Grant eligibility. This change affects all students regardless of when or where they received their first Pell Grant.

You may view your percentage of Pell Grant used by logging into **NSLDS.ed.gov**. Your ‘Lifetime Eligibility Used’ percentage will be displayed in the ‘Grants’ section.

DETERMINING THE STUDENT’S FINANCIAL NEED

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

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

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

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

Cost of Attendance

	Tuition & Fees	Transportation	Room & Board	Personal & Miscellaneous	Total Budget
LIVING W/ PARENT	\$11,760	\$2,134	\$6,210	\$1,691	\$21,795
NOT LIVING W/ PARENT	\$11,760	\$2,134	\$12,650	\$5,279	\$31,823

Estimated budgets reflect a modest-but-adequate expense pattern of Cayuga-Onondaga BOCES students for a 46-week enrollment period.

FINANCIAL AID VERIFICATION REQUIREMENT

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

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

Unusual Enrollment History

Students receiving Federal Financial Aid at multiple educational institutions during the past four (4) years **may be** selected for verification by the US Department of Education. **If selected, students will be required to provide academic transcripts (official or unofficial) for all institutions attended.** If it is determined that the student did not earn academic credit at one or more of the previously attended institutions, they will be required to provide documentation explaining why they student failed to earn academic credit. Federal Student Aid (Federal Pell Grants and Federal Direct Loans) **cannot be processed until documents are received and reviewed.**

Self-prepared tax returns or tax information for 2017 that was provided to you by your tax preparer, are no longer acceptable forms of documentation for verification purposes.

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

Federal Student Financial Aid Penalties for Drug Law Violations

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

SUMMARY OF STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

A student who receives financial aid from Cayuga-Onondaga BOCES has the following rights:

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

A student who receives financial aid from Cayuga-Onondaga BOCES also has the following responsibilities:

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

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

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

FINANCIAL AID OFFICE

The Financial Aid Office is located at The Center for Learning, 12 Allen Street, Auburn, NY and is open on Monday through Friday from 8:00 a.m.–4:00 p.m. Students and families may contact the Financial Aid Office directly at 315-253-4899, (Fax: 315-253-2972), or by email

FinAid@caybores.org.

FEDERAL STUDENT AID PROGRAMS

Federal Pell Grants

This Federal entitlement program provides **grants** to those students who meet the eligibility and need criteria established by the U.S. Department of Education. For the 2019-2020 school year, grants range up to \$6,195. The exact amount of your Federal Pell Grant is determined from the information you provided on the Free Application for Federal Student Aid (FAFSA), your enrollment status and the program you are enrolled in. Federal Pell Grants will be applied directly toward your tuition and fees and do **not have to be repaid**.

Federal Direct Student Loans (Subsidized and Unsubsidized)

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

Loan Fees*

Direct Subsidized and Unsubsidized loans with a first disbursement on or after October 1, 2018 have a 1.062% origination fee. Interest rates for Federal Direct Loans (**subsidized and unsubsidized**) **disbursed after July 1, 2018 are fixed at 5.05%**.

	<i>Base Loan (Annual Limit)</i>	<i>Subsidized</i>	<i>Unsubsidized</i>
1st year: Terms 1 & 2 (Dependent)	\$5,500	\$3,500	\$2,000
(Independent)	\$9,500	\$3,500	\$6,000
2nd year: Term 3 (Dependent)	\$2,210	\$1,530	\$680
(Independent)	\$3,570	\$1,530	\$2,040

Subsidized Loans: Must demonstrate “NEED”.
(Limited to up to 150% of the published length of the program of study.)

Unsubsidized Loans: “NEED” not considered.

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

Federal Student Aid Programs (continued)

Direct (Parent) Plus Loans

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

Loan Fees*

Interest rates for Federal PLUS Loans **disbursed after July 1, 2018 are fixed at 7.60%**. Additionally, there is a loan origination fee deducted from each loan disbursement. Federal Plus loans with a first disbursement after October 1, 2018 have a 4.248% origination fee.

Credit Checks

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

Direct Loan Counseling Requirements

All Federal Direct Student Loan borrowers at Cayuga-Onondaga BOCES are required to complete an **Entrance Loan Counseling Session** before any Federal Direct Loans can be disbursed.

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

Federal regulations and Cayuga-Onondaga BOCES policy requires that students who used Federal Student Loans to cover their educational expenses must complete an online **Exit Counseling Session** upon leaving school. Important information on the repayment options, as well as the deferment process and default prevention will be addressed.

Graduation Information will not be released to the NYS Education Department until we have confirmation from Mapping Your Future that you have completed your Exit Counseling and all financial obligations with Cayuga-Onondaga BOCES have been satisfied.

Student must notify Cayuga-Onondaga BOCES within 10 days if the student experiences:

- ✓ A change of name, address or phone number
- ✓ Transfer to another school
- ✓ Withdraw from school
- ✓ Change my graduation date
- ✓ Enroll for less than half time
- ✓ Change my Social Security number

ADDITIONAL FUNDING SOURCES

Veterans Programs (GI Bill®)

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

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

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

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

Workforce Development Programs

Training services are available to eligible individuals who have not been able to obtain or keep employment and have met the requirements of their local Workforce Development Office for services. Individual Training Accounts are established to finance training based upon the individual’s choice of selected training programs. www.labor.ny.gov/career-center-locator

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

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

Employer Tuition Reimbursement

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

PAYMENT PLANS

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

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

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

SCHOLARSHIP SEARCHES

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

fastweb.com

bigfuture.collegeboard.com

scholarships.com

Title IV Federal Satisfactory Academic Progress Guidelines

Students enrolled in the Full-time Practical Nursing program who are receiving funding under Title IV of the Higher Education Act (Federal Pell Grant and/or Direct Loan) must maintain the following standards of progress toward completion of their program in order to remain eligible for aid.

To receive payment for this Term	1	2	3
Number of Scheduled Clock Hours	450	450	310
Attendance (Minimum percentage of completed hours in the preceding term)	N/A	95% in Term 1 428/450 hours	95% in Term 2 428/450 hours
Academic (Minimum grade average for the preceding term)	N/A	76% in Term 1	76% in Term 2

In order for students in a clock-hour program to receive financial aid they must maintain satisfactory academic progress toward completion of their certificate. Cayuga-Onondaga BOCES' Practical Nursing Program is a clock hour program and satisfactory progress is evaluated at the end of each enrollment term (450 clock hours, 900 clock hours, and at the end of the program). If satisfactory progress is not achieved by the last day of a term, then financial aid assistance will be terminated for future terms.

Academics

Satisfactory academic progress is defined as maintaining a 76% or higher cumulative course grade average in the Practical Nursing Program. This includes the average grades per course (unit) including homework, quiz and exam grades.

Attendance

Practical Nursing students are expected to attend all scheduled class and clinical days. Students not maintaining a 95% attendance each term will be dismissed from the Practical Nursing Program which will cancel their financial aid assistance for future terms.

Appeal Process

A student who has their financial aid assistance terminated for future terms because (s)he is not meeting satisfactory progress may apply for a one-time waiver based on an unusual and serious circumstance that was beyond the student's control, such as a lengthy illness, death of a family member, etc. The student must apply for this waiver in writing documenting special circumstances during the prior term of attendance, and give an explanation of what has changed to allow her/him to now maintain satisfactory progress toward completion of the Practical Nursing Program. This waiver may or may not be granted based on the circumstances and will be decided upon by the Assistant Superintendent of Curriculum, Instruction and Educational Programs.

Withdrawal Procedures

Students officially withdrawing from the Practical Nursing Program should initiate the process with the Coordinator of Healthcare Occupations. Calculation of tuition liability and financial aid eligibility will be calculated from the student's last day of documented attendance. See Refund Policy and Return of Title IV Financial Aid on Pages 32-33 of the Handbook of Practical Nursing for more information.

Transfer Students

Cayuga-Onondaga BOCES does not accept transfer credit for students from other Practical Nursing Programs.

Cayuga-Onondaga BOCES does accept students from a Registered Nursing Program if they successfully completed two semesters in their RN program. The additional admission requirements are on page 10 of the Handbook of Practical Nursing.

Returning Students

Occasionally students that were previously unsuccessful or dismissed may be allowed to return to the program once and as space allows. Students may not qualify for financial aid if they previously utilized financial aid. Students may be permitted to audit small portions of the class before returning full-time to enhance the likelihood of success at their own expense. Students must submit a letter to the Coordinator of Healthcare Occupations detailing why they were unsuccessful, events surrounding their failure or dismissal, as well as what they anticipate doing differently going forward in order to be successful in the nursing program.

CONSOLIDATED COMPLAINT RESOLUTION PROCEDURE

I. Introduction

It is recognized that disagreements and disputes may arise from alleged violation, misinterpretation or inequitable application of Board of Education policy, Board of Cooperative Educational Services (BOCES) Administrative Guidelines, statutory enactments of the United States and New York State, and rules and regulations of federal and state agencies or access to programs and services.

The following procedure will be available for resolution of any disagreement of dispute arising over a claim or complaint based upon an alleged violation, misinterpretation or inequitable application of the terms and conditions of the aforementioned.

II. Employee/Student Grievance Procedure (Non-Contract)

In order to maintain the existing harmonious and cooperative relationships among employees, administrators and the Cayuga-Onondaga Board of Cooperative Educational Services (hereinafter referred to as BOCES) which enhances the educational program component school districts of the Cayuga and Onondaga Counties, it is hereby declared to be the purpose of the following procedures to provide a means for orderly settlement of differences promptly and fairly, as they arise and to assure equitable and proper treatment of employees and students pursuant to the established rules, regulations and policies of the BOCES.

III. Title IX– Education amendment of 1972/ Section 504 Rehabilitation Act of 1973– Grievance Procedure

A. Adoption

The following grievance procedures were adopted (in response to §86.8(b) Public Law 92-318, as amended by section 3 of Public Law 93-568, 88 Stat, §1955 except §904 and §906 thereof; 20 U.S.C. §§1681, 1682, 1683, 1685, 1686, and §504 of the Rehabilitation Act of 1973, 29 U.S.C. §794) to provide prompt resolution of student, employee and other interested party complaints about the compliance of the Cayuga-Onondaga Counties Board of Cooperative Educational Services with the provisions of Title IX of the educational amendments of 1972 and §504. if the Rehabilitation act 1973 and the regulations of the United States Departments of Educations and Health and Human Services related thereto.

B. Designation of Board of Cooperative Educational Services Official

The BOCES official responsible for the coordination of the activities relating to compliance with Title IX of the Education Amendments of 1972, as amended and section 504 of the Rehabilitation Act of 1973 will be designated annually at the reorganization meeting of the Cayuga-Onondaga Counties Board of Cooperative Educational Services. The designated compliance officer may be contacted in person or writing at 1879 West Genesee St. Rd. Auburn, NY 13021 or by telephone at: (315)253-0361. This compliance officer will provide information including forms required for complaint procedures to any student, employee, or other interested group, hereafter referred to as the complainant, who feels the his/her rights under Title IX or section 504 have been violated by the BOCES , its employees or its officials.

Consolidated Complaint Resolution Procedure (continued)

IV. Sexual Harassment—Complaint Procedure

A. Informal Complaints

An employee or student who believes that he/she has been subjected to sexual harassment may, but is not required to file an informal complaint by requesting a meeting between himself/herself and the compliance officer in order to discuss the complaint with the alleged offender. The compliance officer will next discuss the complaint with the alleged offender. The compliance officer is to prepare a written report of the incident, detailing any corrective action being taken and/or resolution of the complaint, submit one copy of the report to the complainant and file one copy with the District Superintendent. If the complainant is satisfied with the response the complainant shall so indicate in writing and the matter shall be deemed closed. If the complainant is not satisfied with compliance officer's response, the complainant may proceed to file a formal compliance officer. The District Superintendent shall be kept informed of the complainant's response and course of action if any.

B. Formal Complaints

An employee or student who believes that he/she has been subjected to sexual harassment is to report such conduct to his/her program supervisor. If the program supervisor is the alleged offender, the report shall be made to the next level of supervisory authority. In the event that the complaint involves a program supervisor, central office administrative employee, or officer of the BOCES, either as a complainant or alleged offender, the report shall be directly with the clerk or President of the BOCES Board of Education, and the alternative procedures contained in stage 4 shall be utilized.

A Student or employee may file a formal written complaint of sexual harassment as an initial step of as a result of an unsatisfactory resolution of an informal complaint. The formal complaint should include:

- 1) The name address and phone number of the complainant;
- 2) The name of the alleged offender;
- 3) The specific nature of the harassment and corresponding dates; and
- 4) The names of any and all witnesses

The formal complaint will be files with the compliance officer who will submit a copy of the complaint to the District Superintendent of Schools. The compliance officer will, in accordance with applicable federal guidelines, conduct a prompt and thorough investigation, issue a written report of the results of the investigation and notify the complainant in writing of the outcome. Except as provided in the first paragraph of this section formal complaints shall be processed in accordance with the provisions provided in section VII. Procedures.

Regardless of whether a complaint has been filed, if the Cayuga-Onondaga Counties Board of Cooperative Educational Services knows or has reason to know of the existence of any alleged sexual harassment, The BOCES shall require a prompt and thorough investigation by appropriate personnel.

Consolidated Complaint Resolution Procedure (continued)

C. Confidentiality

Confidentiality of all reports of sexual harassment will be maintained. Subject to all applicable laws and collective bargaining agreements, the procedures contained herein shall be utilized in the investigation and resolution of sexual harassment complaints.

D. Definitions

- 1) Administrator - shall mean any teacher, supervisor or administrative employee of the Cayuga-Onondaga Counties Board of Cooperative Educational Services responsible for program administration and/or exercising and degree of authority or supervision over another employee or student.
- 2) Board of Education -shall mean the Cayuga-Onondaga Counties Board of Cooperative Educational Services.
- 3) Complaint-shall mean a disagreement or dispute by an employee, student parent or program participant who claims that there is or has been an alleged violation, misinterpretation or inequitable application of the BOARD of Education policy, Cayuga-Onondaga Counties Board of Cooperative Educational Services Administrative Guidelines , statutory enactments of the United States and New York State, rules and regulations of federal and state agencies or program requirements of access to programs and services.
- 4) Complainant - shall mean an employee, student, parent or program participant which has initiated a complaint or claim under this complaint resolution procedure.
- 5) District Superintendent - shall mean the District Superintendent of Schools and the Chief Executive Officer of the Cayuga-Onondaga Counties Board of Cooperative Educational Services.
- 6) Employee - shall mean a person who is actively employed by the Cayuga-Onondaga Counties Board of Cooperative Educational Services.
- 7) Employment Grievance - shall mean any claimed violation, misinterpretation, or inequitable application of any existing laws, rules, regulations, or written policies which relate to or involve an employee of the Cayuga-Onondaga Counties Board of Cooperative Educational Services in the exercise of the duties assigned to him/her. However, the term employment grievance shall not mean any claimed violation of the negotiated agreement.
- 8) Parent -shall mean a parent or guardian or person in parental relation to a student or program participant.

Consolidated Complaint Resolution Procedure (continued)

- 9) Program Participant– shall mean a person other than the student who is participating in a program offered by the Cayuga-Onondaga Counties Board of Cooperative Educational Services.
- 10) Representative– shall mean a person designated by the student parent, program participant, who has initiated a claim or complaint under this complaint resolution procedure, to act on his or her behalf.
- 11) Student– shall mean a person who is enrolled in a day time or evening course of instruction offered by Cayuga-Onondaga Counties Board of Cooperative Educational Services.
- 12) Teacher- shall mean an employee of the Cayuga-Onondaga Counties Board of Cooperative Educational Services whose position requires professional certification by the New York State Education Department or any group of such employees.

V. Basic Principles

- A. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The settlement of complaints, claims, disagreements or disputes at the earliest possible stage is encouraged.
- B. A complainant shall have the right to present a claim in accordance with these procedures free from coercion, interference, restraint, discrimination or reprisal.
- C. A complainant shall have the right to be represented at any stage of the procedures by a person or persons of his/her choice.
- D. Each party to a disagreement or dispute shall have access at reasonable times to all written statements and records pertaining to such case.
- E. All hearings shall be confidential.
- F. It shall be the responsibility of the District Superintendent.

Consolidated Complaint Resolution Procedures (continued)

VI. Procedures

- A. STAGE 1 INFORMAL** - The complainant shall orally present his or her claim or complaint to the BOCES employee, immediate supervisor or administrator directly involved in the disagreement or dispute. The BOCES employee, immediate supervisor or administrator shall orally and informally discuss the claim with the complainant in an attempt to resolve the matter. If such disagreement is not resolved at this stage within five (5) business days, the complainant may proceed to the second stage.
- B. STAGE 2** - After a determination has been made at the preceding stage of after five (5) business days have elapsed, the complainant may make a request in writing to the BOCES employee's or administrators program supervisor, e.g., Program Director or Assistant Superintendent. The program supervisor shall notify the complainant and any other person previously involved in the case to inform him/her of the immediate supervisor's or administrators determination of the complaint and to provide supporting materials and written statements concerning the issues within five (5) business days. The program supervisor may convene a hearing in case where it would be appropriate. If a hearing is convened, it must be held within fifteen (15) business days of the receipt of the written request for review of Stage 1 procedures. The program supervisor will render a determination promptly, but in no event will the determination be made more than twenty business days after receipt of the request for a review of Stage 1 procedure.
- C. STAGE 3** - Within five (5) business days after determination has been made at the preceding stage; the complainant may make a request in writing to the District Superintendent of Schools to review the complaint and previous determinations. The District Superintendent shall immediately notify the complainant and any other person previously involved in the case to inform him/her of the program supervisor's determination of the complaint and to provide copies of all records, statements and materials related to the disagreement or dispute within five (5) business days. The District Superintendent of Schools shall review the matter and render a determination within ten (10) business days of the receipt of the records pertaining to the dispute. The determination shall be in writing and shall include a statement of findings of fact, conclusions and recommended resolution of the complaint.
- D. STAGE 4**- Within five (5) business days after determination has been made at the preceding stage; the complainant may make a written request to the Board of Education for review and determination. All written statements and records of the case shall be submitted to the President of the Board of Education by the District Superintendent. The Board of Education may hold a hearing to obtain further information regarding the case. The Board of Education shall review the matter promptly and render a final decision.

Consolidated Complaint Resolution Procedures (continued)

Any complaint of sexual harassment involving a program supervisor, central office administrative employee or office of the BOCES shall be submitted directly to the Clerk of President of the Board of Education. The Board of Education will conduct a hearing and issue a written response to complain any following completion of the hearing, or at its option the Board shall direct that an independent complaint officer, who is not an employee or officer of the BOCES or related to an employee or officer of the school district, be retained to conduct an investigation, make findings of fact and submit recommendations to the Board for its review and action.

VII. Adoption/Amendments

This grievance procedure may be amended at any time by the Cayuga-Onondaga Board of Cooperative Educational Services Board of Education at its discretion

VIII. Distribution of Procedures

A copy of these procedures, and any amendments thereto, shall be distributed to all employees shall be filed with the State Civil Services Commission and the clerks of the school districts that comprise the Cayuga-Onondaga Counties Board of Cooperative Educational Services area within fifteen days after their adoption. The procedures shall be open to public inspection with the Clerk of the Cayuga-Onondaga Counties Board of Cooperative Educational Services.

(Title IX Policy Approved November 20, 1972; amended and adopted September 19, 1972 by BOCES Board; Published 11/28/75 Auburn Citizen Advertiser).

(Article 15-C General Municipal Law Grievance Procedure adopted December 8, 1965, amended September 19, 1974 by BOCES Board).

NOTICE TO COMPLAINANTS

The 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 postsecondary institutions in New York State. **Please note that the Department will not take action until all grievance procedures at the institution have been followed and all avenues of appeal exhausted.** These steps should be documented in the complaint.

Complaint form and Guidelines for Staff Processing may be obtained in the main office of the school.

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

- Grades or examination results, which are the prerogative of the college faculty.
- Discrimination against enrolled students on the part of the institution or faculty; complaints should be filed with the U.S. office for Civil Rights, 26 Federal Plaza, New York, New York 10278.

In addition to the financial aid office of the institution, complaints regarding financial aid should be sent to:

**Higher Education Services Corporation
1 Commerce Plaza
Albany, NY 12210**

Complaints involving implementation of the Americans with Disabilities Act should be sent to:

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

**Counsel, Advocate for the Disabled
Governor's Office
The Capitol
Albany, NY 12224**

**Vocational and Educational Services for
Individuals with Disabilities (VESID)
One Commerce Plaza
Albany, NY 12210**

Every effort will be made to respond within 90 days of receipt to complaints filed with the Professional Education Program Review office.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Students should submit to the office of the Assistant Superintendent for Education or other appropriate official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent of disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *Cayuga-Onondaga BOCES* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

GENERAL INFORMATION / ETHICAL PRACTICES

1. Adherence to the Student/Employee Rights under Title IX shall be strictly enforced.
2. This handbook contains policies regarding admission, attendance, dress code, academic and clinical responsibilities, promotion, dismissal and graduation requirements.
3. The facilities at the Cayuga-Onondaga BOCES Center for Learning are handicapped accessible. The Cayuga-Onondaga BOCES and the Nursing Program will make reasonable accommodations to comply with the Americans with Disabilities Act.
4. Students who have met all the requirements of the school and the qualifications specified by the New York State Licensing Division will be eligible for graduation and admission to the NCLEX-PN examination.

All instructional and clerical personnel with access to confidential information shall respect the nature of that information.

TITLE II: THE CAMPUS SECURITY ACT OF 1990

The Crime Awareness and Campus Security Act of 1990

The Cayuga-Onondaga BOCES Center for Learning is committed to the prevention of crime and maintenance of a safe environment for its students, faculty and support staff. The school shall prepare, publish and distribute certain information to all current students and employees, and to any applicant for enrollment or employment, upon request.

PROCEDURES

To ensure compliance with the Crime Awareness and Campus Security Act of 1990, the following procedures have been established and maintained.

- Emergencies occurring on school property during the day are reported to the Center for Learning by dialing 315-253-4899 and giving a message to the secretary. The Director of Adult Education and/or Assistant Superintendent for Educational Programs will be notified.
- For security purposes, the School building is locked weekdays by 9:30 p.m. and unlocked by 7:45 a.m. by the maintenance department. Faculty is provided with keys to their assigned area.
- There are designated parking areas for students at the Center for Learning. Faculty encourages students to leave the building in pairs or groups in the evening. No one should leave alone.
- The maintenance department personnel, under the direction of the maintenance supervisor, direct the Security and Safety program for the school. Maintenance personnel work under the direction of the Supervisor and in a cooperative relationship with the State, County and local public agencies.
- Annually, during orientation, students and faculty review school policies concerning School Law enforcement printed in the school brochure. Information is distributed related to the Drug Free Schools Program.

Offenses occurring on school grounds that were reported to security authorities or local public agencies within the last three years:	
Murders	0
Rapes	0
Robberies	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Sexual Assault	0

ADMINISTRATION

Brian K. Hartwell, Ed.D., District Superintendent
Jessica Docteur B.A., M.S., C.A.S., Assistant Superintendent for Instructional Programs
Steve Woodard B.S., M.S., C.A.S., Director of Adult Education
Andrea D. Ruff M.S., R.N., Coordinator of Healthcare Occupations

BOARD OF EDUCATION

President — William Andre
Vice President — Colleen Borza
Kathleen Bratt
Kathryn Carlson
Douglas Hart
Larry Hartle
Melinda Quanbeck
Carol Quill
Dean Winspear
Linda Brown — District Clerk

HEALTH OCCUPATIONS CONSULTANT COMMITTEE

Cassandra Clare
Tanya Currier
Mary Driscoll
Klare Gunnip
Mike McKay
Dan Morphet
Joanne Nolan
Rhoda Overstreet-Wilson
Amber Sitterly
Samontra Spencer
Casey Warner

STUDENT SERVICES

Andrea Ruff, M.S., R.N., Coordinator of Healthcare Occupations
Steve Woodard B.S., M.S., C.A.S., Director of Adult Education

SUPPORT STAFF

Fred Zuccala, Financial Aid Advisor
Jennifer Driscoll, Case Manager/Financial Aid
Elaine Goss, Secretary

FACULTY

Andrea Ruff (2013) – Coordinator of Healthcare Occupations
R.N., A.A.S., Nursing – Cayuga Community College
B.S., Nursing – St. John Fisher College
M.S., Nursing Education – Keuka College

Maria Ashby (2016) – Part Time Nursing Instructor
R.N., A.A.S., Nursing – Cayuga Community College
B.S., Nursing – SUNY Delhi (pending)

Janet Blados (2019) – Part Time Nursing Instructor
B.S., Nursing – Mount Saint Mary College

Marjorie Davoli (2017) – Part Time Nursing Instructor
R.N., A.A.S., Nursing – Cayuga Community College
B.A., Media and Society – Hobart and William Smith Colleges

Lorraine Dusharm (2015) – Part Time Nursing Instructor
R.N., A.A.S., Nursing – Cayuga Community College
B.S., Nursing – Aspen University (pending)

Joanne Nolan (2017) – Part Time Nursing Instructor
R.N., A.A.S., Nursing – Cayuga Community College
B.S., Nursing – SUNY Delhi (pending)

Lauren Taylor (2016) – Lead Class and Clinical Instructor Nursing Instructor
B.S., Nursing – Hartwick College

ACCREDITATION

The nursing programs involving licensure are approved by the New York State Education Department under the Professional Program Review Unit within the Office of the Professions.

The program maintains membership in the Council of Practical Nurse Programs of New York State and the National Association for Practical Nurses.