

**GARNET CAREER CENTER
SCHOOL OF PRACTICAL NURSING
STUDENT HANDBOOK**



2020-2021

TABLE OF CONTENTS

Page(s)	
16	Academic Attendance Requirements
26	Academic Dishonesty
13	Admission Policy
13	Admission Requirements
15	Application/Acceptance Process
27	Appeal Process
25	Attendance Policy
50	Authorization to Obtain Information–release)
42	Building Appearance & Cleanliness
22-24	Class Room Guidelines and Rules
11	Class Hours
11	Clinical Hours
50	Cell Phones, Pagers, ETC.
25	Clinical Attendance Policy
20	Clinical Sites
42	Clinical Supplies
30-31	Computer Exam Policy
43-44	Computer Rules/Laptops/Class/Clinicals
57	Computer Contract
12	Contact Info/Instructors LPN Office
33	Conference Request
17-18	Confidentiality Policy/Contract
62	Contract, Student Releases
46	Copier, Office
12	Courses, Per Semester
35	Counseling Services
51-55	Counseling Forms
68-69	Covid-19 Protocols
14	Criminal History/ Misdemeanor/Felony Conviction
12	Departmental Information
52	Disclaimer Form/Photos
5	Discrimination Policy
35-36	Dismissal/Suspension Policy
39-40	Dress Code Policy (Class)
40-41	Dress Code (Clinical)
40	Dress Code (Community Activities)
40	Dress Code (Labs)
38-39	Drug Testing and Abuse Policies
39	Employment, Outside
29	Exam Policy
29-30	Exam Protocol
41	Financial Aid
5	Forward
27	Grading Policy & Scale (Class)
27-28	Grading Policy & Scale (Clinical)
44	Graduation
5	History of Program

18	HIPAA-Health Insurance Portability and Accountability Act
32	Homework, Assignments, Projects & Class Participation
45	Illness/Injury
12	Instructor's pager numbers
17	International Students
43	ISE Days/Faculty Senate
42	Liability Insurance
43	Library /Computer Resources
37	Lockers
33-34	Lunch
19-20	Methods of Instruction
20	Methods of Evaluation
6	Mission Statement
33	Messages, Student
31	Make-Up Policy (Assignments, Projects, Exams)
42	Name, Address and Student Info. Changes
42	Office Phone
34	Pagers, Cell Phones, Smartwatches etc.
43-44	Parking
6	Philosophy
32	Pop-Quizzes
46	Pregnancy Policy
35	Probation
35-36	Profanity (See Suspension or Dismissal guidelines)
10-11	Professional Behavior Continuum
7-9	Professional Boundaries
43	Program Cost/Payment plan
11	Program Description
18-19	Program Objectives/Terminal Goals
16	Proof of Enrollment Letter
16	Readmission Policy
41-45	Refund Policy
50	Release of Information Signature Sheet
42	Safety/Criminal Activity
39	School Closure Due to Inclement Weather
43	Social Media Policy
20-21	Student Behavior Policy
48	Student Behavior/Weapons Policy/Contract
53-55	Student Government & by-laws
38	Smoking
31	Suspension or Dismissal
49	Telecommunications Contract
45	Transcripts
17	Transfer policy
42	Transportation
46	Visitors
47	West Virginia Student Nurses Association
35	Withdrawal/Termination
41	Work & Training Forms

A Nurse's Creed

May I be a dedicated and caring nurse

May my hands

Be competent and soothing...

May my smile

Be sincere and understanding...

May my manner

Be warm and professional...

May my heart

Be compassionate and giving...

and

May my spirit

Be hopeful and uplifting.

FOREWORD

This handbook was formulated to provide you with information about the instructional and administrative policies, procedures and expectations of the Garnet Career Center School of Practical Nursing. It is based on the policies and or guidelines from Kanawha County School Board of Education, the West Virginia State Department of Education, the West Virginia LPN Board of Examiners and the Garnet Career Center Student Handbook. This handbook is to be used in conjunction with these the information contained herein will assist you to function more effectively and independently. Rules and regulations cannot cover every situation; it is therefore expected that our students act as mature adults. You alone are responsible and accountable for following procedures, policies and rules which lead to successful completion of program requirements. Policies contained herein are in effect at the time of orientation.

DISCRIMINATION POLICY

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, sexual orientation, race, color, religion, disability, age, or national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Caroline Cloer, Title IX Coordinator, Kanawha County Board of Education, at 200 Elizabeth Street, Charleston, WV 25311-2119; Phone 348-1344; to James Simmons, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119 Phone: 348-1366 or the U.S. Department of Education, Director of the Office for Civil Rights

HISTORY

The Kanawha County Board of Education was the first board of education in West Virginia to offer a one-year program for practical nursing under the auspices of vocational education. The school was named for its sponsoring agency, the Kanawha County Board of Education School of Practical Nursing.

The first class was admitted on March 19, 1951. Classes were held at the Fruth School building on Lee Street, in Charleston, West Virginia. Twelve students completed a four-month pre-clinical period. Local clinical sites were difficult to secure requiring some student to leave the Charleston area to complete their training. McMillan Hospital in Charleston, West Virginia, provided clinical experiences for those who could not leave the area, thus becoming the first hospital in Charleston to give its support to this school. In February, 1953, the second class was admitted with clinical affiliation being provided by McMillan and Charleston Memorial Hospital. Three classes graduated during this period and the school was closed and placed on "stand by" from February, 1955 until September, 1956. The program reopened in 1956, and was located for a short time at Cabell School before being permanently housed in the Garnet High School building, now known as Garnet Career Center. Garnet is listed on the National Register of Historic Places. In 1976 the name of the school was changed to the Garnet Career Center School of Practical Nursing at the recommendation of the West Virginia Bureau of Vocational Technical and Adult Education. From 1971 to 1980 the school sponsored one large class annually. From 1980-1982 and again from 1987 to 2006 the school has sponsored two classes annually. As of July 2006-Garnet Career Center began to sponsor one large class annually. There have been six program coordinators since its beginning. Mrs. Muriel Ross was the original coordinator (1951-1961) followed by Mrs. Madeline Summerfield (1961-1973), Mrs. Louise Greenleaf (1973-1974), Mrs. Virginia Jones (1974-1981), Mrs. Gerry Lytle (1981-1983), Mrs. Mary Brothers (1983-2008) and Mrs. Teresa Reynolds from July 2008 who continues to hold that position.

******We welcome you to a school and program with a rich history of community service and educational excellence.***

MISSION STATEMENT

“The mission of the Garnet Career Center is to provide adult learners with 21st century educational opportunities necessary to attain their chosen professional and career goals.”

PHILOSOPHY

We live in a society comprised of organized social systems. Within this society is the individual, a holistic being, who adapts spiritually, psycho-socially and physiologically throughout the life-span. The adaptive process results in degrees of illness and health. It is within the environment that nursing care is provided. Nursing care promotes wellness and assists the individual to adjust to changing health status.

Nursing is a unique and integral component of the health care delivery system. Nursing is the interactive and communicative process of caring for the individual from conception to old age. Effective nursing care must reflect high ethical/legal standards, a caring, non-judgmental attitude and a respect for cultural diversity. Nursing practice requires the ability to intelligently apply knowledge and skill in a confidential and professional manner.

Practical Nursing embraces the philosophy of nursing. The practical nurse is a licensed and accountable member of the health care team. The practical nurse provides care that promotes the spiritual, psychosocial and physiological integrity of the individual. Educationally, they are prepared to function collaboratively in a variety of health care settings within the scope of the Nurse Practice Act of West Virginia.

Learning is an active, lifelong process of acquiring knowledge and skill. Teaching is the process of presenting principles, procedures and techniques. Teaching and learning involve an interaction between the teacher and learner. The teaching-learning process occurs best within an environment of mutual trust and respect.

The practical nursing curriculum uses measurable objectives to guide the learner toward desired educational outcomes. Curricular components are based on the nursing process and client needs. The nursing process acts as a guide for developing the plan of care. The steps of the nursing process are as follows 1) Assessment 2) Diagnosis 3) Outcome 4) Identification 5) Planning 6) Implementation 7) Evaluation. It focuses the learner's attention on the needs of the client, family and significant others. The learning environment provides opportunities for the student to develop problem-solving, critical thinking, psychomotor and communication skills essential to becoming a safe and effective nurse. Instructor modeling, corrective feedback and self-appraisal are used to build confidence and facilitate positive learning outcomes. Nursing education evolves in response to a rapidly changing information and technical environment. Nursing students must be taught the importance of education as a life-long process.

Consistent with our belief in the integrity of the individual our nursing program does not discriminate on the basis of age, religion (creed), ethnic origin, marital status, color, race, gender (sex), disability, national origin, veteran status, economic, sexual orientation, or social status.

PROFESSIONAL BOUNDARIES:

NATIONAL COUNCIL OF STATE BOARD OF NURSING (NCSBN)

A
NURSES
GUIDE

To
THE
IMPORTANCE
OF

APPROPRIATE
PROFESSIONAL
BOUNDARIES

Professional Boundaries are the spaces between the nurse's power and the client's vulnerability.

The power of the nurse comes from the professional position and the access to the private knowledge about the client. Establishing boundaries allows the nurse to control this connection to meet the client's needs.

Boundary crossings are brief excursions across boundaries that may be inadvertent, thoughtless or even purposeful if done to meet a special therapeutic need.

Boundary crossings can result in a return to established boundaries but should be evaluated by the nurse for potential client consequences and implications. Repeated boundary crossings should be avoided.

Boundary violations can result when there is confusion between the needs of the nurse and those of the client.

Such violations are characterized by excessive personal disclosure by the nurse, secrecy or even a reversal of roles. Boundary violations can cause distress for the client, which may not be recognized or felt by the client until harmful consequences occur.

Professional sexual misconduct is an extreme form of boundary violation and includes any behavior that is seductive, sexually demeaning, harassing or reasonably interpreted as sexual by the client.

Professional sexual misconduct is an extremely serious violation of the nurse's professional responsibility to the client. It is a breach of trust.

PROFESSIONAL BOUNDARIES

As health care professionals, nurses strive to inspire confidence in their patients and their families, treat all patients and other health care providers professionally, and promote patients' independence. Patients can expect a nurse to act in their best interests and to respect their dignity. This means that a nurse abstains from obtaining personal gain at the patient's expense and refrains from inappropriate involvement with a patient or the patient's family members.

Crossing professional boundaries or improper use of social media are violations of the nurse practice act and can be the cause of professional discipline and termination of employment.

PRINCIPLES

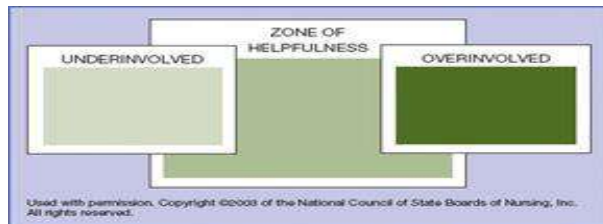
- Nurses use professional judgment to determine the appropriate boundaries of a therapeutic relationship with each client. The nurse — not the client — is always responsible for establishing and maintaining boundaries.
- Nurses are responsible for beginning, maintaining and ending a relationship with a client in a way that ensures the client's needs are first.
- Nurses use professional judgment to determine the appropriate boundaries of a therapeutic relationship with each client. The nurse — not the client — is always responsible for establishing and maintaining boundaries.
- Nurses are responsible for beginning, maintaining and ending a relationship with a client in a way that ensures the client's needs are first.
- Nurses do not enter into a friendship or a romantic relationship with clients.
- Nurses do not enter into sexual relations with clients.
- Nurses are careful about socializing with clients and former clients, especially when the client or former client is vulnerable or may require ongoing care.
- Nurses maintain the same boundaries with the client's family and friends as with the client.
- Nurses help colleagues to maintain professional boundaries and report evidence of boundary violations to the appropriate person.
- At times, a nurse *must* care for clients who are family or friends. When possible, overall responsibility for care is transferred to another health care provider.
- At times, a nurse may *want* to provide some care for family or friends. This situation requires caution, discussion of boundaries and the dual role with everyone affected and careful consideration of alternatives.
- Nurses in a dual role make it clear to clients when they are acting in a professional capacity and when they are acting in a personal capacity.
- Nurses have access to privileged and confidential information, but never use this information to the disadvantage of clients or to their own personal advantage.
- Nurses disclose a limited amount of information about themselves only after they determine it may help to meet the therapeutic needs of the client.
- Nurses may touch or hug a client with a supportive and therapeutic intent and with the implicit or explicit consent of the client.
- Nurses do not communicate with or about clients in ways that may be perceived as demeaning, seductive, insulting, disrespectful, or humiliating. This is unacceptable behavior.
- Nurses do not engage in any activity that results in inappropriate financial or personal benefit to themselves or loss to the client. Inappropriate behavior includes neglect and/or verbal, physical, sexual, emotional and financial abuse.
- Nurses do not act as representatives for clients under powers of attorney or representation agreements.

PROFESSIONAL BEHAVIOR CONTINUUM

How to Stay in the Zone

A zone of helpfulness is in the center of the professional behavior continuum. This zone is where the majority of the client interactions should occur for effectiveness and client safety. Over involvement with a client is on the right side of the continuum: this includes boundary crossings, boundary violations and professional sexual misconduct. Under involvement lies on the left side: this includes distancing, disinterest and neglect. It can also be detrimental to the client and the nurse. There are no definite lines separating the zone of helpfulness from the ends of the continuum: instead it is a gradual transition or melding.

This continuum provides a frame of reference to assist nurses in evaluating their own and their colleagues' professional – client interactions. For a given situation, the facts should be reviewed to determine whether or not the nurse was aware that a boundary crossing occurred and for what reason. The nurse should be asked: What was the intent of the boundary crossing? Was it for a therapeutic reason? Was it in the client's best interest? Did it optimize or detract from the nursing care: Did the nurse consult with a supervisor or colleague: Was the incident appropriately documented?



Follow these guidelines for implementing care within the zone of helpfulness:

- It's critical to treat all patients, at all times, with dignity and respect.
- Inspire confidence in all patients by speaking, acting, and dressing professionally.
- Through your example, motivate those you work with to talk about and treat patients and their families respectfully.
- Be fair and consistent with each patient to inspire trust, amplify your professionalism, and enhance your credibility.

Behaviors to avoid when planning and implementing patient care include:

- **Excessive Self-Disclosure**: Discussing your intimate or personal issues with a patient; Discussing personal feelings of attraction toward client.
- **Secretive Behavior**: Keeping secrets with a patient or for a patient; becoming defensive when someone asks questions regarding your interaction with patient.
- **“Super Nurse Behavior”**: Believing that you're a “super nurse” or the only one who truly understands or can help a patient: believes they are immune from fostering a non-therapeutic relationship with the patient.
- **Singled-Out Patient Treatment or Attention**: Spending an inappropriate amount of time with a patient or revisiting that patient when you're off duty or out of uniform. This behavior can be reversed toward the nurse.
- **Flirtations**: Engaging in any behavior that may be misinterpreted as flirting (Nurses understand the difference between a sincere compliment that enhances the patient's self-esteem and one that may be interpreted as flirtatious.); sharing inappropriate off-collar jokes, using sexual innuendos or offensive language.
- **“You and Me Against the World”**: Taking a patient's side when there's a disagreement between the patient and his or her spouse or family members regardless of the situation; nurse is protective toward patient.
- **Failure to Protect Client**: the nurse fails to recognize feelings of attraction to the patient: you should consult supervisor and request transfer of care.

(Approved for use by the NCS: NCSBN.ORG)

PROGRAM DESCRIPTION

The program spans 12 months (1350 hours) and is conducted Monday through Friday unless special circumstances or educational needs dictate otherwise. The program consists of 675 hours of class/theory and 675 hours of clinical. The program is represented as PN 101, 102 and 103. Courses within each semester must be successfully mastered in order to progress to the next semester. Holiday and vacation time in most instances is consistent to that of Kanawha County Schools. Expected date of graduation will be in June 3, 2021.

CLASS HOURS

Classes are scheduled from **8:00 A.M. to 3:00 P.M.** Class hours may change as needed to meet educational and program goals. (Two 15 minute breaks and 45 minutes for lunch)

Due to the current Pandemic or any future crisis situations, this program may utilize virtual/distance learning as a means of completing and meeting the theory requirements of this program. This is a fluid and unprecedented situation which may warrant day to day evaluation of public and school safety needs. Students are expected to monitor their Schoology messaging system periodically for any updates and or changes during the day when not in class and especially each evening and morning prior to class.

CLINICAL HOURS

Clinical rotation hours are from **7:00 a.m. to 3:00 p.m.** Clinical hours may change as needed to meet educational and program goals. Clinical Ratio: one instructor to 10 students. Breaks and lunch are at the discretion of the clinical instructor and may vary in relation to the facility and clinical setting.

COURSES PER SEMESTER

PN 101

Basic Math
Medical Terminology
Geriatric Nursing
Practical/Vocational Nursing I.
Fundamentals /Foundations
Anatomy
Computers in Nursing
Clinical Practicum

PN 103

Practical/Vocational Nursing II/Leadership
Maternity Nursing
Medical/Surgical Nursing II
Clinical Practicum
Nursing Care Plans
Specialty Out-Rotations

PN 102

Pharmacology/ Med. Math
Medical Surgical Nursing I
Introduction to Nutrition
Lifespan
Clinical/Nursing Care Plans
Clinical Practicum

Pediatric Nursing
Mental Health
HESI Assessments
2-Day NCLEX Live Review
NCLEX Review (Benchmark Testing)
Med. Administration Practicum

CONTACT INFORMATION

School Numbers:

Main Office: 304-348-6195
Fax Number: 304-348-6198

Departmental Phone Numbers:

Nursing Office: 304-348-6114
Fax Number: 304-347-7467
Nursing Office: Ext. 120
Mrs. Reynolds Office: Ext. 119

Instructor Pager Numbers:

Mrs. Reynolds, R.N.: 304-556-9116
Mrs. Shiltz, R.N.: 304-556-9621
Mrs. Toney, R.N.: 304-556-9620
Mrs. Ercia Collins, R.N.: 304-556-3466
Mrs. Amber Chafin, R.N.: 304-556-9780
Mrs. Belinda Chafin, R.N.: 304-556-4513
Ms. Angela Webb, R.N.:
Ms. Hunter, R.N.: 304-556-9615

ADMISSION POLICY

CRIMINAL HISTORY/MISDEMEANOR/FELONY CONVICTION/SUBSTANCE ABUSE

The WV State Board of Examiners for LPNs [hereinafter the Board], according to its policies regulating licensure, of the Licensed Practical Nurse 10 -1- 9 :9-2 may refuse to admit an applicant to the licensure examination for the following reasons:

- 1 . A student who has been convicted of a felony
- 2 . A student habitually intemperate or addicted to the use of illegal/ habit forming drugs
- 3 . A student who is mentally incompetent
- 4 . A student who is guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of practical nursing

All applicants who have any type of criminal history are encouraged to contact the board prior to acceptance into the program to clarify if any part of this history would prevent them from setting for the NCLEX.

10-4.3: WV LPN Board of Examiners Policy: Any applicant who has had a substance use disorder within the past five years shall submit to a substance use disorder evaluation conducted by a board approved practitioner to verify that the applicant is capable of safely practicing nursing prior to issuance of a license.

ADMISSSION REQUIREMENTS

1. The applicant may be admitted into the program at the age of (18) eighteen years old as long as they turn 18 prior to the first day of clinical rotations.
2. The applicant must be a high school graduate or hold a high school equivalency certificate.
3. The applicant must submit a completed application along with a copy of their high school transcript or high school equivalency transcript.
4. Applicants must be able to meet their own housing and transportation needs.
5. Applicants must pass the required drug screening and the physical
6. Applicants must complete and meet the criteria for the Criminal Background Check.
7. Acceptable scores are required on the entrance exam.
8. English a Second Language Students are also required to show proficiency on the TOEFL and exhibit an understanding of the language as well.

ADMISSION HEALTH REQUIREMENTS

The selected applicants must complete the following by an assigned date:

1. History and physical examination completed by a physician, nurse practitioner or physician's assistant. The student must be able to meet the fundamental physical requirements of the nurse based on the needs of each clinical facility they are assigned. This includes but is not limited to walking, bending, stooping and lifting up to at least 50 pounds. The medical form will be provided. Any prescription or over the counter medication being taken by said applicant must be listed on the history and physical form. If the student is prescribed a narcotic of any type, they must provide a copy of that to the program coordinator to be filed in the student's permanent file.

2. The dental exam is included in the physical exam form and can be done by the person completing the exam.

3. Laboratory studies include urinalysis, PPD, (2 step method: if PPD is positive, a chest x-ray must be done), Titers for childhood diseases which include chicken-pox, measles, mumps and varicella. Copies of these titers are to taken to the person completing the exam so that the results can be verified. If the applicant is not immune to one of these, they will need to have a booster (MMR and or Varifax).

4. Applicants must have a current tetanus shot (within the last 10 years) and provide documentation as to the date it was last given. If they cannot remember when or provide that information they are required to have a tetanus shot.

5. **HepB:** All accepted applicants are required by the healthcare agencies to have had or have the series of 3 injections for HepB. Those who have had the injections need to provide the dates these were given and/or have the titer drawn to check for immunity. If they have had the injections the titer will reflect a positive immunity in most cases. Those who have not had these injections will need to have the 1st one by the beginning of the first day of class and provide the documentation on the physical form. The 2nd one will be done in 2 months and the 3rd one in 6 months. The applicant will provide this documentation to the coordinator upon completion of each one verifying the injections have been done and these results will be filed with the students physical.

****It is recommended that students have the HepB titer drawn at some point to reflect their immunity. In the case where it is still negative the healthcare provider may choose to give a booster. As a nurse this is something important for you to know.**

6. **Hep A:** Students are required to receive the Hep A injections as part of the physical exam. **The injection must be completed prior to 1st day of class.** It is the students' responsibility to submit the official documentation of these injections to the program coordinator.

7. **Drug Screen:** All applicants will submit to a 12 panel drug screen which will be conducted on site during the July orientation. Any student failing this initial drug test will not be allowed to enter into the program at that time. (See the policy on Drug Testing for further guidelines). The cost of this screening is to be paid by the student. Reliant will accept check, debit card or exact change.

APPLICATION/ACCEPTANCE PROCESS

Applications are accepted December through March. Applicants must submit their high school transcript or high school equivalency transcript with the completed application.

The Nursing Entrance Exam (TEAS-V) testing and application fee is \$125.00 for the 1st time tester and \$110/00 for the re-tester and is non-refundable. There is a TEAS study guide that students can purchase through Amazon and other book retailers that may be beneficial to their success in meeting the required scores. The testing dates for this entrance exam will be announced in at the beginning of each school year.

Once the admission process has been completed and the student has taken the TABE test, they are eligible to attend the free review classes for the TEAS test offered at Garnet. The schedule for this review will be available at the beginning of each school year. Typically, they are taught one evening a week from 5:00 P.M. till 8:15 P.M. for 9 weeks.

Admission to the LPN program is based upon the TEAS test results as compared to other candidate's scores. The test scores are good for up to two years at the discretion of the program coordinator based on certain criteria. If a student has tested at another school or institution that score can be used for admission into this program with the score being placed in with the current testing group and ranked accordingly. Prior Nursing Education or experience in the health care field could be the determining factor for admission in certain circumstances.

Students selected for the upcoming class will be complete by the end of April and students will be notified by mail usually by the first week of May. There will be instructions given to the applicant along with the acceptance letter explaining what the next step will be. The acceptance process continues with a mandatory informational meeting that will be scheduled usually by the middle of May. The date and time for this will be included in your acceptance letter along with what you will need to bring and the scheduled events for that day. Perspective students will also be given a timeline with the dates and times for the other scheduled orientation days along with any other pertinent information that they may need. This information includes completion of your physical exam, class expectations, rules and dress code.

General orientation will be scheduled in June at which time students will be expected to have completed the tuition process and will pay the \$375.00 dollars to lock in their spot. This fee is also non-refundable and will be applied to the tuition and program costs. Students will also be fitted for uniforms, order shoes if necessary and other required equipment. These items are included in total program costs therefore no money will be required at this time. (Uniforms will be delivered here to the school at one time).

Graduation is usually held around within the first two weeks of June. The exact date will be determined after the official KCS calendar is adopted prior to the beginning of school.

ACADEMIC/ATTENDANCE REQUIREMENTS

Academic: Students must maintain at least an 80% average in all class and clinical work in order to progress to the next semester.

Attendance: Punctual and regular attendance in class and clinical is required.

These standards must be met in order to be eligible for financial aid, (PELL and HEAPS) and any scholarships that the student may be apply for. This does not necessarily reflect the guidelines set by The WV LPN Board of Examiners and NCSBN/NCLEX to complete 1300 hours of instruction which is required to sit for the licensure exam upon completion of the program.

**** Refer to the Garnet Student Handbook for additional guidelines to be met per KCS.**

PROOF OF ENROLLMENT LETTER/DHHR/CONNECT

In the event that a student needs a proof of enrollment letter for insurance coverage, DHHR, Connect etc., please leave a "green slip" in our administrative secretary's box or send her a request via Schoology with your request. This will be taken care of as quickly as possible and placed in your mailbox by the end of the day.

(*There are mail boxes for each instructor across the hall from the nursing office which is room 301)

READMISSION

A student may request readmission into the program if the reason for leaving falls within the stated guidelines as outlined below. They may be admitted into the next incoming class or within a 12-month period if space permits. The student will be required to write a letter not only requesting readmission, but will reflect on what they learned from the previous experience, and what they can do to improve their chance of progressing this time whether it be study habits or attendance for example. They also must have had a satisfactory clinical performance and satisfactory conduct to be considered for readmission. If accepted, the student must complete the readmission plan developed by the program coordinator which will be evaluated on case by case needs.

Students who are dismissed or withdraw for any reason other than academic, personal/family or medical may be considered for readmission at the discretion of the program coordinator based on their particular circumstances. Each student must complete a 12-panel drug screen upon readmission and be required to sign a contract agreeing to random screening at their cost if applicable to their situation. A criminal background check will also be required. The student will return at the beginning of PN 101 or PN 102 whichever a with the class for the following year, *****If the student fails out in PN 103, he or she will not be able to return until after 180 days in order to be eligible for federal PELL money.**

Applicants who fail the initial admission drug screen test can apply and retest after one year for readmission into the program. The student will have to complete all of the admission requirements outlined for first time applicants including a physical, a criminal background check and passing a drug screen. The student will also be required to complete two additional random drug screens at their cost with such times being designated by the program coordinator during the course of the year. The students' scores will be ranked among the current testing pool and they will be granted readmission if their scores fall into the designated ranking level.

TRANSFER POLICY

If space permits, students wishing to transfer **from our program to another institution** must:

- request in writing the exact records to be transferred. (We will not transfer “all” records.)
- provide the name of the institution and party to whom the records are to be transferred.
- provide an addressed, stamped envelope for the party to which it is to be mailed.
- recognize that the release of information form signed on the contract covers this request.

Students may submit an application for admission onto our program even when they initially took the TEAS test elsewhere. They will be required to provide a copy of that score and it must have been taken within the last twelve months. The applicants score will be placed in with all the testing pool and selections will be made accordingly.

Due to the different curricular format used in other LPN programs, transferring students will be required to enter at the beginning of our program. In most cases it is very difficult for a student to enter in the middle of a term and be able to progress as needed.

INTERNATIONAL STUDENTS

International students desiring to enter the program must make a score of at least 550 on the TOEFL (Test for English as a Foreign Language); or acceptable scores on a comparable exam. The student must be able to meet the class and clinical requirements by exhibiting the ability to communicate effectively using the English language and proficiency with regards to documentation and charting of patient care. In the clinical setting instructors will utilize the Clinical Evaluative Tool to document the students’ performance as per these standards.

*****The English as a Second Language Dept. is located on second floor at Garnet Career Center and can offer tutoring and classes to enable students to meet these requirements.**

CONFIDENTIALITY POLICY

In your role and with the performance of your duties as a practical nursing student, you will be entrusted with and have access to the personal information within your patient’s records and other protected health information (PHI). Information from any source related to a patient whether it be oral communication, paper records, audio recordings or electronic display (computer generated), is strictly confidential. Access to such information is permitted only on a need-to-know basis. You are only to access the information of that particular patient you have been assigned to care for at that time.

It is the policy of the Garnet Career Center School of Practical Nursing that all students shall respect and preserve the privacy and confidentiality of all patient information, regardless of the agency to which the student is assigned.

Examples of violations of this policy or breach of confidentiality are as follows:

- Discussing PHI outside the scope of practice such as:
 - a) any place outside of the direct patient care area;
 - 1) hospital elevators, cafeteria, smoking areas, bathrooms etc.
 - 2) school classroom, cafeteria, smoking area etc.
 - 3) public areas
 - 4) home

- Assessing information that is not within the scope of your patient assignment;
- Misusing, disclosing without proper authorization or altering patient or personal information
- Disclosing to another person your sign-in code and/or password for accessing electronic or computerized records.
- Leaving a secured record unattended while signed on;
- Attempting to access secured information without proper authorization.

Maintaining and safeguarding confidentiality also applies to e-mail, internet communications, and social network sites such as Facebook, Twitter, Myspace or any other internet journals. Students must safeguard the privacy of not only their patients, but the clinical facilities they are assigned to, the nursing staff/instructors, classmates, etc.

Violation of any part of this policy may be grounds for dismissal from the nursing program. Unauthorized release of confidential information could result in legal issues for the person who does not adhere to these standards. There could be personal, civil, and/or criminal liability along with legal penalties in accordance with the guidelines set by HIPAA (Health Insurance Portability and Accountability Act).

The Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) required the Secretary of the U.S. Department of Health and Human Services (HHS) to develop regulations protecting the privacy and security of certain health information.¹ To fulfill this requirement, HHS published what are commonly known as the HIPAA [Privacy Rule](#) and the HIPAA [Security Rule](#). The Privacy Rule, or *Standards for Privacy of Individually Identifiable Health Information*, establishes national standards for the protection of certain health information. The *Security Standards for the Protection of Electronic Protected Health Information* (the Security Rule) establish a national set of security standards for protecting certain health information that is held or transferred in electronic form. The Security Rule operationalizes the protections contained in the Privacy Rule by addressing the technical and non-technical safeguards that organizations called “covered entities” must put in place to secure individuals’ “electronic protected health information” (e-PHI). Within HHS, the Office for Civil Rights (OCR) has responsibility for enforcing.

Retrieved from: <https://www.hhs.gov/hipaa/for-professionals/security/laws-regulations/index.html>: 8/4/2020

PROGRAM GOALS/TERMINAL OBJECTIVES

Upon completion of the program the Graduate Practical Nurse will be able to perform nursing care ranging from simple tasks to more complex care under the supervision of the Registered Nurse, Licensed Physician, or Licensed Dentist.

Graduates will:

- Promote health and health maintenance and provide safe, effective care to various age groups.
- Provide care that supports the individual’s psychosocial integrity.
- Safeguard the client’s and his family’s rights to dignity and privacy.

- Utilize effective communication as a member of an interdisciplinary team in reporting and recording observations to appropriate health care professionals.
- Assess basic physical, emotional, spiritual and cultural needs of the client.
- Demonstrate a caring attitude.
- Document collected data accurately and concisely.
- Administer medications according to current standard of practice including safety checks and evaluation of client's response to medication.
- Maintain confidentiality as per HIPPA and FERPA guidelines.
- Contribute to the development and/or update of care plans using the nursing process.
- Demonstrate respect for cultural diversity.
- Demonstrate accountability and ethical practice.
- Comply with the scope of practice as outlined in the nurse practice act.
- Demonstrate responsibility for continuous personal and professional growth and utilize educational opportunities to attain this.
- Demonstrate critical thinking skills.
- Utilize information technology in patient care.
- Demonstrate professionalism in speech, dress, attitude and behavior
- Function as an advocate for the health care consumer

METHODS OF INSTRUCTION

Classroom

Team Teaching (Students)
 Games
 Lecture/Discussion
 Quizzes
 HESI Learning Packet
 Audio-Visual Aides
 Case Studies

Clinical

Performance Evaluations
 Observational Experiences
 Student Mentoring
 Paired Learning
 Pre/Post Conferences
 Evaluation
 Lab Practice and Demonstrations

Learning Objectives
VCE (Virtual Clinical Excursions)
Computer Based Learning/Testing
Power Points

Project Based Learning
Role Playing
Smartboard/Apple TV/iPad/Mondo Boards
Classroom Participation Projects
Virtual/Distance Learning (utilizing Schoology Conferencing or Zoom)

Cooperative Learning
Self-Appraisal
Clinical Paperwork
VCEs (Virtual Clinical Excursions)
Care Plan/Research

METHODS OF EVALUATION

Instructors will evaluate students by reviewing/grading:

Student Reports and Projects
Student Portfolios
Written Examination/Computer Based Exams
Student Participation
Clinical Evaluation
Benchmark Testing (HESI)

Performance Testing
Nursing Care Plans
Concept Maps and Other Formats
Clinical Research
Case Studies
Rubrics

(Students have the opportunity to evaluate instruction at the end of each course.)

CLINICAL SITES

CAMC: All Divisions
Thomas Memorial Hospital
Montgomery Gen /Elder Care
MONTGOMERY GENERAL HOSPITAL

Approved Genesis Centers
CAMC Behavioral Med. Unit, (Gen.6E)
OBSERVATIONAL SITES

STUDENT BEHAVIOR POLICY

It is important for each instructor and student to remember the true reason that we are in the classroom and focus on this purpose and maintain an environment conducive to learning. Students are expected to abide by the Kanawha County School Code of Conduct found in the KCS Student Handbook.

Students demonstrating disruptive behaviors of any type such as sidebar conversations, displays of anger, etc. will be asked to leave the room and will be counted as absent and docked accordingly.

The following are general guidelines for all students:

- **BE HONEST:** Honesty is the cornerstone of integrity. Any form of dishonesty is considered a serious violation and may lead to termination of the student.
- **BE COURTEOUS:** Instructors will address each student using their last name such as Mr. Smith. Students will address each instructor using their last name and the appropriate sur-name as in Mrs. Reynolds. Each classmate will be addressed using their first name which is appropriate. All students will treat each other and faculty with

respect. Students will not use foul, distasteful or slang language or belittle, bully or harass another student even in a joking manner.

- **BE PUNCTUAL:** Learning is disrupted every time someone leaves or re-enters the classroom. This is distraction to both the students as well as the instructors.
- **ACCOUNTABILITY AND RESPONSIBILITY:** You are responsible for your learning and will be provided with all the materials and information necessary to prepare you to be the most competent and well equipped nurse that you can become. It is up to you to take advantage of each and every learning opportunity available to you at school, thorough your Elsevier resources and in the clinical area. If you are struggling it is up to you to let one of the instructors know.
- **BE PREPARED:** Students are provided with a course syllabus for each class taught. It is the student's responsibility to read these and to pre-read the chapter being taught for that particular lecture day prior to class.
- **DRESS AND PROFESSIONALISM:** Students are required to follow all program guidelines and rules related to dress for class as well as clinical (See Dress Code Policy). Remember that you not only represent yourself but the instructors, our nursing program and our school in your appearance, conversation and behavior.
- **ILLNESS:** students are expected to follow the rules and guidelines for the absenteeism policy as outlined in this handbook.
- **LOCKERS:** Students are assigned a locker at the beginning of the year. It is to have some form of lock placed on it and used at all times. The school is not responsible for any item that may be stolen or lost.
- **FOOD AND DRINKS:** We are not your mothers. Students are not allowed to bring food into the classroom, hallways or library. There is a cafeteria area on first floor for lunch as well as the student lounge located in Room 317 on 3rd floor. Drinks may be taken into the classroom in closed containers. Students are expected to clean up after themselves.
- **SMOKING:** Smoking is not permitted on property. (Refer to the No-Smoking Policy). Smoking is frowned upon when in clinical attire. Please refer to the guidelines outlined in the Dress Code Policy).
- **CELL PHONES:** Cell phones are not allowed in the classroom. Refer to the Classroom Rules section.
- **STUDENT LOUNGE:** students have been given a lounge area on the 3rd floor in Room 317. Students are responsible for keeping this area clean, i.e.: disposing of trash properly, keeping tables clean and clutter free etc. The refrigerator is to be cleaned out every Friday. Anything left in there will be disposed of unless it is a condiment such as mayo, ketchup, mustard etc. Students will store food only in covered or sealed containers. The coffee pot is to be kept clean and emptied at the end of each day. Any food heated in the micro wave is to be covered prior to heating it. If this area is found to be left dirty and cluttered it will be locked and unavailable for student use.

Class Guidelines and Rules 2020-2021

Class will begin at 8:00 A.M. with roll call. Students arriving to class after the official starting time are considered tardy AND will be admitted to class only after reporting to the coordinator or another instructor available and obtaining a pass allowing them to be admitted at that time. Students will be docked time accordingly in 30 minute increments. If there is a scheduled test, you will be required to make it up after roll has been called for the next class period. You will lose 5% on any test with less than 100 questions and 5 points on any test with over 100 questions.

1. Refer to your student handbook for the absenteeism policy. It is your responsibility to maintain a record of your time. If you are absent, please record the date and reason in case there is a discrepancy. Mrs. Reynolds is the person in charge of maintaining official time. If you have any questions, please see her. For those of you receiving financial aid, an excess of hours missed in one semester will place you on probation and may delay you getting any money. There are a specific number of hours you have to attend to be eligible for the next disbursement. Also, for those of you receiving help through DHHR, Mrs. Reynolds will check your official time with what you claim on your monthly report sheet before signing it. Please place any of these forms in the "In Box"; a green folder located on the coordinators' office door and they will be returned to your mailbox before the end of the day.
2. If you are caught sleeping in class, unless you are snoring or otherwise disrupting the class, the instructor may leave you alone. It will be your responsibility not the instructor's to get any information that you may have missed.
3. Please do not get up and leave the classroom unless it is an emergency. You are expected to use your break times for the bathroom. Students are required to sign out when leaving the room and then sign in again upon return. If you fail to do this, then you can be docked for the time not recorded. We encourage you to be considerate of the disruption this may cause. If you leave class in the middle of an exam or a quiz, you will not be allowed back into the room until testing is completed.
4. Food is not permitted in the classrooms. This includes cookies, crackers, chips, candy with the exception of hard candy or gum etc. Lunch is to be eaten in the cafeteria only. Classrooms will be locked during this time. Drinks are allowed in class except during a test. Please put them in a closed container to avoid spills.
5. Cell phones **ARE NOT ALLOWED IN THE CLASSROOM** per program policies. They are to be left in your lockers while in class except during your breaks and lunch. Please either turn them off or put them on vibrate/silent. Please provide your family with the number to the nursing office (304-348-6114) or the main office (304-348-6195) in case of an emergency and someone will get you to the phone if necessary or deliver the message to you promptly. If there is a pending situation such as a family member in surgery etc, the student may approach the class instructor at that time and request that she or he leave their phone on vibrate and with the instructor. In the event a call comes through the student will be given the phone and may step outside of the room to take the call.
6. Cell Phones **ARE NOT ALLOWED IN THE CLINICAL area at any time**. They are to be left either in your car or in your clinical bag. You are allowed to have them during your break. Remember that

there is not always a place where your bags can be locked up therefore neither we nor the hospital are responsible if your phone is lost or stolen.

****Once again it is your responsibility to provide your family member with the instructor's beeper number in case of an emergency. They are not to call the hospital or facility where you are located.**

7. **Personal Computers: It is your responsibility to bring your student issued PC with you to class EACH DAY regardless of whether you have a hard copy of the textbook or not.** Students not having them will be dismissed from class and asked to get it before being allowed to return. **These are an essential part of your daily classroom activities and are required.** Computers are to be fully charged and ready for use. You will not be allowed to plug them up in the classroom at any time. This is a violation of the fire safety code and will be enforced. There is a charging cabinet located in the Computer Lab/Library Room 317. Students are welcome to use this at any time. Students will not be allowed to share with one another. If your computer is lost, stolen, or damaged it will be your responsibility to replace it. **"SURFING" the web during classroom instruction time is prohibited.** If you are caught doing so you will be asked to leave the room and dismissed from that lecture.
8. Exams will come from your textbooks, focusing on the objectives, lecture, handouts and workbooks. It is your responsibility to read the syllabus given for each subject. There may be assignments contained in certain chapters. Preparation for class involves pre-reading the assigned chapter prior to lecture and at least starting on the corresponding workbook chapter.
9. Homework assignments may be given at the discrepancy of the instructor. It will be due no later than 8:00 A.M. on the designated day. Late assignments will be accepted only the next day with the loss of 5% of your grade. **If you are absent on the day homework is due then it will be due when you first come back. (If you are absent for any of the first part of the day the homework will be due prior to you reporting for class.) It must be HANDED to the appropriate instructor personally.** There are bins located in the foyer area as you exit the elevators which contain a drawer labeled for each instructor. Please make sure that you place the homework in the appropriate drawer. This is your responsibility not ours and homework may not be accepted if placed in the wrong one.
10. Quizzes may be given at any time an instructor chooses. If you are absent for a scheduled quiz, meaning it is on the actual calendar or you have been told the day before that you would be given one, you will be allowed one opportunity to make this up when you first return to class. **"POP" quizzes will not be made up. It is your responsibility to let the instructor know that you need to make up an exam or scheduled quiz.** Your grade will be penalized with 5% of the total points available. Class participation activities which are assigned may or may not be made up at the discretion of the instructor.
11. Please know the make-up policy for missed tests. **If you miss an exam, you are required to take the make-up the first period that you return to school. You have one opportunity to take a test. If you fail to do so it will result in you're getting a zero for that particular exam. It is your responsibility to come to the nursing office prior to going to class and let the instructor know that you need to make up an exam.** We will not remind you. The instructor may choose not to let you take the exam at that time if there is something important in lecture that you do not need to miss or if a special event has been scheduled at that time. (You still need to report to the office first for any specific directions). The student will take the exam once he/she has been released by the instructor.

If you are late or miss 1st period and come in at 9:30 A.M. you will follow the same procedure and automatically lose 5% on any test that is less than 100 questions or five (5) points from any

test over 100 questions.

If you miss a test and the next day you return is a clinical day, you are expected to report to the school after clinical to take the make-up exam or quiz.

*****You will have 45 minutes to report to the school for this test.**

12. When an exam is to be given, you are expected to be in the classroom and seated by 8:00 A.M. ready to test. You are to have two #2 pencils and a calculator if needed. There are to be no books, papers, backpacks or purses brought into the room unless otherwise instructed. You are typically allowed one minute per question. (Ex: A 60 question test gives you 60 minutes or one hour to take it). There are occasions, especially when we start math that you are given more time for testing. Your name is to be written legibly in the upper right hand corner along with the date, subject and chapter being tested in the event that a paper test is being administered. If you have to erase, make sure that you erase the wrong answer thoroughly. Most tests and quizzes will be given using our Schoology platform which is our online testing site.
13. Instructors have five theory days in which to grade and return your tests per Kanawha County School policy. We will strive to return these as promptly as possible.
******Exams will not typically be returned the same day as they are given.**
14. If you have a question or concern over a particular question, you may voice this concern at the time the test is reviewed by the instructor. Questions will not be argued. If you are not satisfied with the discussion and end results, please send a message to that particular instructor via Schoology stating the question number, the page number or numbers that reference that question. The instructor will respond to you as promptly as possible.
15. **You are expected to keep track of your own grades in order to know how well you are progressing.** Grade printouts are given at mid-semester and at the end of the course. If there is a concern or discrepancy with your grade at any given time notify the instructor using your Schoology messaging platform. With the new Schoology system bring used students have immediate access to their grades at all times.
16. **You are required to maintain at least an 80% in order to pass a subject.** As per the WV LPN Board of Examiners policy, no grades will be rounded up at any time. (Therefore, a 79.5 -79.9 will not round up to 80%). The lowest grade in one of the core subjects, (Foundations, Med; Surg. or Pharmacology) may or may not be dropped upon completion of that subject when certain extenuating circumstances occur which may be detrimental to the entire class. The final decision will rest with the program coordinator in such an instance.
17. All of the preceding rules are based on policies found in either your Garnet Student Handbook, the Kanawha County Student Handbook or mandated by the West Virginia LPN Board of Examiners. You can also refer to their websites for this information. It is your responsibility to read and be familiar with all policies. Remember, **“Ignorance of the law is no excuse”!!!!**

ATTENDANCE POLICY

Attendance impacts your success. The nature and training of the Practical Nursing student makes regular attendance necessary. Students are expected to be punctual at all times and regular in their attendance.

The LPN Board mandates that students have to complete 1300 hours of instructional time to be eligible to sit for the NCLEX exam therefore students are only allowed a total of 50 hours of absences to **MEET THIS REQUIREMENT and TO CONTINUE IN THE PROGRAM.**

In the event of any absence as listed above, the student is required to bring documentation to the program coordinator to justify this absence. The hours will be recorded as missed hours with a notation stating the reason. In the event a student reaches a total of 50 hours this documentation will be reviewed and the student will not be terminated if he or she has followed this policy and the absence can be verified. If the student fails to bring the required documentation, then the hours will stand against them as recorded hours missed.

Students arriving to class after the official starting time are considered tardy AND will be admitted to class only after reporting to the coordinator or another instructor available and obtaining a pass allowing them to be admitted at that time. Students will be **docked time accordingly in 15 minute increments**. This rule does not apply if there is a test being given or a quiz. You will not be allowed to enter class until the testing is complete but will be allowed to take the exam currently in progress in the nursing office/lab as per the Make-up Exam Policy. (See Make-up Exams)

Students are required to call and report any absence from class or clinical (refer to the specific guidelines for clinical absence). **A student will be automatically terminated if they have not called or come to class for five consecutive days.**

In the event of an extenuating circumstance in which a student has missed more than the allowed hours of absence, the Program Coordinator will be responsible for making this final decision regarding dismissal after careful review of all evidence.

The only hours/time that is recognized as excused by the LPN Board of Examiners is as follows: Armed Service Duty or a mandated court appearance such as a summons or jury duty.

DHHR: Any student who is required to attend a DHHR home inspection, hearing or review, etc., will be required to provide official documentation stating that is why they were absent from class. This will be submitted to the program coordinator for review and consideration.

Students are required to maintain a personal record of absences and tardiness as this information will be provided only twice during a semester. Employers will be provided with attendance information as part of reference information. Work schedules do not lessen the student's responsibility for meeting program requirements.

CLINICAL ATTENDANCE POLICY

Students are required to maintain a 90% attendance record per semester in the clinical portion of the program in order to remain eligible to receive any PELL or other financial aid money they have been awarded. Students failing to meet this requirement may have their PELL/HEAPS monies held until such a time that their attendance reflects the mandated 90%.

A 90% attendance is required in order to satisfactorily meet the attendance for each section of clinical rotations. There are some specific specialty areas that mandate a set number of clinical hours per the WV LPN Board of Examiners such as

Geriatrics, Mental Health, Peds, and OB. Students who are absent more than the allotted 90% will be terminated based on these guidelines. **(Ex. If there are 10 clinical days available in PN 101 then the student can miss only 1 day.)** Students are required to notify the instructor by **6:00 a.m.** if an absence or tardiness is eminent. Please do not page the instructor **prior to 5:30 a.m.** on the clinical day.

***** Notification is to be directly from the student to the instructor not from another student.**

If a student is unable to reach the instructor, they are to page the coordinator.

Students should also call the Nursing Office at 304-348-6114 and leave a message for the department secretary.

***** STUDENTS ARE NOT TO CALL THE UNIT/FACILITY ON WHICH THEY ARE ASSIGNED.**

Students who come to the clinical areas past 7:00 a.m. will be counted absent **in 15 minute increments** and will receive two U's: for one of Accountability and one for Professionalism. (Refer to clinical evaluative tool).

Students who are tardy are to immediately seek the instructor face to face in order for him/her to verify the time of arrival and sign the attendance sheet with the actual time of arrival to the site.

Students who come to the clinical setting after 8:00 a.m. (e.g. 8:01 according to the instructor's time) will be sent home and docked for the entire day.

Failure to notify the instructor of an absence will result in a **"NO CALL NO SHOW"**.

1st Offense: a) student will receive two U's: for one of Accountability and one for Professionalism.
(Refer to clinical evaluative tool).

b) student will be counseled with the instructor and the program coordinator and placed on probation.

2nd Offense: a) Automatic Termination

ACADEMIC DISHONESTY

Cheating or the appearance of cheating **WILL NOT BE TOLERATED AND** can result in an automatic zero on that test and/or termination from the program. The coordinator and ultimately the principal shall have final discretion.

The following behaviors are unacceptable during testing and could lead to immediate dismissal from the program:

- Looking at your neighbor's test/computer.
- Looking at notes which you may have hidden or minimized on your computer screen.
- The use of any form of cheating such as writing on your person, clothing or desk.
- Talking during the exam.
- Copying any instructor materials, purchasing of test banks, and/or screen shots of tests or quizzes.
- The use of any testing materials obtained from a fellow classmate or a previous student.

GRADING POLICY (CLASS)

ACADEMIC STANDARDS: Satisfactory theory grades and clinical grades must be maintained throughout the entire program. Students receive two progress reports during a semester, one at mid-term and a final grade report. Grade reports are available at any time through the Schoology online system.

Students must be passing both the class and clinical portions with at least an 80% by the end of each semester in order to progress to the next semester. Any student whose class or clinical work point value is less than 80% at mid-semester will automatically be placed on probation and will remain on probation until semester's end. An incomplete grade will revert to a failing grade unless requirements are met by the specified date.

GRADING SCALE:

94-100	A	87-93.9	B
80-86.9	C	0-79.9	F

Final grades in all core subjects may be rounded up to the next highest number at the completion of the subject. (Ex: 79.5% will round up to 80%). The lowest grade in all core classes may be dropped upon completion of that class. The final decision will rest with the program coordinator.

GPA: The GPA is calculated at the end of the year by taking the actual percentage grade, (ex. 87.3) for each course, adding those together and dividing that total by the actual number of individual course grades. This process gives us the most accurate overall percentage for the year. We use this for determining our class valedictorian and salutatorian as well as the other honor grades that are recognized.

Class participation points will only be awarded to those students who are present and actively engaged in the activity. If the student is absent or leaves early they will not be allowed to make up any class participation activity and therefore will not receive the allotted points.

For safety reasons, a student may be prevented from participating in clinical experiences if he or she is failing Fundamentals, Pharmacology, Medication Administration, (definitely) or Drug/Dosage Calculations or who is deemed by the faculty during review as too unsafe to practice.

Student grades are private and confidential and will only be released only to the individual student in person; grades will not be released over the phone or my e-mail, to a parent, spouse or significant other.

All test materials, including answer sheets, are the property of the Garnet Career Center School of Practical Nursing. Students may request a meeting with an instructor review if a test question, tutoring etc., by sending a message to them using the Schoology messaging platform.

GRADING POLICY (CLINICAL)

Clinical performance will be evaluated on a daily basis by your assigned instructor.

Clinical grades will be provided twice during each semester; at mid-term and at the end of the clinical semester.

Grades will be recorded as Satisfactory (passing) or Unsatisfactory (failing).

Students receiving a failing grade during the clinical component of any semester will not be permitted to continue in the program.

A failing grade can be the result of an incident that puts a patient at risk for major injury or causes actual injury as a result of negligence.

A student must have 80% of their clinical time completed without receiving a (U) unsatisfactory grade in order to progress to the next level. **(Ex: There have been 10 clinical days completed at the end of the semester. The student must have 8 days completed without receiving a U).** Each semester is allotted a certain number of clinical days and the percentages are based on this factor.

Students who are absent from clinical will receive a U for Attendance and therefore can be terminated if absences bring their total grade percentage below 80%.

Clinical rotations are as follows:

- PN 101: Clinicals will be held in the Long Term Care Facilities/Hospitals.
- PN 102: Clinicals will be held in the hospital acute care areas.
- PN 103; Clinicals will consist of Specialty Rotations such as OB, Pediatrics, Mental Health. Medication Administration, Leadership and Observations Rotations. These will take place in various areas of the healthcare field.

Students will receive a copy of the clinical evaluative tool, clinical performance objectives, and checklists prior to each individual clinical rotation. These will be explained in detail when orientation for clinical is scheduled.

The grading scale is as follows:

NI: Needs Improvement
W: Warning

U: Unsatisfactory
S: Satisfactory

P: Pass
F: Fail

Clinical performance will be evaluated on a daily basis by your assigned instructor.

Clinical grades will be provided twice during each semester; at mid-term and at the end of the clinical semester.

Grades will be recorded as Satisfactory (passing) or Unsatisfactory (failing).

Students receiving a failing grade during the clinical component of any semester will not be permitted to continue in the program.

A failing grade can be the result of an incident that puts a patient at risk for major injury or causes actual injury as a result of negligence.

Any student receiving a warning (W), needs improvement (NI) or an unsatisfactory (U) during a clinical rotation day will be counseled in private prior to leaving the clinical site and discuss this episode and exploring why this occurred, how the student could avoid this in the future and any teaching that may go along with this event.

Students will have a conference with their clinical instructor and/or the program coordinator at mid-term to evaluate their progress thus far as well as at the end of the term to discuss their final grade and overall performance,

If a student is having trouble in a particular clinical setting or not progressing as expected, as long as there has been no major incident safety violation or injury to another student or patient, it may be the decision of the program coordinator to place said student in another clinical area for further evaluation by that instructor.

A student must have 80% of their clinical time completed without receiving a (U) unsatisfactory grade. (Ex: There have been 10 clinical days completed at the end of the semester. The student must have 8 days completed without a U). Students who are absent from clinical will receive a U for Attendance and therefore can be terminated if absences bring their total grade percentage below 80%.

EXAM POLICY

Testing is the major evaluation tool used to measure the student's knowledge and progress in this program. Students are expected to prepare thoroughly for all exams and scheduled quizzes.

Exams are listed on the monthly schedule as a courtesy to the student.

Exams will come from your textbooks, focusing on the objectives, lecture, handouts and workbooks. It is your responsibility to read the syllabus given for each subject. There may be assignments contained in certain chapters.

Preparation for class involves pre-reading the assigned chapter prior to lecture and at least starting on the corresponding workbook chapter. Carefully read and review all handouts, notes, chapters and other materials that may be given to you for a particular exam. Instructors are not required to review for exams.

Exams consist of various types of questions such as short answer, labeling, select all that apply, true-false etc. When a student is having trouble with the current subject being taught, it is their responsibility to let that instructor know by submitting a message to the appropriate instructor requesting help at that time

If a student has any diagnosed special testing need, this is to be reported in writing to the program coordinator at the start of the program with documentation from the family physician, psychiatrist or licensed psychologist to substantiate this need.

Testing accommodations can be made as long as this protocol is followed. At the end of the program when the LPN application and Pearson-Vue applications for the NCLEX are completed this need can also be requested and the same documentation submitted to them as well.

EXAM PROTOCOL

Exams may be administered at any time during the day in lieu of when it appears on the schedule.

When an exam is to be given, you are expected to be in the classroom and seated by 8:00 A.M.

and ready to begin testing.

Complete silence is enforced from the time the instructor enters the room and/or the test answer sheets are distributed and the last test/answer sheet is collected or the last person has completed the exam.

There may be times when an instructor will ask you to bring 2 - #2 pencils in the case of a Math exam for example or any test that may be given on paper.

There will be no backpacks, books, drinks or food allowed in the room while testing is in progress.

Computers are normally used for testing unless otherwise requested by the instructor. **It is the student's responsibility to make sure that their computer is fully charged and ready for use at the beginning of the class.** Students will not be allowed to plug the computer in while class is in session. This is a safety issue and a fire marshal guideline that must be adhered to.

Students who do not adhere to this policy may have their exam terminated and points deducted or receive a "zero" on their exam.

Most tests and quizzes will be given using the Schoology site therefore the student will have immediate results of how they scored. Instructors will review each test once everyone has completed the testing. Students are required to record and keep record of all tests, quizzes and any other grades awarded. You may access Schoology at any time to review/obtain your current grade.

Test questions will not be argued! To initiate a discussion about a test, question the student may send an email using the Schoology messaging site listing the question number, your concern, the rationale and page number(s) supporting your answer. Submit the request to the instructor who taught that particular lecture. An instructor has five (5) school days to grade and return exams if they are not given using the Schoology site.

Any student who fails to put their name on a written test or may be required to take an alternate one and will lose 5% of the total points on the exam.

Students who may require special considerations for testing must present documentation from a physician stating the medical diagnosis/reason warranting these accommodations in order for the appropriate actions to be taken.

Computer Exam Policy

Exams may be assigned to be taken at home for the following reasons:

- a) out of school days due to weather to compensate for class time
- b) days when staff has to be out due to a conference for example
- c) when there have been unexpected class interruptions and in order to not overload students with testing during school they can take the exam at home
- d) no exam will be taken at home unless assigned and authorized by an instructor

The instructor will open the exam at a given time and it will remain open for a given amount of time to ensure that students have ample opportunity to take the exam. Some exams may be open for more than 12 hours due to the time frame in which they are assigned; for example, if it is a holiday weekend the exam may stay open for 24 hours. It is up to the discretion of the instructor assigning the exam.

The student is responsible for completion of this exam in the specified period of time. If they fail to meet this requirement they will receive a 0 (zero) for that exam. There is no make-up allowed for this given that it is used for class hours.

Make-Up Exam Policy

A student who is tardy for an exam or misses an exam must be prepared to take that exam upon returning to school.

Any student missing an exam or quiz will automatically lose 5% of the grade except for absences excused due to extenuating circumstances and deemed so at the discretion of the program coordinator.

Students have one opportunity to take a make-up test. If you fail to do so it will result in you're getting a zero for that particular exam. It is your responsibility to come to the nursing office prior to going to class and let the instructor know that you need to make up an exam. ***We will not remind you.***

If the student returns later the same day or at the beginning of any day an exam is given they are to report immediately to the nursing office (301) and request to take the exam.

EX: If you miss 1st period and come in at 9:30 A.M you are to report directly to the Nursing office to take the missed test. You will automatically lose 5 % on any test that is less than 100 questions and five (5) points from any test containing more than 100 questions. Upon completion of this, you will be given a note to return to class. You are responsible for getting any work that was missed during your absence and during this testing time.

The instructor currently lecturing at the time you return to class may feel that you need to be present for the lecture currently being given and ask that you be allowed into the classroom. Once this lecture has been completed you are to report to the nursing office, seek out the instructor whose exam you need to make up and do so at that time.

If you miss an exam and the next day you return is a clinical day, you are expected to report to the school after clinical to take the make-up exam. **You will have 45 minutes to report to the school for this test.**

Once the student completes testing they will obtain a pink slip (return to class slip) from either the secretary Nicole Bishop or one of the instructors in the office. The time you actually report to the office will be the time recorded for attendance purposes. The secretary or instructor will record the time back to class as the time you completed the exam.

If any exams or quizzes were given during this time, the student will be allowed to take these prior to returning to class without penalty.

Once you have obtained your pink slip you will report directly to class and sign in on the attendance roster.

Students have one opportunity to take a make-up test. If you fail to do so this will result in you're getting a zero for that particular exam. It is your responsibility to come to the nursing office prior to going to class and let the instructor know that you need to make up an exam. **We will not remind you!!!**

POP QUIZZES

Pop quizzes **MAY BE GIVEN AT THE INSTRUCTORS DISCRETION** and cannot be made up. Students will automatically receive a zero for that quiz. In the event that the absence is an excused one the student will be allowed to take the quiz.

HOMEWORK/ASSIGNMENTS/PROJECTS/PARTICIPATION

Written assignments and projects are to be submitted prior to the beginning of the first class period (**by 8:00 AM**) on the designated due date. Homework is to be placed in the area as you get off of the elevator in the specified instructor's box.

Late submissions will be accepted in the event of an excused absence without penalty AND are due prior to the beginning of the next class upon your return.

EX: If you are absent the first class session and return for the beginning of the second class, your assignment must be handed to the instructor who assigned it prior to that class. Late work will be accepted no later than that day.

If you forgot your homework assignment and go home to get it at lunch it must be turned in to the appropriate instructor prior to reporting to the afternoon classes and 5% will be deducted from your total grade.

If you forget your homework assignment and turn it in the next day 5% will be deducted from your total grade. It must be submitted no later than 8:00 AM the next morning and must be hand delivered to the instructor who assigned it or another one if he or she is not available.

Written assignments, projects and research must be submitted in **blue or black ink except pencil for Math.**

All handwritten work must be legible with correct spelling and grammar.

For professional papers such as research papers, reports and resumes only one side of a standard 8 ½ x 11 size sheet of paper may be used. (**DO NOT WRITE ON THE BACK OF THE PAGE**)

Written work is to be that of the students and cannot be a report generated from the Internet.

The student should contact the instructor if a question arises, however this **does not negate** the student's responsibility for submitting assignments, etc. on the date and at the time **specified**.

Students are required to follow the specific directions given to them by an individual instructor for each assignment.

Work that does not meet any of the criteria listed previously will not be accepted and the student will receive a zero for that work.

****IT IS NOT THE INSTRUCTOR'S/ RESPONSIBILITY TO REMIND A STUDENT OF A REQUIREMENT OR DEADLINE DATE.***

CONFERENCE REQUEST

Instructors will conference with students concerning their questions regarding academic and clinical performance by appointment only. Conference times are usually scheduled either before or after school.

Instructors will not discuss medically related problems, suggest medical options, or provide financial counseling to any student. Students will be directed to the program coordinator who shall evaluate the issue at hand and refer the student accordingly if she/he cannot help in that particular situation.

Students may request a conference by sending the appropriate instructor or program coordinator a message using the Schoology messaging platform and stating the reason for your request. We will respond to the message as promptly as possible. The program coordinator is available for your questions or needs on a daily basis. Her office is located in room 321.

******It is the student's responsibility to check their mail boxes at the end of each day for any forms or materials that they may have requested or that have been returned by an instructor.***

STUDENT MESSAGES

Messages are intended solely for the student they are addressed to and will be placed in your personal mailbox.

An instructor may write a brief non-personal message to one or more students on the white board located in the hallway across from the classroom. (***EX: This is where a message stating the delay of the class starting time will be written.***)

There are times when instructors, the coordinator, the secretary or financial aid office may leave messages etc. for you therefore it is the student's responsibility to **check their mailbox daily prior to leaving.**

Messages received by the main office will also be placed in the mailbox unless it is an emergency and the secretary or staff member will get you out of class.

It is the student's responsibility to provide their families with the school's phone numbers. The number for the Nursing Office is: **304-348-6114**. Neither the Nursing Department nor Garnet Career Center is responsible for missed messages. At no time will anyone discuss whether a student is in class or not. We can only offer to take a message.

When in the clinical area, it is the student's responsibility to give their instructor's pager number to the family member.

****** Students are not to disclose to anyone the place they are assigned for clinical. This is per HIPPA guidelines. Please inform family members to contact the instructor using the pager number that you are given for that particular instructor in case of an emergency.***

Students are encouraged to check their electronic **e-mail at night and prior to school for any alerts, special instructions or schedule or last minute schedule changes.** The coordinator and instructors use this site for communicating with students.

LUNCH

Students will be given 45 minutes to 1 hour for lunch due to the discontinuation of our cafeteria. This will allow you time to go out for lunch. There are several places nearby for your convenience. Students are at no time allowed to leave the clinical site for lunch. Classroom doors will be locked during the lunch hour for safety and security of the classroom.

There is a refrigerator located in the cafeteria area on first floor that you may use to store your food. Please put your name on it and remember to remove it at the end of the day. There has been a security camera placed in that area to prevent people from taking another person's lunch.

Food is not allowed to be eaten on the third floor in the classrooms, hallways or computer lab/library due to our "visitors" that the crumbs tend to bring in. There is a student lounge located in room 317 where students may eat their lunch. A refrigerator and microwave are available for use as well. ***Any snacks or food stored in lockers will need to be kept in an airtight closed plastic container.***

You will be allowed to have covered drinks, gum or hard candy during class when there is no testing scheduled. No uncovered drink containers, including the Styrofoam coffee cups or water cups provided for students, will be allowed in the classroom at any time.

Students are not to participate in activities during lunch which will result in impaired behavior such as drinking etc.

PAGERS, CELL PHONES, SMARTWATCHES ETC.

Pagers, cell phones, etc. are not allowed in the class/clinical setting per Kanawha County Policy and the health care facilities that we utilize.

Any student expecting an emergency call or who may have a sick child, spouse, sister, parent or other emergency must give that person the nursing office number in case they need to call. The secretary or other staff member will immediately get you to the phone or deliver the message.

During clinical rotations, **at no time is the Student to disclose to a family member or anyone else the location of their clinical rotation.** Please provide all necessary contacts with the pager number given to you by your instructor, Mrs. Reynolds' pager number or the LPN office phone number in case of an emergency. We will immediately get that message to you.

Students who are caught with their cell phone in class will be asked to leave the classroom in order to place their phone in their locker on the first offense.

The following disciplinary action will be taken:

- 1st Offense: Verbal Warning
- 2nd Offense: Written Warning
- 3rd Offense: Principal Conference / Program Coordinator Conference
- 4th Offense: Disciplinary actions will be taken as set by the principal/program director and may include suspension and or dismissal from the practical nursing program.

***** Policy changes and notifications will be provided in an e-mail from Mrs. Reynolds /Coordinator**

SCHOOL COUNSELOR

A full-time counselor, Mrs. Janice Standish, is available in the main office to counsel students about personal matters.

Please see the program coordinator for any issues you may have regarding school or your personal life. The coordinator will assist you in the most appropriate way and direct you to the person who can be most helpful to you. Please feel secure in that all matters discussed are kept confidential and shared with only those who are directly affected and those who need to know.

WITHDRAWAL/TERMINATION

Students who withdraw from the program or are terminated must schedule an exit interview with the coordinator and the principal. The student will be asked to sign a withdrawal form.

Students who leave the program without notification or who are terminated for reasons related to dishonesty, positive drug screen or unacceptable behavior will not be eligible for readmission into the program at any time.

Withdrawing/terminated students must remove the content of their lockers in one week. Following this time frame contents will be removed and discarded without further warning.

PROBATION

Applicants to the Practical Nursing program may be admitted on a probationary status in the event they are a returning student and need to meet the remediation requirements, their transcripts/paper work is not complete.

Students admitted on a probationary status:

- must adhere to all program policies, requirements, and stipulations set forth.
- shall be eligible for financial aid during the probationary period, but they generally shall not receive any financial aid monies until the terms of their probation have been met.
- may continue to attend classroom and clinical experiences unless otherwise specified.
- students who fail to meet the terms of their probation will be terminated from the program and will no longer be eligible for financial aid.

DISMISSAL /SUSPENSION POLICY

Suspension or termination can be immediate depending on the severity of the infraction.

The student is prohibited from coming on property owned or leased by Kanawha County Schools and or from attending or participating in any event sponsored or sanctioned by Kanawha County Schools.

A student may appeal the suspension or termination according to the appeal process outlined in the handbook. The financial aid advisor will be apprised of student progress.

Probation, suspension, or termination will occur for the following conduct and/or performance offenses, **inclusive of but not limited** to:

- Breach of confidentiality.
- Felony/misdemeanor conduct

- Falsification of information provided to the school.
- Failing class or clinical grades.
- Excessive absenteeism or tardiness.
- Failure to complete admission requirements.
- Failure to adhere to program policies and/or meet goals.
- Indebtedness to the school.
- Failure to satisfactorily complete academic and clinical requirements.
- Failure to report conditions which can jeopardize health, such as pregnancy etc.
- Failure to obtain physicians releases when requested.
- Failure to submit all requested materials or records.
- Failure to submit to a drug screen (including a random screen) when requested.
- Failing a drug screen.
- Harassment, (verbal, written, contact, sexual) in school or in any school related context.
- Bullying
- Breaches of safe practice or safety principles. (Will subject you to dismissal prior to the end of the semester if serious enough to warrant it.)
- Intemperance, substance abuse
- Hazing
- Vandalism
- Inappropriate classroom or clinical dress as outlined in KCS policies
- Possession of firearm or deadly weapon (whether real or look-alike) on school or clinical property.
- Smoking, and the use of other tobacco products on school property.
- Discriminatory behavior
- Inability to transfer theory principles to clinical practice.
- Dishonesty:
 - sharing answers to exams or quizzes or the appearance of such.
 - copying the work of other students
 - giving information about test, etc.
 - falsification of information and records
 - plagiarism
- Unethical and/or immoral conduct
- Slander, Libel, Profanity, Internet misuse
- Failure to notify the instructor of clinical tardiness or absence (more than once during the year).
- Failure to work cooperatively and collaboratively with classmates, faculty, staff or other health care providers.
- Disruptive classroom and/or clinical conduct.
- Insubordination, refusal to follow the reasonable request of an instructor.
- Failure to demonstrate appropriate judgment and self-control.
- Assault and/or battery.
- Behavior disparaging or detrimental to the image of the practical nursing program.

APPEAL PROCESS

This procedure will provide the student with a mechanism for resolving concerns. The first attempt to resolve a student complaint/concern should occur in a conference between the student and the person or parties involved. The student should make an appointment to discuss the complaint/concern with the person or parties in a private, one-on-one situation.

I. If complaints/concerns are not resolved as a result of this conference, the student may make an appointment to speak with the coordinator to discuss the concern/complaint during an informal hearing. If more information is needed the coordinator may request to meet with the parties involved. If complaints are still unresolved, the student may elect to proceed to level II.

II. The student may appeal a Level I decision by submitting his/her complaints in writing to the coordinator. The coordinator is then obligated to respond to complaints, in writing, by the end of five school days. This time period may be extended by mutual agreement between the student and coordinator.

III. The student may appeal a Level II decision by submitting his/her complaints in writing to the principal. The student must appeal a Level II decision within five school days.

The principal or other designated person will then evaluate and investigate the complaints before rendering a decision. This decision must be rendered by the end of five school days.

IV. The student may appeal a Level III decision by submitting a written complaint or grievance to the Adult Preparatory Student Affairs Committee. The student must appeal the Level III decision within five school days. The student affairs committee is obligated to render a decision within ten school days. Legal counsel for all parties may be present. The Adult Preparatory Student Affairs Committee is comprised of the following: Coordinator or designee, Principal, Area superintendent, Student, Instructor.

*The time period may be extended by mutual agreement.

LOCKERS

Each student will be assigned a locker for which they must provide their own locks.

Lockers remain the property of Kanawha County Schools and may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school.

Lockers should be cleaned regularly and prior to graduation or withdrawal from the program.

Items remaining in a locker longer than one week after graduation, withdrawal, or dismissal will be disposed of without notification.

The school is not responsible for returning any items remaining in lockers or for any loss or theft.

Any food or snacks kept in the locker must be contained in an airtight sealed container or can.

SMOKING

The use of alcohol, tobacco, tobacco products including smokeless tobacco, vaping, e-cigarettes, jewels etc, and/or mood altering drugs are not permitted in classroom, building, at school functions, functions sponsored by Kanawha County schools or the clinical setting.

The sidewalk surrounding the building is considered school property.

Students who do smoke must cross the street.

Please be considerate of our community neighbors by discarding cigarette butts and trash in the proper receptacles.

Please do not smoke on the First Baptist Church property, the funeral home area or in front of the American Legion Hall

DRUG TESTING/SUBSTANCE ABUSE POLICY

It is a violation of the policy of Kanawha County Schools and of the Garnet Career Center for any person to use, distribute, possess or be under the influence of any alcoholic beverage, controlled substance, or any substance represented as a controlled substance.

An adult student in violation of this policy is subject to immediate suspension and/or termination from this school.

Any student in violation of the above policy who is receiving any type of financial assistance (Title IV funds, WIA, Veteran's etc.) will be in jeopardy of losing eligibility to receive those funds.

All applicable state and federal regulations governing any financial aid program will be strictly followed.

(Refer to KCS Policy and Garnet Career Center Handbook: Page 10)**

Random drug screens will be conducted throughout the year. **Drug screens are at the student's expense with the cost being determined by the testing agency used.**

Drug screens SHALL be conducted at the time and date specified by the program coordinator.

Proper chain of custody procedures shall be followed.

Permission to return to the classroom/clinical setting will be based on the results of the drug screen and the severity of the problem identified and solely at the discretion of the program coordinator.

Repeat drug screens may be requested. Failure to submit to a drug screen upon request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate termination from the practical nursing program.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication.

The student shall furnish said documentation to the coordinator of the practical nursing program on the next instructional day following the prescribing thereof.

At no time shall the student engage in direct patient care in the clinical setting if said student has the appearance of

impairment for any reason which could cause any type of harm. Permission to return to the clinical setting will be based on the results of the drug screen, the severity of the problem identified and solely at the discretion of the program coordinator. Students using illegal substances will be dismissed.

Any student in violation of the Substance Abuse policy who is receiving any type of student financial assistance (Title IV funds, Veteran's, etc.) will be in jeopardy of losing eligibility to receive those funds.

All applicable state and federal regulations governing any financial aid program will be strictly followed.

*****Note: Students with substance abuse or alcohol abuse problems may voluntarily approach the coordinator or counselor for help without fear of penalty, provided the student is not then in violation of this policy. See Garnet's Student Handbook for further details.**

DRESS CODE POLICY (CLASSROOM)

Students are required to adhere to the dress code policies set forth by Kanawha County Schools and the practical nursing program.

Students who do not adhere to the policies will be sent home.

**** (See Garnet Student Handbook)**

Students will report to class wearing their school uniform which consists of the gray Garnet polo shirt, blue scrub pants and white jacket with photo ID Badge.

Any type of shoe may be worn to class per KCS policy except when in the lab area.

You may wear a long sleeve shirt or t-shirt (solid color) under your polo when you are cold for lab and class. ***As per KCS policy please adhere to the guidelines found in your Garnet Student Handbook.***

Make up -tasteful, conservative, no heavy foundation, blush, eye shadow, etc.

Teeth clean and in good repair.

Hair should be clean (no oily looking, stringy, tangled hair) and neatly arranged.

Students are prohibited by KCS Policy to wear any type of head covering such as caps or hats of any kind, bandanas etc. Unless it is a cultural or religious custom.

Facial hair, beards, mustaches, clean, closely trimmed daily. **No “five o’clock shadows” allowed.**
(This is in accordance with the hospitals and the use of protective masks that need to fit properly.
Facial hair can prevent this and endanger a student or patient).

Piercing allowed per the Kanawha County policies.
(NO ear spacers, tongue rings, eyebrow/facial piercings or any other piercings visible to the eye).

In the clinical setting, only one pair of small post-type earrings are allowed to be worn.

No chain or spiked jewelry.

Students should plan to dress accordingly to the weather. It is a good idea to layer your clothing in the winter so that you can add or take away as needed.

Students may wear plain solid colored warm-up jackets (*no writing or graphics allowed per KCS guidelines on them*) with their name tag or ID badge when it is cold instead of the thin white lab.

LAB DRESS CODE

Students will be required to wear a good rubber soled, non-skid tennis shoe at any time they are in either nursing lab . These can be everyday shoes that you wear. They do not have to be solid white as in clinicals.

Students should keep an old pair of shoes in your locker unless you plan to wear them to class each day.

*****(We sometimes have to adjust our schedule for different reasons and may decide to do a lab instead of lecture.***

Students will be required to wear the Garnet gray polo shirt with their blue scrub pants.

Pants cannot be rolled up or down and cannot be longer than the top of the shoe.

Please make sure all uniform pieces fit properly. You will be fitted for these during orientation.

DRESS CODE POLICY FOR COMMUNITY ACTIVITIES

Student dress for various community activities depends on the nature of that particular activity. Dress will be delegated by the program coordinator to assure appropriateness.

DRESS CODE POLICY (CLINICAL)

Official school uniform, clean, neat, pressed and well-fitting with appropriate undergarments.

Pants can be no longer than heel of shoe. Students will be required to purchase new uniforms if the fit of the uniform color etc. becomes inappropriate.

Lab coats/warm up jackets, clean and pressed. These are to be worn to and from clinical setting and not worn during direct patient care.

Students will remove their jackets once they are to begin patient care. Jackets are to be worn anytime the student leaves the floor for any reason. This is a safety precaution for your benefit as well as the patient.

Shoes are to be white leather (no canvas), and kept polished.

Heel no higher than one inch and shoes are to be worn during clinical practice only.

Shoestrings and shoes clean, polished, and buffed at all times. It is a good idea to wear an old pair of shoes until you arrive at the clinical site and then change, especially if you have to walk where there is no pavement.

Socks or stockings - plain white, black or navy blue. Socks must be calf length, no golf or crew socks. This is an infection control/safety practice all students and staff will follow.

You may wear long sleeves to cover any tattoos on your shoulder and upper arm areas in the clinical settings which allow this as per their policy. The under shirt such as Under Armor brand should be solid white or navy only.

Tattoos must be covered as per hospital policy as well as ours. Tattoos that are visible when long sleeves have to be rolled up as on the lower arms for example, the hands or fingers must be covered using derma bond make up for example or colored protective/bandage tape.

Hair shall be clean and neatly arranged off the collar not below. Bangs cannot hang below the eyebrow. No ribbons, bows or lace may be worn in the hair. Hair scrunches or claws in navy blue, white, brown, or hair color can be worn. Hair must be arranged prior to coming to the clinical area and must remain up until after the facility has been exited. Hair color must be of a natural color. *(No purple or blue for example)*

Do not come to pre-conference with your hair down expecting to put it up at that time. It must be up and ready for your day upon arrival to the site.

Jewelry that can be worn consists of wedding band or only. Any engagement ring or wedding band with a raised set such as a diamond is an infection control issue as well as a safety issue. One pair of small post type earrings (no loop or dangling earrings) in white, blue, gold or silver tone can be worn.

**** No necklaces, bracelets, tongue rings, nose, eyebrow piercings or hole stabilizers etc. may be worn.**

Nails are to be no longer than one-fourth inch, clean, manicured. No artificial nails, French nails, nail extension or nail polish of any kind can be worn.

Make up is to be tasteful as stated per classroom policy.

No perfume, cologne, heavily scented aftershave, hand lotion or hair spray. These can be very irritating to those who are ill.

No heavy scent of smoke on uniform or breath. I suggest that you do not smoke while in uniform in route to the clinical site. If you can't refrain from a cigarette while driving, please do not put your lab jacket on until you arrive. This will prevent the smoke odor as well as prevent it getting wrinkled.

If there is a heavy smoke odor on your clothing, you may be asked to leave. These odors are sometimes very irritating to those sick.

Free from unpleasant mouth or body odors.

Picture ID's are to be worn at all times.

Males/females can wear short-sleeve, white, V neck T- shirts under their uniform top. Males with excess hair in the chest area should wear the regular t-shirt under their clinical shirt to cover this.

Gum cannot be chewed while in uniform.

Drinks are limited to break time while in the clinical setting unless otherwise allowed as per the instructor.

Clinical watch with sweep second hand in white, navy blue, silver or gold tones.

*****Any student who fails to meet any of the above dress code stipulations or demonstrate professional behavior in the clinical setting can and will be sent home. A clinical grade of unsatisfactory will be awarded under the category of professionalism if dress codes are not met. The student will also be counted absent for the day.**

CLINICAL SUPPLIES

Students are **required** to bring the following items to every clinical experience unless otherwise specified.

Penlight	Black Sharpie marker
Stethoscope	Watch with sweep second hand (working)
Bandage scissors	Pocket size notepad
2 Black, ballpoint pens	Master skill sheets

NOTE: WATCHES MAY BE BLACK, WHITE, NAVY SILVER OR GOLD ONLY. No cloth type bands due to infection control issues.

OUTSIDE EMPLOYMENT

Outside employment is discouraged due to the rigorous requirements of the program.

Program schedules will not be altered to accommodate work schedules or to lessen program requirements for any student.

NAME, ADDRESS OR PHONE NUMBER CHANGE

Report any change in name, address, phone numbers or emergency numbers in writing to the program secretary, Nicole Gwinn who can be found in Room 301 or the coordinator.

It is imperative that we be able to reach you in the case of an emergency or sudden change in schedule. Please provide an alternate number that we may use to contact you.

OFFICE TELEPHONE

The nursing office phone is a business telephone and is not intended for student use. **Student may receive only emergency phone calls at the school. (See Phone Messages previously addressed.)**

LIABILITY INSURANCE

Student liability insurance is maintained through the Kanawha County Board of Education unless otherwise specified.

TRANSPORTATION

Students are responsible for transportation to and from health care agencies and other assigned outside school events. It is not the coordinator's responsibility to arrange schedules to meet different needs. With 90 students this is impossible.

SCHOOL CLOSURE POLICY

The nursing program will adhere to the same policy (in most instances) as Kanawha County Schools.

School closings are announced on the radio and television, especially Channel 13 as early as 6:00 a.m. Closings are also posted on the Kanawha County School Website. On days when school is cancelled students will be assigned work consisting of Case Studies, Virtual Clinical Excursions and/ or Research. Students are responsible for checking on-line communications for schedule changes as per program coordinators discretion.

IN THE EVENT THAT SCHOOL IS CLOSED STUDENTS WILL REPORT TO CLASS OR CLINICAL THE NEXT DAY AS PER THEIR SCHEDULE. IF SCHOOL IS ON A TWO-HOUR DELAY, STUDENTS ARE TO REPORT TO SCHOOL REGARDLESS OF WHETHER IT IS A CLASS OR CLINICAL DAY AT 10:00 A.M.

FACULTY SENATE/ISE DAYS

Students can come to school for two hours of tutorial help, (8 a.m. - 10 a.m.) on any ISE day after having scheduled this with the appropriate instructor.

Tutorials will not be held on any ISE day on which a delay or closing occurs

PROGRAM COST AND PAYMENTS

Tuition is assessed at \$2.75 a clock hour. (Please refer to your program cost sheet given during orientation.)

ALL PRICES AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.

Students should keep in reserve approximately \$200.00 to pay for conferences, travel expenses and drug screens and photo identification. *** (Refer to the Garnet Student Handbook for further explanation.)

All financial arrangements are made in the main office with our financial aid secretary Nichole Lucas.

A student whose payment is in arrears will not be permitted to attend class/clinical instruction and will be counted absent for those days.

*****No grade transcripts will be issued to current or graduate students until all charges are paid in full.**

Parking Passes

Each student will receive a parking pass which denotes that he or she is a student at Garnet Career Center. This pass must be displayed in the front window and hung over the rear-view mirror for easy visibility. Any vehicle not displaying this pass may be subject to towing. If you lose your pass, please see Mrs. Sweat, the principal for a replacement.

If you arrive at school to find someone in your parking space, please park in the faculty lot and go directly to Mrs. Sweat to have this issue resolved. **Do not park in another spot. These spots are rented monthly and are designated to specific vehicles.**

All parking passes must be surrendered prior to graduation in order for students to receive their transcripts upon graduation. These transcripts will be held until such a time that the pass is returned.

*****There is a \$5.00 fee for any parking pass that has to be replaced.**

Garnet Career Center Refund Policy

Effective 01/01/2016

1. Application, entrance exam, registration fees and seat deposits are **non-refundable** items.
2. Items charged to the student's account at the student's request, aside from charges for course tuition and lab fees, are **non-refundable**. (I.e., books*, equipment, test and certification fees, uniform rental, supplies and electronic devices)
3. Book Deposits for class set books will be refunded if all books are returned intact and in usable condition; a student's failure to return class set books will result in the student being charged replacement cost for each book as outlined on the student's books and supply list.
4. Tuition and lab fees are charged by "period of enrollment". The "Periods of Enrollment" for Garnet courses are as follows:

Medical Assistant Course:	½ course hours (675 hours)
Automotive Technology Course:	½ course hours (675 hours)
Practical Nursing:	per 450-hour period (1350)
5. Tuition and lab fees will be adjusted on a percentage basis, based upon the scheduled number of course hours in the period of enrollment between the student's start date and last date of attendance as follows: ***
 - A. Students who do NOT begin class will NOT be charged for tuition or lab fees. **Application fees, registration fees, and seat deposits paid PRIOR to beginning class are NOT refundable.**
 - B. If a student withdraws from school after beginning classes but prior to completion of:
 1. 5% of the enrollment period, 10% of the tuition and lab fee for the enrollment period will be charged;
 2. From 5.01% through 10% of the enrollment period, 25% of the tuition and lab fee for the enrollment period will be charged;
 3. From 10.01% through 40% of the enrollment period, 50% of the tuition and lab fee for the enrollment period will be charged; and
 4. After completion of 40% of the enrollment period, the student will be charged for the full tuition and lab fee for the enrollment period.
6. In the event there is a tuition and lab fee refund due from the school in excess of the school's liability to the Federal Pell Grant Program, such a refund will be applied toward the satisfaction of a student's Federal Pell Grant liability, and then other sources of aid, before refunding directly to a student.

Students receiving Federal Pell Grant AND WV HEAPS/Workforce Development Grant should be aware that special regulations apply to the amount of aid earned by a student through their attendance. The Return of Funds formula may require the return of unearned Pell Grant and HEAPS Workforce Development Grant resulting in a balance due to the school.

****If a student FORMALLY withdraws from class within 2 weeks of the student's initial start date, the student may submit a REQUEST to return unopened, shrink-wrapped text books that were purchased from the school; the cost of any books ACCEPTED for return through this process will be deducted from the student's book charges during the Refund/Cancellation process.***

***** The period of enrollment for students who withdraw from class and subsequently re-enter the program with credit will be the number of contracted hours.***

******There is no refund for students who have re-entered the program with credit. The tuition and lab fees for such students are due and payable immediately upon their re-entry into the program.***

POLICY UPDATE 1-1-2016

FINANCIAL AID

Students, who need assistance with preparing financial aid applications, must make an appointment to speak with the financial aid advisor (Diann Clothier) who is at the school on Wednesday and Thursday from 9:00 am to 1:00 p.m.

No financial arrangements are made in the nursing department.

**** (Refer to the Garnet Student Handbook for further explanation)**

WORK & TRAINING FORMS

Work/training and (DHHR) forms will be signed by the Coordinator exclusively. Place the form in the **green folder labeled “drop off”** on the coordinator’s door by 9:00 a.m. in order to receive them by 3:00 p.m. on the same day.

Signed forms will be placed in the student’s mailbox. It is the responsibility of the student to have the form completed to allow the coordinator to verify the information and then sign it. A copy of the form is made and kept on file in case there is a question or issue regarding the form.

BUILDING APPEARANCE/CLEANLINESS

Visitors will judge a school largely by its physical appearance. Students are expected to maintain the cleanliness of the building, including hallways, at all times.

Desks and lockers are to be cleaned daily.

No pop cans, papers, books, notebooks, pencils/pens, personal clothing etc. are to be left on the desk or in the room at the end of the day.

Articles left in the classroom can be discarded without notification and the school is not responsible for student’s items that disappear from the classroom.

If you drop anything on the floor, especially in the hallways please pick it up. **We are not your maids!!!!!!**

******Please do not put stickers, pictures or anything else on the outside of your locker. This is for your protection and confidentiality as well as preventing the defacing of school property. Some items have a glue backing which prevent s them from being removed. This is unsightly as well.***

SAFETY/CRIMINAL ACTIVITY

Garnet cooperates with local law enforcement agencies as do our security guards in regard to criminal activity.

The following violations will be immediately reported to the local law enforcement agencies and may result in termination from your training programs.

- Possession of controlled substances, substances represented to be controlled substance or paraphernalia that has obviously been used with controlled substances.
- Possession of firearms, weapons, ammunition or explosive devices;
- Bomb threats/false alarms;

- Serious physical assaults, including student/teacher assaults;
- Sexual abuse or assaults.

Additionally: Garnet has the right to search students, their cars, or their lockers if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school.

Any contraband discovered as a result of a search may be confiscated.

(See Garnet Career Center Student handbook)**

Students are to report unsafe conditions they observe to the coordinator immediately whether it be related to criminal activity as outlined above or any safety issue related to structural problems, damaged equipment, wet floors, loose tiles etc.

LIBRARY / COMPUTER LAB

A small student library is located in room 315.

The library is equipped with internet accessible computers and a printer.

*****Students are not allowed to download anything onto any computer.**

You will sign an agreement for KCS regarding the computer policy and it will be placed in your file.

A Public Library is located on Capitol Street and a medical library is located in the Robert C. Byrd building adjacent to Charleston Memorial Hospital. If you do not have access to a computer or Internet at home, these are available for your use.

Students may also use the computer library at any time during school hours as long as there is at least one Nursing Faculty present on the floor.

Please let the coordinator or an instructor know if you plan to stay after hours to utilize the library. This is for your safety.

*****Nursing Journals and books are made available in the library and can be used for research. Please do not remove them without permission from the program coordinator.**

SOCIAL MEDIA POLICY

Crossing professional boundaries or the improper use of social media are violations of the nurse practice act. Any breach of this policy and its guidelines can be the cause of professional discipline and the termination of employment.

The use of any social media that would identify fellow students, faculty, administration, the school of nursing, clinical facilities, patients, the patient's family is strictly prohibited and will be grounds for immediate dismissal.

(Please refer to KANAWHA COUNTY SCHOOLS COMPUTER AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY Pages 12 and Page 23 for State Board of Ed. Policy).**

COMPUTERS

Students will purchase a laptop computer for use while enrolled in the practical nursing program.

Students will also be purchasing E-Books and other computerized materials in which will have your own personal access number assigned and will be downloaded onto your computer.

Students will be given the ISBN numbers for thee-books so that they may purchase them for their own use.

Students are to bring their computers to class charged and ready for use each day.

Please do not bring your books (if you purchase them) to class for use instead of the computer. These are for your personal use at home for studying. *****You are expected to read, know and adhere to the following guidelines.**

Class Room / Clinical Computer

The following rules will apply for computer use during class room and clinical setting:

Student will sign school computer contract.

Student is responsible for keeping computer charged. Absolutely no computers will be plugged into an outlet or cord for charging during class. This is in accordance with the Fire Marshal regulations.

Student will access the World Wide Web only on the direction of practical nursing instructor.

Student will not download any computer program to personal computer unless instructed to do so by practical nursing instructor.

Student is not to download/upload any offensive or pornographic material to personal computer.

Student is not to download/upload any pictures or music to personal computer.

Students will not text or instant message during instructional or clinical setting.

Student will not open personal email accounts during instructional or clinical setting.

The following disciplinary actions will be taken for violating preceding rules:

1st offense - Verbal Warning

2nd offense- Written Warning

3rd offense - Principal/ Program Coordinator Conference

4th offense - Disciplinary actions will be taken as set forth by the principal/program director and may include suspension and or dismissal from the practical nursing program.

GRADUATION REQUIREMENTS

Students will satisfactorily complete 1300 hours of curriculum. This includes all assignments (classroom and clinical) including any assigned make-up work. A certificate will be awarded to all students who successfully complete the program's academic, clinical and conduct requirements.

The graduation ceremony is a very traditional one and the guidelines for it are formulated by the school of nursing. Caps will be worn by females only along with white uniforms which will be worn by each student who participates in this event.

Students are required to attend graduation practice if they are planning to participate in the actual graduation ceremony. Graduation is held at the University of Charleston and consists of presentation of diplomas, special recognition awards, awarding of all certificates such as Technical Honor Society, attendance and any academic awards. A reception is also held immediately following the ceremony to honor our graduates.

The official graduation date is set at the beginning of the year. In the event of an emergency situation it may have to be changed as with the COVID-19 pandemic of this year. Discussion of and the planning for graduation usually begins in the middle of March. Garnet Career Center pays for the graduation ceremonies and provides students with ten (10) official announcements each at no cost to the student.

Students are required to take the HESI PN Exit exam prior to graduation. This exam is a predictor of how the student may perform on the actual NCLEX licensing exam. A score of 800 or more is required and is considered passing. Any student that scores below 800 will be required to complete the remediation provided by the HESI resources they have available within the allotted time frame set by the program coordinator. The student will also be required to attend the post-graduation NCLEX review provided by Mrs. Shiltz which is usually scheduled the week after graduation. Official transcripts will not be sent to the LPN Board of Examiners office until after this review has been completed.

TRANSCRIPTS

Student records/PN transcripts will be forwarded to other agencies providing the student **is not indebted** to the school.

The student must complete a release form in order for those to be sent.

Request may be faxed (348-6198) or mailed to the school and the following information must accompany the request:

- Full legal name at the time of graduation
- Social security number (last four digits)
- Year and month of graduation
- The name, complete address of agency, party and/or institution to which transcript is to be mailed with a remittance fee of **\$5.00 made payable to Garnet Career Center** (fee is subject to change).

***** It is not the responsibility of the PN Department to supply copies of High School/College transcripts or immunization records. Therefore, a fee of \$5.00 will be assessed.**

Students will be required to take the **HESI PN EXIT EXAM** and score at least 800 or above.

Any student scoring below the 850 recommended score will be required to complete the assigned remediation prior to graduation. This will be mandatory and verified by the program coordinator.

ILLNESS/INJURY

The school is not responsible for any illness or injury occurring as a result of school or clinical assignments.

Each student is responsible for his/her own medical care if illness occurs during the school year.

Students absent more than two days are required to provide a slip from their physician stating that they're able to return to class and clinical assignments.

It is recommended that each student carry medical/hospital insurance.

Students who become ill or injured will be released to seek appropriate medical attention and will be counted absent.

The student is responsible for any fees incurred as a result of treatment.

IT IS THE STUDENT'S and/or THE INSTRUCTOR'S RESPONSIBILITY TO DECIDE IF THEY ARE TOO ILL TO MEET CLASS/OR CLINICAL EXPECTATIONS.

Accidents or injuries occurring on school or Kanawha County School property must be reported to the instructor or principal and recorded on an accident form which can be obtained in the main office

An ambulance will automatically be called for students who become ill or injured on school property.

Any student having an Epi Pen or an inhaler that needs to be used in case of an emergency must carry this on their person in class and or clinical. Also please make staff aware of any allergies to medicines or foods.

*****Please see the addendum regarding the COVID-19 Protocols found at the end of the handbook.**

PREGNANCY POLICY

Students are advised that the nature and exposure to a variety of illnesses in the clinical experiences included in the practical nursing program could pose a potential threat to an unborn baby.

Students who become pregnant prior to or during the school year may wish to withdraw from the program and return the following year in accordance with readmission policies.

The student who chooses to continue in the program will be required to:

- Notify the Coordinator immediately when pregnancy is suspected.
- Sign a waiver releasing the school and cooperating agencies from liability should activities relating to the educational program be detrimental to the unborn child.
- Provide a statement from the physician authorizing continuation in the program without restrictions. This must be provided after each prenatal visit.
- Note that absenteeism policies apply of the school apply for absences due to pregnancy or delivery.
- Students must sign a pregnancy form which states that they have been made aware of the possible complications and risks related to the role of the practical nursing student
- They must provide a statement from their physician authorizing continuation in the program **following each prenatal visit.**
- This release shall be signed by the student and the coordinator and dated with the release form the physician attached and shall be kept in the student's permanent file.

VISITORS

Please indicate to family members or friends that **all visitors** must sign in the main office and receive a badge prior to coming to other floors in the building. Children may not accompany students to class or the clinical setting. Children cannot be left unattended in the building.

OFFICE COPIER

The nursing department's copier is not for student use.

Instructors are not responsible for reproducing material presented during the student's absence, or for lost expected outcomes, etc.

A copier company “Fed Ex” is located approximately 1½ blocks from the school. Students may check with the main office about the use of their copier.

WEST VIRGINIA STUDENT NURSES ASSOCIATION

Membership in the WVSNA (West Virginia Student Nurses Association) is required as part of the nursing curriculum. The membership fees for this is covered in your tuition/fee and program costs.

This organization contributes critical support for practical nursing students and graduates. Students are required to participate in scheduled activities and events when specified in order to meet program objectives. All conduct policies apply.



CLINICAL WARNING/PROBATION

Student Name: _____

Date: _____

Notice to Student:

You are currently in danger of failing the clinical requirements for this program and are hereby notified that you:

- a) _____ are being given a warning at this time
- b) _____ are being placed on Probation until such a time that your performance in this area improves.

This will be lifted at the end of the current semester. You must maintain an 80% attendance and performance in clinical areas to pass as stated in your GCC LPN Handbook and as required by the WV State Board of Nursing. You are only allowed to miss two days per semester of clinical time and there are no make-up days for these rotations. It is important that the causes of this deficiency be understood and recommendations for improvement can be implemented to insure your success in this program.

These are the issues that concern us for the current semester:

- _____ CB 1: PROVIDED SAFE, EFFECTIVE CARE TO VARIOUS AGE GROUPS
- _____ CB 2: PROMOTED HEALTH AND HEALTH MAINTENANCE
- _____ CB 3: SUPPORTED INDIVIDUAL=S PSYCHOSOCIAL INTEGRITY
- _____ CB 4: SUPPORTED INDIVIDUAL=S PSYSIOLOGICAL INTEGRITY
- _____ CB 5: COLLABORATED WITH OTHER HEALTH TEAM MEMBERS
- _____ CB 6: DEMONSTRATED A CARING ATTITUDE
- _____ CB 7: UTILIZED EFFECTIVE COMMUNICATION
- _____ CB 8: DEMONSTRATES PROFESSIONALISM
- _____ CB 9: MAINTAINED CONFIDENTIALITY
- _____ CB 10: DEMONSTRATED RESPECT FOR CULTURAL DIVERSITY
- _____ CB 11: DEMONSTRATED ETHICAL PRACTICE
- _____ CB 12: FUNCTIONED WITHIN THE SCOPE OF PRACTICE
- _____ CB 13: SOUGHT EDUCATIONAL OPPORTUNITIES
- _____ CB 14: DEMONSTRATED ACCOUNTABILITY
- _____ CB 15: SUBMITTED SATISFACTORY RESEARCH

Notes:

_____ Date _____
Student Signature

_____ Date _____
Teresa Reynolds/Program Coordinator



School of Practical Nursing
COUNSELING/WARNING/PROBATION

Student Name: _____ **Date:** _____

Notice to Student:

You are hereby being counseled regarding the following concerns that we have identified as a student enrolled in the LPN program at Garnet Career Center.

NOTE:

The following applies in regards to the above concerns:

- a) _____ are being given a warning at this time
- b) _____ are being placed on probation until such a time that this concern has improved or is no longer an issue for us or yourself.
- c) _____ referrals made

It is important to us that any difficulty or difficulties you are having meeting the program requirements be understood and addressed. There are resources and referrals available to assist you in most situations which will enable your meeting the requirements of this program and ultimately being successful.

If you are struggling in any area of your studies, please contact one of the instructors or myself. We are available to you at various times in the event you should want extra tutoring.

Student Signature

Date _____

Instructor Signature

Date _____

Teresa Reynolds Program Coordinator

Date _____

cc: __ Clothier __ Financial Aid Secretary __ Counselor __ Principal
__ Student File/Student



Practical Nursing Program (LPN)

Attendance Probation Notification Form

Student Name: _____ Date: _____

Notice to Student:

You are currently in violation of the attendance policy for the Garnet Career Center School of Practical Nursing. According to the West Virginia LPN Board of Nursing and NCLEX you have to complete 1300 hours of class/clinical to be eligible to sit for your licensing exam. There are 1350 hours in this program which means that you can only miss 50 hours total to stay within these guidelines.

This is a Notice. You are being placed on attendance probation for excessive absences. Your attendance will be monitored on a daily basis for any further absence. In the event that you remain below the accepted percentage of hours per semester allowed by the GCC School of Practical Nursing Policy, you will remain on probation. This may impact your receiving any financial aid monies that are to be allotted to you until such time that this percentage improves.

The financial aid secretary and Mrs. Clothier, the financial aid representative, will be notified of this action. The program coordinator will be contacted by them prior to any disbursement of money to verify that you are in good standing and eligible to receive these funds.

Student Signature Date _____

Instructor Signature Date _____

Program Coordinator Signature Date _____

_____	Hours available to date
_____	Total hours missed to date
Note:	

Copies to: ___ Principal; ___ Counselor; ___ Financial Secretary,
 ___ D. Clothier/Pell/Financial Aid; ___ Student File



School of Practical Nursing
ACADEMIC WARNING/PROBATION

Student Name: _____

Date: _____

Notice to Student:

You are currently in academic danger of failing and are hereby notified that you:

- a) _____ are being given a warning at this time
- b) _____ are being placed on Academic Probation until such a time that your grades improve.

This will be lifted at the end of the current semester. You must maintain an 80% in each subject area to pass the class as stated in your GCC LPN Handbook and as required by the WV State Board of Nursing. A grade of 79.5% will be rounded up only at the end of Med. Surg. II which ends with PN 103 and therefore is not considered a passing grade until such time.

Your grades at this time for the current semester are:

Anatomy _____	Foundations _____	Geriatrics _____	Med. Term _____
Math _____	Med. Surg. I _____	Lifespan _____	OB _____
Pharm/Math _____	Mental Hth. _____	Peds. _____	PVN I _____
PVN II _____	Intro Nutrition _____	Med. Surg. II _____	
Clinical PN 101 _____	Clinical PN 102 _____	Clinical PN 103 _____	

It is important that the causes of this deficiency be understood and recommendations for improvement can be implemented to insure your success in this program.

Causes for Deficiency:

- | | |
|-------------------------------------|--|
| 1. _____ Lack of Motivation | 4. _____ Failure to Complete |
| 2. _____ Poor Attendance | 5. _____ Failure to Make Up/Turn in Work
(Due upon return of absence) |
| 3. _____ Inadequate Prep. for Class | 6. _____ Low Test Scores |
| | 7. _____ Other: |

If you are struggling in any area of your studies, please contact one of the instructors or myself. We are available to you at various times in the event you should want extra tutoring. Remember that there are several student resources within your Elsevier site available that can also assist with your studies and help you to achieve a passing grade.

Student

Date _____

Instructor Signature

Date _____

Teresa Reynolds Program Coordinator

Date _____

cc: _____ Clothier _____ Financial Aid Secretary _____ Counselor _____ Principal _____ Student
File/Student

STUDENT BEHAVIOR/WEAPONS 2020-2021

Weapons and/or Explosive Devices

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms “weapons”, “tools”, or “instruments” shall include by way of illustration, but are not limited to, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet gun, or BB gun, look like firearms, etc.); any knife (e.g., straight, regular, retractable, etc.); any martial arts device (e.g., Chinese star, nunchaku, dart, etc.); any defensive device (e.g., gas repellant, mace, stun-gun, chemical sprays, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to blackjack, chains, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, studded or pointed bracelets, ax handles, etc.

A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design give the appearance of any of the explosive devices, detonators, etc.)

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession, in his/her locker, in a student’s vehicle on school property or in any vehicle a student brought on school property or on property being used by the school, at any school function or activity or any school event held away from the school.

Any violation of this Policy that may constitute a violation of state and/or federal criminal statutes shall be prosecuted.

The use, possession or transmittal on school property or at any school function or activity of non-facsimile water pistols or matches, is not permitted. However, if such water pistol or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student, three-day suspension or cessation from the program.

An adult student in violation of the Kanawha County Weapons and/or Explosive Device Policy will be terminated.

Student’s Signature

Date

**Garnet Career Center
School of Practical Nursing
Student Computer Contract
2020-2021**

I _____, acknowledge I have received a personal computer
(Print Name)
for educational use during my admission to the practical nursing program at Garnet Career Center.

Serial Number: _____.

Class Room /Clinical Computer

Student will sign school computer contract.

The following rules will apply for computer use during class room and clinical setting:

Student will sign school computer contract.

Student is responsible for keeping computer charged.

Student will access the World Wide Web only on the direction of practical nursing instructor.

Student will not download any computer program to personal computer unless instructed to do so by practical nursing instructor.

Student is not to download/upload any offensive or pornographic material to personal computer.

Student is not to download/upload any pictures or music to personal computer.

Student will not text or instant message during instructional or clinical setting.

Student will not open personal email accounts during instructional or clinical setting.

The following disciplinary actions will be taken for violating preceding rules:

1st offense - Verbal Warning

2nd offense- Written Warning

3rd offense - Principal Conference / Program Coordinator Conference

4th offense - Disciplinary actions will be taken as set by the principal/program director and may include suspension and or dismissal from the practical nursing program.

I also understand that the personal computer will become my private property upon graduation, withdrawal, or termination from the program. I have read and agree with the rules concerning personal computer use during classroom and clinical hours.

(Student Signature)

(Date)

Practical Nursing Program Coordinator

**GARNET CAREER CENTER
JUNE 2020/2021**

**KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION Telecommunications
Network Access Series: J33A Reference: State Board Policy 2460 Issued: 07.24.1995
Revised: 07.01.2004; 07.01.2007; 06.21.2012**

Providing false or misleading information when applying for computer access, or violating any of the above rules, will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recovery costs, suspension and/or expulsion from school.

School Name: _____

Student: I have read and consent to the rule and responsibilities listed above. I have never had my computer privileges restricted or revoked by any other school.

Student Name (Please print): _____

Student Signature: _____ **Date:** ____ / ____ / ____

School Sponsor: I have read and discussed the above rules and regulations with the student. The school staff will not be responsible for the student's behavior if he/she intentionally disregards the regulations in this policy.

Teacher's Name: (Please print): _____

Teacher Signature: _____ **Date:** ____ / ____ / ____

SCHOOL INTERNET WEB SITE STUDENT INFORMATION

I hereby give permission to use the following information on the school and/or district web sites (initial that you approve):

_____ Student's first name	_____ Student's last name
_____ Student's photo	_____ Student in group photo

*Vocational students not currently enrolled in a KCS secondary school are not required to obtain parent signature if they are 18 years or over.

NOTE: This form will be kept on file in the school listed above. It will not be transferred to another school.

**Garnet Career Center
School of Practical Nursing
2020-2021**

RELEASE OF INFORMATION

I _____ hereby authorize the Garnet Career Center to release any information concerning employer, insurance, governmental agency, institution, school, state board of nursing, or third party who solicit such information for the purpose of evaluating my qualifications. I give permission to the school to release information that I am an enrolled student and whether or not I am present on a specified day.

Date: _____

Signature: _____

**Garnet Career Center
School of Practical Nursing**

AUTHORIZATION TO OBTAIN INFORMATION

I, _____ give permission for Garnet Career Center and its authorized representatives to consult with any employer, agency or institution, or third party who may have information bearing on my credentials, clinical competence, character, etc.

Date: _____

Signature: _____

**GARNET CAREER CENTER
SCHOOL OF PRACTICAL NURSING**

**CONFIDENTIALITY STATEMENT FOR STUDENTS
June 2020/2021 Class**

I, _____, understand that as a student at Garnet Career Center, any information that I may obtain by way of medical records of patients of whom I am directly involved in the care, authorized review activities including but not limited to Quality Assurance or research, and/or observations which may occur within the scope of my position is to be held in the strictest of confidence.

I agree that I will not make any type of unauthorized disclosure of information or names obtained and further agree that I will not make unauthorized copies of patient information or medical records.

I have read the foregoing, understand it and agree to it. I also understand that this is legally binding which may be enforced by legal proceedings, and that I may be held legally obligated for damages for any injuries resulting from violation of its terms. Any breach of confidentiality could result in termination of my enrollment in the Nursing Program at Garnet Career Center.

Signature

Date

Witness

Date

**GARNET CAREER CENTER
SCHOOL OF PRACTICAL NURSING**

DISCLAIMER FORM

DATE: _____

STUDENT'S ID #: _____

I, _____, hereby give my consent to be
Photographed/videotaped while participating in the Garnet Career Center
School of Practical Nursing Program. I hereby release KANAWHA
COUNTY BOARD OF EDUCATION, GARNET CAREER CENTER,
ANY INSTRUCTOR, and /or OTHER STUDENT(S) from any liability,
claim or action resulting from such videotaping.

Student's Signature

Date

Witness

Date

**Garnet Career Center
School of Practical Nursing**

**STUDENT CONTRACT AND RELEASES
2020-2021**

I _____ received the Practical Nursing student handbook and class expectations. I was also referred to the Kanawha County Schools web site. I was given at least twenty-four hours to read the contents of the handbook and class expectations and to clarify any questions that I had. Therefore, I now attest that I have read the total contents of handbook(s), including the Weapons and Harassment policies. I understand the stipulations, requirements and content thereof, especially as they related to the academic, drug and attendance policies. I agree to adhere to all rules, regulations, and policies set forth therein. I understand that I can be dismissed from the practical nursing program for failing to meet academic, clinical, conduct, drug or financial requirements. I further agree to demonstrate behaviors consistent with the ethical and legal standards required by the program and the reputation established by the school in the community. I will provide the school with fingerprints and any information of crimes, convictions, physical limitations or injuries which would impact my completing the academic and/or clinical requirements or that may jeopardize the safety of a client, resident or patient in my care. I will hold in confidence information attained during my clinical PRACTICUM.

I will provide written documentation from my physician of drugs that may impair my performance. I will not take any-over-the counter medications that may impair my performance or behavior.

I understand that I will be required to **submit to random drug/alcohol screens** during the course of the academic year and said screens will be at my expense, approximately \$70.00. Screening may be requested at any time by the nursing faculty of the Practical Nursing Program, and shall be performed in accordance with the proper chain of custody procedures. I understand that a positive drug screen for illegal drugs or scheduled drugs if not prescribed by a physician at the time of the screen will result in termination from the program.

I agree to schedule an exit interview with the coordinator, director or other designee should I find it necessary to withdraw from the program. I will provide written documentation of my withdrawal.

Student Signature

Date

Coordinator/Faculty Signature

Date

GARNET CAREER CENTER
SCHOOL OF PRACTICAL NURSING

CONFIDENTIALITY STATEMENT FOR STUDENTS
June 2020/2021 Class

I, _____, understand that as a student at Garnet Career Center, any information that I may obtain by way of medical records of patients of whom I am directly involved in the care, authorized review activities including but not limited to Quality Assurance or research, and/or observations which may occur within the scope of my position is to be held in the strictest of confidence.

I agree that I will not make any type of unauthorized disclosure of information or names obtained and further agree that I will not make unauthorized copies of patient information or medical records.

I have read the foregoing, understand it and agree to it. I also understand that this is legally binding which may be enforced by legal proceedings, and that I may be held legally obligated for damages for any injuries resulting from violation of its terms. Any breach of confidentiality could result in termination of my enrollment in the Nursing Program at Garnet Career Center.

Signature

Date

Witness

Date

**GARNET CAREER CENTER/ADULT EDUCATION
STUDENT LOCKER AGREEMENT
2020-2021**

Student: _____

Locker #/Location: _____

I understand that it is my responsibility to keep my locker clean. I also understand that it is my responsibility to keep my locker secure with a lock supplied by me. I will not allow anyone to use my locker under any condition, nor am I allowed to use other student's lockers.

Additionally, I understand that all items in my locker will be considered my possessions. I also understand that the school has the right to search my locker at any time. Each student shall maintain only one locker at any given time.

I also understand that all items must be removed from the assigned locker on my last day of each program or upon such time as I do not attend classes regularly. After such time the locker will be cleaned out by the facility staff.

Signature: _____

Date: _____

STUDENT GOVERNMENT

BYLAWS FOR STUDENT GOVERNMENT

The following by-laws will apply if student government is established.

BYLAWS OF STUDENT GOVERNMENT

ARTICLE-I

NAME

The student council organization is sanctioned by Garnet Career Center. The name of this organization shall be The Garnet Career Center Practical Nursing Student Council.

PURPOSE

The purpose of the Garnet Career Center School of Practical Nursing Student Council is to serve the needs of its members, by:

1. Fostering activities which will develop;
 - leadership, character, citizenship
 - ethical practice and competence
 - physical mental, and social well-being of individuals
 - harmonious relationships
2. Fostering effective communication skills.
3. Strengthening problem-solving and conflict resolution skills
4. Planning social, recreational, and graduation activities within the policies of the school.
5. Preparing students for a future role in nursing organizations.
6. Acting as peer disciplinary agent.

ARTICLE II

MEMBERSHIP

Section 1. Membership is open to all practical nursing students currently enrolled in the program.

Section 2. Each member shall be entitled to all rights and privileges and shall be entitled to one vote on each matter submitted to the vote of the membership.

ARTICLE III

OFFICERS

Section 1. The officers of the organization shall be the **Class President, Vice President, Secretary, Treasurer, and Historian**. The Coordinator and faculty will be ex-officio members. It is not the responsibility of class officers to negotiate changes in exam dates or schedules.

DUTIES

The president shall be elected from the student body. He/she shall preside at all meetings and along with other council members formulate a plan of work. In addition, he/she shall make committee appointments. The class president will represent the student body at faculty meetings when requested. The final approval of all projects, etc. rest with the coordinator. The class president shall act as parliamentarian and follow Roberts Rules of Orders to ensure that meetings are conducted in an orderly manner.

The Vice President shall represent the president during his/her absence and shall perform other duties as assigned.

The Secretary shall record and distribute meeting meetings, and agendas to both the student body and the coordinator. The secretary is responsible for all correspondence. The secretary shall keep a current list of all members. She or he will preside at meetings if both the president and vice-president is unavailable.

The Treasurer shall prepare the budget, collect dues and pay bills. The treasurer will maintain a complete record of all monies received and spent. All payments must be authorized by the president and a faculty advisor.

Receipts for all expenditures must be maintained. All monies collected or donated must be maintained in Garnet's main office. Neither the student council nor any other student government entity may maintain the money in cash or in a private fund or checking account. The treasurer shall report regularly to the president and the student body.

ELECTION OF OFFICERS

Section 3: Officers should be individuals with leadership skills. Elections shall be held within twenty weeks after admission to the program. By week 16, nominations shall be conducted. Nominees are selected from within the student body. Nominees may campaign from then until elections are held. By week 18 elections are to be held. The entire class is eligible to vote for officers at this time.

The nominee who receives the majority of votes will be elected for each position. In case of a tie vote, there shall be a re-vote among the candidates that tied.

Votes will be ballot and will be counted by a faculty or other designated member. Voting may not be by proxy or absentee ballot.

TENURE

Section 4. Officers shall serve a one (1) year term. Officers can be removed from office for misconduct, failing to carry out the duties of office, breaches in ethics, failure to accurately present class concerns, or causing confusion and dissension. Removal will be by two-thirds majority vote of the student's body present on that day.

VACANCIES

Section 5. In the event of a vacancy in the office of the President, the Vice President shall succeed to the office. Elections shall be held for any resulting vacancies.

ARTICLE IV

MEETINGS

Section 1. It is recommended that at least 9 meetings are scheduled with the total membership. At least four (4) scheduled meetings will be held during the school term on faculty senate days. Meetings should last from 30 minutes to one hour.

Section 2. Members shall receive an agenda one week prior to the meeting. This agenda can be posted.

Section 3. The agenda is to be formulated by student council members with a provision that new business can be brought to the floor by the student body members.

Section 4. Student body members who have up-to-date dues are eligible to vote. If dues are not collected, all members of the student body are eligible to vote. Ex-officio members do not have voting privileges.

Section 5. The president may call special meetings as necessary in order to complete outstanding business, to fill vacancies, to distribute new information, to discuss concerns.

Section 6. Two-thirds of the student body present in class on the day of the vote shall constitute a quorum.

ARTICLE V

COMMITTEES

Section 1. Committees shall be Public relations, Graduation, Fund-raising and Nomination.

Section 2. The President shall appoint Ad Hoc committees when needed.

ARTICLE VI

DUES

If the student body elects to collect dues, the amount shall be determined by the members and the elected officers. Dues shall be submitted on the date scheduled. Remember, all dues and other collected monies will be maintained in an account in Garnet's main office.

ARTICLE VII

PARLIAMENTARY AUTHORITY

Rules contained in the current edition of **Robert Rules of Order** shall govern the conduct of all meetings of the student body in all cases to which they are applicable and in which they are not inconsistent with the by-laws and any special rules of order the student may adopt.

ARTICLE VIII

AMENDMENTS

These By-laws may be amended at any meeting by a majority vote of the student body and the elected officers. Proposed amendments must be submitted in writing, to the members at least three weeks prior to voting. Written notification of the proposed amendment and the voting time must be submitted to the members three weeks prior to the voting that.

Garnet Career Center COVID-19 Protocols 2020-21

The mission of Kanawha County Schools is to provide a world-class education that ensures success for every student in the 21st Century.

The following is the list of Covid-19 protocols at Garnet Career Center:

1. **Garnet Career Center (GCC) follows KCS and WVDE policies and the KCS calendar in regard to school breaks and closures.**
2. **All students will have temperature checked by staff upon entering the building.** Any student with temperature over 100.4° will not be admitted to the school. Students will consult instructor or program coordinator for instructions on class attendance expectations.
3. Students will follow the schedules provided for them by each program, instructor/department chair. Staggered days and times if required by state, local or county mandates will ensure that building retains social distancing requirements. Students will follow designated break times if allowed by and as established by each program. **Students will not be allowed in and out of classrooms and/or the building. Only designated break times will be allowed.**
4. Students will maintain social distancing when entering and leaving the building.
5. All students will use hand sanitizer available on table at the main entrance upon entering building and at various stations throughout the building on each floor.
6. Garnet students who do not wear/bring their own mask will be provided one by main office upon request. Adult Ed and TASC students will receive masks if needed from those programs.
7. **Auto students** will enter and leave building through Auto Shop garage doors.
8. **Practical Nursing** students will proceed directly to assigned floors and classrooms.
9. **Medical Assisting, Phlebotomy Technician, and EKG** students will go to 2nd floor classrooms.
10. **TASC testers** will stop at table in main hallway and receive supplies (mask, baggie for belongings, gloves) from TASC Proctors. They will go directly to room 105 or 107 and remain in classroom until testing is completed.
11. **Adult Ed students** will check in at the main office if they have not brought their own mask to receive one. They will proceed directly to room 109, where they will be monitored by Mt. State staff. **Only 4 scheduled students (and others as approved) will be allowed back in room 109 at a time as per Mt. State protocols.**
12. All students are to remain on their floors with their classes & instructors while they are in class or testing. **When classes or tests are finished; students are to leave the building.** The cafeteria is closed. No students or staff will be permitted to use the cafeteria area until further notice. Classes will not mix for lunch breaks to facilitate contact tracing if needed.
13. Students may use the restrooms only on their floors or shop area. Custodians will sanitize restrooms after break periods or at the beginning and the end of each session. Students should bring a Clorox wipe with them to restroom to sanitize.
14. Only 2 students are to use elevator at one time. There should be no more than 3 students, with 6-foot social distance between them in elevator waiting areas. If there are more than 3 students/people waiting please use the stairs.
15. Smokers should practice social distancing, with a distance of 1 & ½ sidewalk squares between themselves. Smoking is allowed only during scheduled breaks as per each program/department policy.
16. Current COVID-19 situation in Kanawha County will be monitored to determine the need for any changes to the schedule. Students will be updated accordingly.

17. Students who choose not to return to class for academics, skills or clinicals will be withdrawn from class and will not graduate/complete their program. They will; however, have the option to re-enroll in the class again for the 21-22 school year, based on policy of each program. Please notify your instructor/ program coordinator upon withdrawal.

18. Anyone, staff or student, who feels ill or exhibits symptoms (esp. fever, coughing, shortness of breath) should notify their instructor/supervisor and remain home.

Garnet reserves the right to deny admittance to anyone who does not follow these protocols.