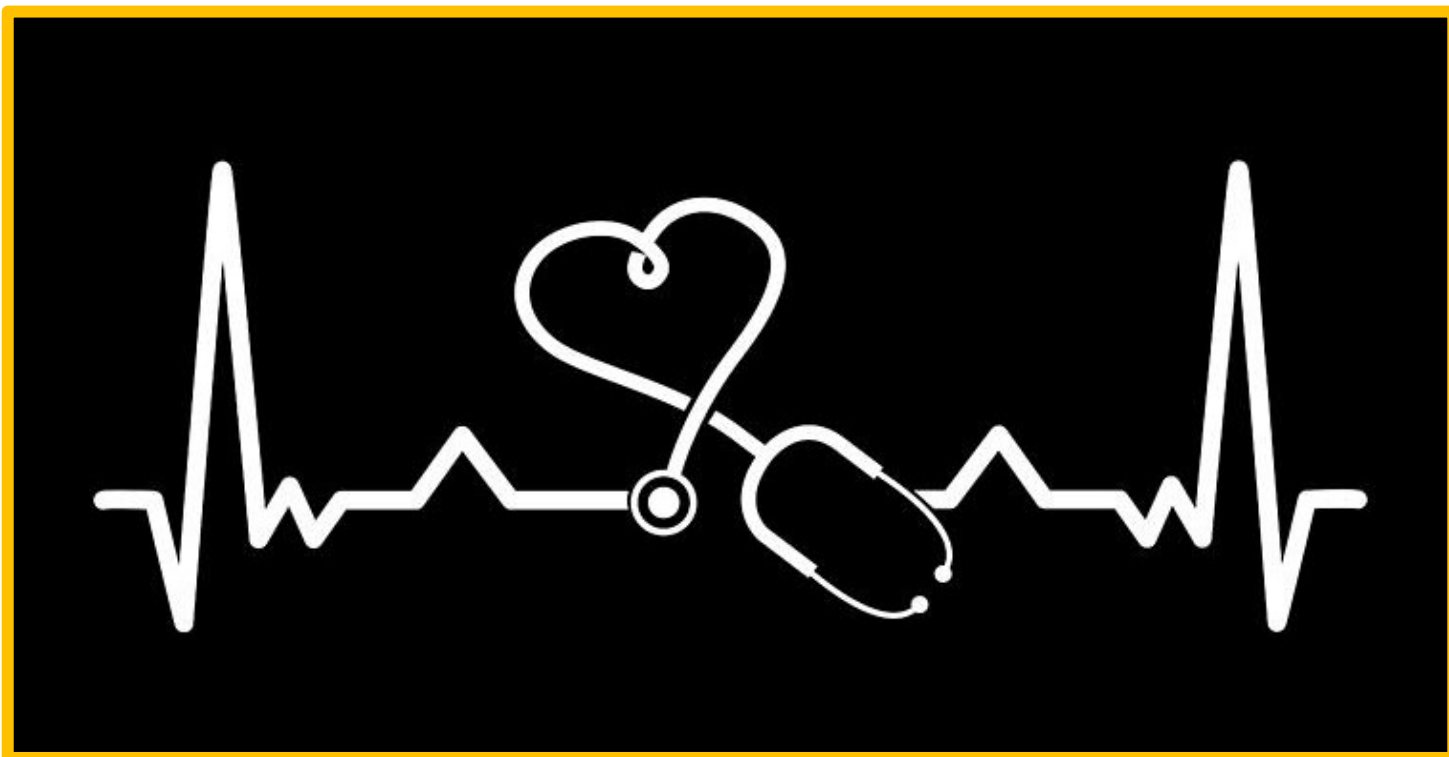


ROCKEFELLER CAREER CENTER SCHOOL OF PRACTICAL NURSING



HANDBOOK 2023-2024

Full-Time Staff:

LPN Coordinator Ashley Witherow RN, BSN, MS

LPN Instructor Donna Newburn RN, BSN, MS

LPN Instructor Jamie Starkey RN, BSN

Part-Time Secretary: Dee Chappell

**ROCKEFELLER CAREER CENTER SCHOOL OF PRACTICAL NURSING
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TERMINAL OBJECTIVES

Upon completion of the Practical Nursing Program, the graduate will:

1. Assess basic physical, emotional, and cultural needs of the client.
2. Collect data from available resources, including client, family, health care records, health care team members, established protocols, and guidelines. Document collected data accurately and concisely.
3. Use effective communication when reporting and recording client observations to the appropriate health care professional.
4. Protect the client and family's rights to privacy and dignity.
5. Utilize knowledge of normal values to identify deviations in health status.
6. Assist the client and significant others in the normal expected stages of growth and development from conception through advanced old age.
7. Provide safe and effective care and comfort for the client, according to accepted standards of nursing practice.
8. Provide care to clients within the Practical Nurses scope of practice, collaborating with health care team members to coordinate delivery of nursing care.
9. Facilitate the client's ability to cope, adapt, and/or problem solve situations related to illness, or stressful events.
10. Administer medications and monitor clients receiving parenteral therapies.
11. Develop nursing care plans utilizing established nursing diagnoses for clients with common, well-defined health problems.
12. Prioritize nursing care needs of client.
13. Recognize the client's potential and initiate preventive measures for complications related to treatments, procedures, or existing conditions.
14. Modify nursing approach based on evaluation of client' response.
15. Seek guidelines as needed in evaluating nursing care.
16. Revise nursing care plan utilizing criteria established in collaboration with health team members.

17. Instruct client, based on client's needs and nurse's level of knowledge, about health promoting and disease preventive practices, and early detection of health problems.
18. Comply with the scope of practice as outline in the Licensed Practical Nurse Practice Act of West Virginia.
19. Describe the role of the Licensed Practical Nurse in the health care delivery system.
20. Demonstrate responsibility for continuous personal and professional growth and education.
21. Recognize personal potential and consider career mobility options.
22. Demonstrate the ability to evaluate self for the purpose of improving work performance.
23. Subscribe to the essential components of the nurse's code of ethics.
24. Function as an advocate for the health care consumer.

Written: 06/02

Revised: 07/03;07/05;07/07;07/09;07/11;07/13;07/14;07/15;07/16;07/17,07/18;07/19;07/20;07/21;07/22;05/23

PHILOSOPHY

The philosophy of the Rockefeller Career Center School of Practical Nursing is based upon the beliefs of the faculty that an individual is just that and should be treated as such.

Individuals have the right and responsibility to continue their autonomy by participating in their health care during health and illness. Combining humanity, health, environment, and the role of a practical nurse in the community can promote wellness for each individual.

The faculty has a great respect for both human life and the nursing profession. We believe that by training practical nurses to treat the whole individual, spiritually, emotionally and physically that both human life and the nursing profession will be well-served.

Practical nursing experience encompasses all areas of wellness and illness in the community. These areas include education as well as acute/non-acute settings, agencies that care for physical as well as mental rehabilitation.

The faculty believes that nursing education should provide the opportunity for each student to learn nursing skills in all areas of the health care. The faculty will assist the student to develop his/her ability to implement the theory and skills that they have learned during their educational experience. The faculty believes that a supportive, open-ended communication relationship between the faculty and student will enhance the educational and personal development of each student. The end result will be a professional practical nurse who shall reflect professionalism in conduct, appearance, caring, skill and attitude. Each graduating practical nurse will possess the knowledge and the skills to uphold standards of nursing practice for practical.

It is essential for practical nurses to continue to gain knowledge through all the resources available to the profession. The faculty will encourage the students throughout the year and after graduation to continue their education.

The community is demanding quality health care and the practical nursing program at the Rockefeller Career Center intends to assist the community by providing qualified individuals to assist in prevention of illness and promote wellness.

The opportunity to prepare for practical nursing shall be available to any individual regardless of race, color, creed or sex, who meets the admission criteria.

Written: 06/02

Revised: 07/03;07/05;07/07;07/09;07/11;07/13;07/14;07/15;07/16;07/17;07/18;07/19;07/20;07/21;07/22;05/23

JOHN D. ROCKEFELLER IV CAREER CENTER MISSION STATEMENT

Mission of Institution: Instruction and learning lay the foundation that students build upon to be career ready.

Written: 06/02

Revised: 07/03;07/05;07/07;07/09;07/11;07/13;07/14;07/15;07/16;07/17;07/18;07/19;07/20;07/21;7/22;05/23

Vison of Institution: JDRCC provides a safe, engaging, rewarding environment where the students are productive while learning work related skills. JDRCC instructors create an environment where students have a balance of both academics and experiential learning.

Written: 06/02

Revised: 07/03;07/05;07/07;07/09;07/11;07/13;07/14;07/15;07/16;07/17;07/18;07/19;07/20;07/21;07/22;05/23

ADMISSION POLICY

The purpose of the admission policy is to provide a record of the requirements and procedures necessary for an applicant to be considered qualified for admission to the Rockefeller Career Center School of Practical Nursing. The requirements will be in accordance with the admission requirements by the West Virginia State Board of Examiners for Licensed Practical Nurses.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

Educational Requirements:

1. Applicants must have a recognized high school diploma, a high school transcript, or results of the General Education Development Test showing satisfactory performance and completion.
 - a. Science-oriented background is recommended.
 - b. Advanced math course is recommended.
2. Applicants must obtain a satisfactory score, a minimum composite percentile score of 50, on the selected pre-admission examination. The admissions committee may make exception when application, transcripts and references are taken into consideration.
3. High School transcript or GED is required for admission.

Health Requirements:

1. Immunizations-as recommended and required: 2-step PPD test, Tetanus and Diphtheria, MMR,Varicella immunizations records or titers, Hepatitis B series (or titer), and each student will be required by the JDRCC and clinical facilities to have an *COVID-19 (as defined by CDC/WVDHH) and influenza vaccination (seasonal). The documentation is part of your physical and due before first day of class. If you do not provide documentation you may be not permitted to begin class and will not be able to attend clinical. *Requirements may change.
2. Pre-entrance dental examination and repairs by family dentist.
3. Pre-entrance physical examination by a healthcare provider.

References:

Three written letters provided prior to interview. Persons writing the reference must not be related to the applicant. Appropriate individuals to provide personal references include a teacher, counselor, or employer.

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Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;0513;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;005/22;05/23

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1. Applicants must have a recognized high school diploma, a high school transcript, or results of the General Education Development Test showing satisfactory performance and completion.
 - a. Science-oriented background is recommended.
 - b. Advanced math course is recommended.
2. Applicants must obtain a satisfactory score, a minimum composite percentile score of 50, on the selected pre-admission examination. The admissions committee may make exception when application, transcripts and references are taken into consideration.
3. High School transcript or GED is required for admission. If the institution has reason to believe that the high school diploma or transcripts are not valid, validity will be verified with the appropriate state agency in the state in which the high school or secondary school is located.

Health Requirements:

1. Immunizations-as recommended and required: 2-step PPD test, Tetanus and Diphtheria, MMR,Varicella immunizations records or titers, Hepatitis B series (or titer), and each student will be required by the JDRCC and clinical facilities to have an *COVID-19 (as defined by CDC/WVDHH) and influenza injection (seasonal). The documentation is part of your physical and due before first day of class. If you do not provide documentation may be not permitted to begin class and will not be able to attend clinical. *requirement may change.
2. Pre-entrance dental examination and repairs by family dentist.
3. Pre-entrance physical examination by a healthcare provider.

References:

Three written letters provided prior to interview. Persons writing the reference must not be related to the applicant. Appropriate individuals to provide personal references include a teacher, counselor, or employer.

Admission Procedure:

1. Interested person should make inquiries to the school by phone or letter. 304-564-9006 or email dchappel@k12.wv.us .
2. Application must be completed and returned to the school with an application fee of \$25.00. Application can be completed on-line at jdrcc.org
3. Applicants register for the pre-admission examination. The cost of this exam is \$65.00.

4. Each student is required to have a BCI or FBI fingerprinting/background check. Results must be sent to the school. (Fingerprint cards will not be accepted.)
5. Applicant takes the pre-admission examination on line; a minimal score of 50% is required. You can access a pretest at ATItesting.com.
6. When the pre-admission test results are returned:
 - a. Applicant who did not make acceptable score is notified.
 - b. Applicant with a satisfactory score is notified.
7. Applicant requests references and high school transcript, college transcripts to be mailed to the school.
8. Selection committee evaluates the applicant's record.
9. Applicant is notified of the decision of the selection committee.
10. Those recommended for admission will receive the following forms:
 - a. Physical Examination which requires the following diagnostic test:
 - Complete Blood Count, Urinalysis Drug Screen testing and any other test or x-rays that may be necessary to clear your health status
 - b. Immunization form to be completed by his/her physician or health department and to be returned the day of enrollment or date requested
 - c. Dental record- to be completed by his/her dentist and returned the day of enrollment or the date requested
11. Applicant submits completed:
 - a. Physical Examination form, which states applicant is physically and emotionally able to participate in all classroom and clinical experiences
 - b. Immunization form, which indicates that immunizations are up to date
 - c. Dental form, which indicates that dental health is satisfactory or that repairs are scheduled.

NOTE: When we have more applicants meeting the educational requirements that we can accept, those not offered a position are notified and will be considered for the next class.

NOTE: THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES RESERVES THE RIGHT TO REFUSE TO ADMIT APPLICANTS TO THE LICENSURE EXAMINATION WHO HAVE BEEN CONVICTED OF A FELONY, ARE HABITUALLY INTEMPERATE, ADDICTED TO THE USE OF HABIT FORMING DRUGS, OR ARE MENTALLY INCOMPETENT. THE APPLICANT WILL BE REQUIRED TO CONTACT THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES TO DISCUSS THE POTENTIAL IMPACT OF A CRIMINAL CONVICTION ON THE APPLICATION AND LICENSURE PROCESS. IF THERE IS ANY QUESTION REGARDING ELIGIBILITY FOR YOU TAKING THE LICENSURE EXAM CONTACT THE WEST VIRGINIA STATE BOARD OF LPN'S AT 1(304)-558-3572

The school cannot refuse to educate anyone who meets the admission criteria, but applicants must understand that the state board could deny licensure or the opportunity to sit for the NCLEX examination

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;005/22;05/23

RE-ADMISSION POLICY

An individual who leaves the program may request re-admission. The individual for re-admission will be considered by the same standards as any other applicant to that class, except he or she will not need to retake the Pre-Admission Test if he/she has taken the test within two years. *Students who have been dismissed from the program for disciplinary reasons and those who have withdrawn from the program a second time are not eligible for readmission.* You will only be considered for re-admission if space permits.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;0513;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

RE-ADMISSION WITH ADVANCE STANDING

An individual who desires advanced standing will be considered if the following criteria are met:

1. Successfully completed the foundations courses within two years AND for each foundation course completed, applicant must achieve a 60% on the corresponding ATI comprehensive exam(s). If a student is unable to demonstrate this level of competency, he/she will be required to repeat the course requirements by attending lectures and pass the examinations of the course with a minimum of 80%.
2. Clinicals for corresponding courses will not need to be repeated if completed successfully within two years.
3. Tuition and all other financial responsibilities of previous enrollment have been met.
4. Enrollment must be at the beginning of a quarter, and in the time span of the curriculum. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.
5. Written record of reason for withdrawal and the desire to be readmitted with advance standing is submitted or on file.
6. Transcript of previous enrollment shows:
 - a. Acceptable grades
 - b. Satisfactory clinical performance
 - c. Evidence of the required hours, subject knowledge, and skills prerequisite to the term of placement.
7. Applicant submits completed:
 - a. Physical examination form, which states applicant is physically and emotional able to participate in all classroom and clinical experiences;
 - b. Immunization form, which indicates that immunizations are up to date;
 - c. Dental form, which indicates that dental health is satisfactory or that
Repairs are scheduled.
 - d. Background check- BCI or FBI

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;0513;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

TRANSFER POLICY

An individual who is *actively* enrolled in a nursing program and desires to transfer to the Rockefeller Career Center School of Practical Nursing will be considered if the following are met and if space permits within the program.

Criteria:

Applicant must have on file in the school office:

- A. Evidence of good health.
- B. Transcript of high school grades.
- C. Evidence of completing the 12th grade or results of the GED Test showing satisfactory performance.
- D. Evidence of passing a pre-admission examination as of a program's pre-admission standard.
- E. Transcript from original nursing school showing:
 1. Acceptable grades.
 2. Satisfactory clinical performance.
 3. Evidence of the *required hours* in theory and clinical performance for each subject.
 4. Copies of *written clinical evaluations* indicating satisfactory performance of clinical skills.
 5. Evidence of *knowledge and skills prerequisite* to the term of placement.
 6. Written recommendation from the director/coordinator of the nursing program.
- F. All students may be required to take foundation courses at The John D. Rockefeller IV Career Center. Other courses will be considered for transfer by PN Coordinator.
- G. Permission from the West Virginia State Board of Examiners for Licensed Practical Nurses.

Procedure:

1. Interested person applies to the school by phone, email or letter. 304-564-9006
2. Application form will be available to pick up in the office and also on the web JDRCC.org
3. Applicant will submit to the school:
 - a. Complete application form and \$25.00 application fee
 - b. Transcript of high school grades with evidence of completing the 12th grade or copy of passing results on the GED Test
 - c. Results of pre-admission examination from current nursing program
 - d. Transcript from current nursing school
 - e. Health record from current school of nursing
 - f. Written recommendation from the director/coordinator of the nursing school
4. Fingerprints taken and criminal background search completed. BCI/FBI fingerprints are required

5. Applicant obtains permission from the West Virginia State Board of Examiners for Licensed Practical Nurses.
6. Physical examination, if records indicate last physical was done more than 12 months earlier. Physical examination components are the same as for enrollment to the program.
7. Completion of competency examination of program courses previously studied to demonstrate knowledge and skill of course content with a minimum grade of “C” as defined in the Rockefeller Career Center School of Practical School of Nursing grade policy.
8. Enrollment must be at the beginning of a quarter. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.
9. Applicant will be notified in writing of acceptance or rejection.

NOTE: Failure to meet criteria or denial of approval by the West Virginia State Board of Examiners for Licensed Practical Nurses will constitute standards for rejection.

Written: 06/0

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

ABSENCE POLICY

The nature and training of Practical Nursing makes regular attendance necessary. Thirteen hundred and fifty hours (1350) in the classroom/clinical sites are required for graduation and to be recommended to the State Board of Nursing for the NCLEX. This is according to the West Virginia Department of Education. There will be an additional 90 hours of review/IV certification for total of 1440 hours so students can sit for PA boards if they so choose.

Acceptable reasons for absences are:

- a. Personal illness of student or child
- b. Death in immediate family
- c. Act of God (fire, flood, etc.)

*Although these are considered acceptable, you will still be considered absent.

Counseling for Attendance Problems:

1. A student will have a conference with the Director of the John D. Rockefeller IV, Career Center at 5 days or 30 hours absences and will be placed on probation.
2. Absence over **5 days for ANY** reason constitutes **immediate dismissal** from the program. If you do not complete required hours you will not graduate for current year.

Returning Student or Transfer Student:

1. After first 6 months may only miss 3 days or 18 hours.
2. If exceeds 18 hours will immediately be dismissed from the PN program.
3. If returning student, they will not be permitted to re-apply for the PN program

When you miss a day(s) for each day you will write a **three**-page paper related to health care that will be due the first day back in class. The paper should be relative to class theory at the time of absence. For each day you do not provide paper you will be marked half day absent. **DO NOT PLAGERIZE**- this could result in immediate expulsion for the Practical Nursing program. **IF YOU MISS A DAY OF CLINICAL ALONG WITH THE 3 PAGE PAPER YOU WILL BE EXPECTED TO MAKE UP THE MISSED HOURS IN YOUR PRECEPT CLINICAL.**

Make-Up Work:

It is the student's responsibility to contact the instructor concerning make up work, such as tests and reports, on the first day of return to school. There is no opportunity for the student to make up time missed.

Reporting Absences:

1. When on clinical assignment, call the floor to which you are assigned by 7:00 a.m. Clinical are from 7:00 a.m.-2:15 p.m.
2. When in classroom, call the School of Practical Nursing between 7:00 a.m. and 7:30 a.m. Theory days are from 7:30 a.m.- 2:30 p.m.
3. **DO NOT REPORT ON DUTY IF YOU ARE ILL**- although you will be counted as absent for that day.

THE COORDINATOR IS TO BE NOTIFIED BY ALL STUDENTS IF THEY ARE GOING TO BE LATE, LEAVE EARLY OR ABSENT. YOU MAY ALSO HAVE TO NOTIFY YOUR CLINICAL INSTRUCTOR.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

TARDINESS POLICY

Learning is disrupted whenever a person enters or leaves the classroom. Tardiness and leaving the classroom prior to dismissal are discouraged and frequency of such occurrences will be recorded on the student's final record. **Three** episodes of tardiness are considered to be excessive. A faculty member will counsel any student on three occasions and given a verbal warning. If a tardy occurs, the student will be required to meet with the Director of the John D. Rockefeller IV Career Center and the student may be dismissed from the program. **Three tardiness or leaving early will equal one day school absence.** It is the student's responsibility to contact the instructor concerning make up work as soon as possible. There is no opportunity for student to make up time missed.

Written: 02/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

GRADING POLICY

Academic Standards

Satisfactory clinical practice and theory grade must be maintained throughout the program. It is the responsibility of each student to consistently achieve the required grade of "C" in each subject and maintain a satisfactory status in the clinical practice. At the end of each subject a student theory grade will be evaluated. If the student does not have a grade of "C" (80% or above) in each subject and satisfactory performance in the clinical setting, he/she will be dismissed from the school.

After satisfactory completion of all required course, student must obtain a score of 69% on a comprehensive predictor exam provided by ATI. Students may retake exam as needed. Student will not be able to obtain permission to test for the state board exam until a score of 69% is obtained. Student may be required to participate in a review program. Student will be responsible for the cost.

Grading System

100 - 93	A
92 - 87	B
86 - 80	C

Anything below 80 - **is not an acceptable grade. Decimal fractions will not be rounded up.**

Tests are returned to students for their review and identification of academic strengths and weaknesses. Each student's tests are stored in a file that can be viewed upon request; however, a student's grade is private and **confidential**. The student only has the right to access his/her own file. A master copy of the test will be kept in the Coordinators office and can be viewed upon request. While reviewing the test, if a student believes an error in grading has occurred, the student has ten calendar days to submit a written request to the instructor to consider the item in question. The instructor will not discuss suspected error that you believe occurred in the classroom. You will need to make appointment with the instructor to discuss your question/concern. The instructor will notify the student of the final decision within seven days. **Test grades become final ten calendar days after a test is returned to the students. There will be NO arguing in the classroom over test answers.**

Written: 08/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

FINANCIAL AID

Financial Aid

Financial aid is available to qualifying students for study in eligible programs. Applications and information regarding financial aid is available on the web page jdrcc.org. You can also contact financial aid at 304-564-9006 for more information.

Requirements

In order to qualify for federal financial aid, a student must:

- Be a U.S. citizen or other eligible non-citizen. Be a high school graduate or have earned a GED. If a student has received a Bachelor's degree, he/she is not eligible for a Pell Grant. Be enrolled in an eligible program of at least 600 clock hours in length which leads to a certificate or other educational credential.
- Maintain satisfactory academic progress by maintaining a C average, adherence to program's absence policy, and proceed through the program at a pace leading to completion of the certificate in a specified time frame. Not be in default on any prior Title IV loans or owe a refund on any grant. Show financial need as determined by the Department of Education.

Fafsa Application Process

- Pell Grants—Unlike loans, grants are not due payable to the federal government. Individuals need to complete the FAFSA (Free Application for Federal Student Aid) on-line at www.fafsa.gov. Information is also on the MTEC website (mtec.mono.k12.wv.us). The FAFSA is FREE! Applications made at fafsa.com come at a cost! Do NOT use this website to apply! Prior to completing the FAFSA, applicants and a parent (if dependent) must apply for an FSA ID. Select the “padlock” across the top of the FAFSA homepage to apply for the FSA ID; this identification serves as your signature for the FAFSA on-line application. Without electronic signatures, the application cannot be processed. The FSA ID is e-mailed typically within 48 hours. A parent signature and tax information is required if the student is considered dependent (under age 24, unmarried, no children or dependents, not a Veteran or an orphan). The March 1 deadline does not apply to JDRCC students. The “prior prior” year taxes are necessary for completion of the application. For the 2023-2024 application, 2020 federal taxes and W-2 forms will provide most financial information required. COMPLETE TAXES PRIOR TO FAFSA APPLICATION DO NOT ESTIMATE TAX INFORMATION.
- Wait 3 – 4 weeks after electronic filing of federal taxes prior to completing the FAFSA. When given the option of utilizing the IRS Data Retrieval Tool in FAFSA, make the choice to do so. This allows the FAFSA to import accurate information from the IRS database. Students may be selected for verification by the United States Department of Education; in such cases, students will be required to complete the IRS data retrieval or request a free “tax return transcript” (NOT “account transcript”) through the IRS.gov website. It is easier and much faster to utilize the IRS Data Retrieval Tool.

After completing your FAFSA you will need to go to the jdrcc.vfao web page and complete a interview. The vfao will then package your financial aid options.

WIOA (Workforce Innovation & Opportunity Act) - Full-time health occupations and HVAC programs at MTEC are typically eligible for WIOA. Prospective students need to visit the WORKFORCE WV office to determine eligibility. Students must be registered with WORKFORCE WV in order to be a candidate for WIOA. American Job Center WV offices include Weirton (304-723-5337). WIOA benefits are limited and distributed on a first-come basis. TAA (Trade Adjustment Act) funding is also processed through Workforce WV

Written: 08//19

Reviewed: 5/20;05/21;05/22;05/23

The John D. Rockefeller IV School of Practical Nursing
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) 2023-2024

The Higher Education Act (HEA) of 1965 mandates institutions of higher education to establish a minimum standard of academic progress for students receiving federal financial aid under Title IV Programs and Veterans Affairs aid. Students who receive financial aid at The John D. Rockefeller IV Career Center must maintain satisfactory academic progress in practical nursing program. Federal regulations and the VA require that your entire JDRCC record be reviewed for satisfactory academic progress, ***including terms for which you did not receive financial aid***. These standards should not be confused with Probation or Good Standing as defined by Academic standards.

The Financial Aid Standards of Academic Progress (hereinafter referred to as “SAP”) are established within the framework of applicable federal regulations specifically for the purpose of determining the eligibility of students to receive aid under the generally funded Title IV programs and the VA, which include the following: Federal Pell Grant and Federal Direct Stafford Loans along with VA funding.

In order to receive Title IV Funds, students must be in an eligible program and enrolled in courses that are REQUIRED for their certificate in practical nursing.

Semester SAP Review- This will measure the satisfactory academic progress of students receiving financial aid at the end of each semester. It is the responsibility of the student to be aware of his/her Financial Aid Satisfactory Academic Progress status for financial aid eligibility. The Office of Financial Aid will notify students in writing as to the status of their aid. ***However, due to the limited time period between semesters, it is not always possible to notify students of their status before the start of the subsequent semester.***

Since federal regulations require the standards of progress to include all periods of enrollment at the School, then satisfactory academic progress will also be measured when (1) a semester is completed and (2) a student applies for financial aid following enrollment at his/her own expense in an effort to reestablish financial aid eligibility.

Standards of Progress - The standards were established to encourage students to successfully complete courses and to progress satisfactorily toward certificate completion. Successful completion of a course is defined as receiving any of the following grades: A, B,C or P. The following grades are **not** considered successful completion of a course: D, F, W, I, N, or U

Financial Aid Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria **(there are three components to SAP—qualitative, quantitative and maximum timeframe):**

1. Grade Point Average (Qualitative Standard) – At the end of each semester, every student will be evaluated. Students must maintain a minimum cumulative 2.00 grade point average (GPA)- also according to West Virginia, students must maintain a minimum cumulative 2.00 grade point average (GPA)- also according to West Virginia Licensed Practical Nursing Board a 80% in each subject.

Transfer Credits: Transfer credit hours will not be included in the qualitative GPA measure.

Repeated Courses: The last grade earned will be used in the computation of cumulative GPA when multiple attempts of course exist.

AND

2.Completion of Attempted Credit Hours (Quantitative Standard/Pace) – Students must complete at least 67% of all credit hours attempted each term (credit hours completed divided by the number of credit hours attempted).

See Examples:

Student A

Attempted 15% Completed 8.53% (did not meet SAP)
--

Attempted 6 Completed 3.50% (did not meet SAP)
--

Student B

Attempted 12 Completed 9.75% (met SAP)
--

Attempted 9 Completed 6.67% (met SAP)

After the qualitative and quantitative criteria have been evaluated, one of the following statuses will occur:

Financial Aid **GOOD STANDING**

- Student has met the Qualitative AND Quantitative Standards and is eligible for Title IV Aid.

Financial Aid **WARNING**

- Status assigned to a student who fails to meet the Qualitative and/or Quantitative standards at the end of the academic term (i.e. Summer, Fall, Spring)
- Student may continue to receive Title IV aid or VA funding for one additional semester.
- No appeal necessary

Financial Aid **TERMINATION**

- If after one term on Financial Aid WARNING the student FAILS to meet the Qualitative and/or Quantitative standards, the student's aid is TERMINATED.

Financial Aid **PROBATION**

- Status assigned to a student who had their aid Terminated and who have appealed and had eligibility for Title IV aid and VA funding reinstated. Students who submit an appeal that is approved will be placed on probation and must follow an agreed upon academic plan by an academic counselor.

3. **Maximum Time Frame (MTF)** - The student must complete his or her program of study in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours attempted).

The maximum time frame measure includes of the following:

- Repeated coursework
- Withdrawals
- Transfer credit

Withdraw (W) – Withdrawals from a course are counted in the credits attempted. They are not calculated in the cumulative GPA. Complete withdrawal from a term subjects the student to the Return of Title IV Funds calculation as specified in the college's R2T4 policy. A student must complete more than 60% of the semester in order to have earned 100% of the federal aid awarded.

Audits (U) – Audit classes receive no credit and do not influence grade point average. They are not counted in credits attempted and are not eligible for financial aid.

Pass/Fail Classes (P/N) - Pass/Fail classes are not calculated in the cumulative GPA but will be included in credits attempted.

Incomplete Classes (I) - Incomplete grades given at the end of semester automatically convert to an “F” at the end of the six-week period. These credits will be included in credits attempted. Students receiving an “I” (Incomplete) grade or have a grade change are responsible for notifying the financial aid office when the grade has been changed to a passing grade.

Transfer Courses

Clock hours attempted and completed from prior courses will only be included in the SAP calculation if the module or coursework is included in the new certificate the student is attempting to attain.

Repeat Courses – Students who fail a course may repeat the course and receive financial aid for the course as long as they are meeting SAP. The last grade earned will be used in the computation of the qualitative component (cumulative GPA) when multiple attempts of course exist. Repeated hours will be included in both attempted and scheduled hours when assessing the student completion percentage. Example: Student earned an ‘F’, but repeated the course and earned an ‘A’. The student attempted 200 hours (100 hour each time) and attended all the hours scheduled. The student has a 100% completion rate in the course. The scheduled hours used in determining the completion rate will also be included in measurement of maximum timeframe.

Appeal for Reinstatement of Financial Aid

A student who loses their Title IV or VA funding eligibility due to **extenuating** circumstances may appeal. Only one (1) appeal is permitted throughout the student’s academic career at JDRCC.

Extenuating circumstances that may be considered include:

- Personal illness or accident
- Serious illness or death within the immediate family
- Other circumstances beyond the reasonable control of the student

An “Appeal for Reinstatement of Financial Aid” form, including appropriate documentation, must be submitted to the Financial Aid Office. As part of the appeal, the student must explain what has changed in their situation that would allow them to demonstrate satisfactory academic progress at the next evaluation.

Examples of documentation could include:

- An obituary notice, divorce decree, letter from a physician, attorney, social services agency, parole officer, etc.

Students who have an Appeal for Reinstatement of Financial Aid approved will automatically be placed on Financial Aid Probation. This status assigned to a student who had their aid Terminated and who has appealed and had eligibility for Title IV of VA aid reinstated.

Students who submit an appeal must also include a completed academic plan. Students should be aware that some classes required in the academic plan may or may not be eligible for Title IV aid. If a SAP appeal has been approved, students must adhere to all the requirements detailed in his/her academic plan as a condition of receiving financial aid.

Students who enroll under an approved SAP appeal are required to follow his/her academic plan without deviation. Students who do not adhere to this are ineligible for financial aid. To change an academic plan, a student must submit a new appeal to approve the change. Revisions that are not considered substantial changes and do not require you to appeal include alterations in the order of courses, approved course replacements, instructor approved changes or corrections and schedule updates that are introduced by JDRCC such as to program requirements and course cancellations.

The financial aid administrator will review the student's progress at the end of each probationary payment period to determine if the terms of the academic plan have been met. If the student is meeting the requirements of the academic plan and has met all SAP standards based upon the payment period grades and completion of clock hours the student is eligible to receive Title IV aid so long as the student continues to meet those requirements.

Students will be notified in writing within twenty-one (21) working days following receipt of the appeal form and all supporting documentation the results of the appeal and any restrictions or conditions pertaining to their appeal.

Reinstatement of Financial Aid Eligibility

A student whose financial aid eligibility has been terminated or whose Appeal for Reinstatement of Financial Aid has been denied may conditionally regain his/her financial aid eligibility by successfully completing 6 or more credit hours at his/her own expense and maintain all provisions of SAP. It is the student's responsibility to notify the Office of Financial Aid when this condition has been met.

Written: 02/13 Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

CLASSROOM BEHAVIOR POLICY

Class time is 7:30 AM to 2:30 PM with two scheduled fifteen (15) minute breaks and thirty (30) minute lunch breaks unless otherwise decided by students and instructors. It is important for each instructor and student to remember the reason for meeting in a classroom or clinical agency. We as humans are social beings, but we must focus on our purpose and maintain an environment that is conducive to learning. Maintaining an environment appropriate for learning requires effort from each of us.

THE FOLLOWING ARE GENERAL GUIDELINES:

Be Courteous: Students will address each person by his or her name and treat them with respect. Students will not interrupt when another person is talking. Students will not belittle another individual, even in a joking manner. Students will not use foul, distasteful, or slang language. Students will not pass notes in class. Students will stay in their seats during class activities. Bullying another student will not be permitted. Students will not sleep in class. If this becomes a problem, the student will be sent home and marked absent for that day.

Be Punctual: Learning is disrupted every time the door to the classroom opens or closes when a person enters or leaves. It takes approximately ten minutes to get a group “back on track” after a brief interruption. Students are expected to be in their seats and ready to begin class at 7: 30 a.m. Students are expected to be prompt when going to and returning from lunch or break.

Be Prepared: Students should use their course syllabus and read the chapter (s) in their textbook prior to the subject presentation in the classroom. Students should have pencils, pens, and paper ready to take notes during lecture, instructional tapes, and discussion. Make a list of questions.

Accountability & Responsibility: Students are responsible for learning. If a student has difficulty with some theory or skill, don’t hesitate to ask your instructor for help. Take advantage of each and every learning opportunity and be actively involved in class lecture and discussions. Students will be required to utilize classroom theory and skills in the clinical agencies. Students are accountable for their actions. Students will clean their desk and work area in the laboratory at the end of a work session and at the end of the day.

Dress: Students are required to follow program guidelines for uniform in a clinical agency. Remember, our students not only represent themselves, but the instructor, the nursing program, the school and the profession. Limit strong scents such as perfume and cologne due to all students comfort.

Written Assignments: Any written work that students submit must be neat and preferably typed. If the student does not have access to a computer or word processor the assignment must be legible and written in black ink. Paper is to be wrinkle free. The homework policy applies.

Illness: Students must use their discretion if sick. If the student has a cold with excessive sneezing and or fever, the student should not be around other students or patients. If a student has been examined by a physician and given medication that causes drowsiness, the student should not report to school. Instructors have the right to send a student home if she feels the time the student spends in the classroom is nonproductive. If a student must be tardy or absent, he/she is to call the school and inform the instructor. The instructor should be told the reason for the absence and when the student expects to be able to return to the classroom or clinical

Personal Belongings: Students are not to have purse/wallet and items of value on assigned floors. The items students must have with them at the clinical site are to be stored in the area designated by the personnel at the clinical agency. The school or clinical agency will not be responsible for any lost or stolen articles.

Classroom: Students are not to have purse/wallet and items of value in the classroom. The school will not be responsible for any lost or stolen article. While in classroom you are to only have notebook/pen/calculator on desk top. All other belongings are to place in desk.

Change in Address: Students are to notify the school and immediately of address or telephone number changes.

Food & Drinks: Students are not allowed to have food or drinks at their desks during instruction.

Written: 06/02 Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20; ;05/21;05/22;05/23

CLASSROOM DRESS CODE

Students are expected to be clean and neat at all times. Deodorant is a necessity. Students are to maintain the same professional dress in the classroom as they do in clinical agencies. Uniforms are not to be worn outside the clinical area. Clothes in the classroom are to be neat and clean with no holes or frayed bottoms. Shirts with logos, shirts exposing the navel/abdomen, or short shorts are not permitted. All students will be expected to wear a name tag while at the Career Center. According to West Virginia Code 16-9-7, every person who shall smoke a cigarette or cigarettes in any school building or part thereof used for school purposes shall be guilty of a misdemeanor. The use of tobacco in any form (snuff, chewing tobacco, e-cigarettes, vapes, cigarettes, etc.) will not be permitted in the school or on the grounds.

THE USE OF TOBACCO, IN ANY FORM, IS NOT PERMITTED IN ANY AREA.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19 ;05/20;05/21;05/22;05/23

CLINICAL BEHAVIOR POLICY

Hours for clinical rotations are: Time may vary
Fundamentals of Nursing; Geriatric Nursing 7:00 a.m.- 2:15 p.m.
Medical Surgical and Pediatric Nursing 7:00 a.m.- 2:15 p.m.
Mental Health 7:00 a.m.- 2:15 p.m.
Clinical Preceptorship as agency policy outlines for nurse

Many of the area health care facilities provide each student the opportunity to play a positive and constructive role in patient care. The student has the freedom to choose a course of action and, therefore, must assume final responsibility for his/her learning and actions. You are expected to follow the facilities policies regarding dress/tattoos/piercings and tobacco while at their facility.

THE FOLLOWING ARE GENERAL GUIDELINES:

Be Courteous: Each person is to be addressed by his or her proper title. Nurses are to be addressed as Miss, Mrs., Ms., or Mr. and physicians are to be addressed as doctor. This is appropriate professional etiquette.

Be Punctual: Students will report to assigned clinical area at the designated time for pre- and post-conference. Students may report ten to fifteen minutes prior to pre-conference to review their assigned patients clinical information. Students are expected to be prompt when going to and returning from lunch. Students should finish providing and documenting patient care about fifteen minutes prior to the scheduled post-conference and give complete report to the team leader.

Accountability: Students are accountable for their actions. A student is to never perform any task they are unsure of the proper skill or technique. Don't be afraid to ask for help. Find your instructor or staff person, if the instructor is helping another student, ask another instructor/staff person to assist you. Students are to take advantage of each and every learning opportunity. Do not hesitate to ask questions. You legally held to same standards as a LPN when in clinical.

Responsibility: PATIENT SAFETY first. Students are responsible for their actions and the well-being of the patients. Students are to report any incident that occurs as it takes place and report all emergencies immediately. Students are required to use the appropriate personal protective equipment when providing care and during any procedure. Again, if you have any questions regarding procedures you are to ask your instructor.

Be Prepared: Students will have their clinical syllabus, drug handbook, care plan sheets, and other reference materials they will need at the clinical agency. Students are to have black ink pens, bandage scissors, and notepad in their uniform pockets. Students are to pick up their patient assignment from their clinical instructor the day prior to the clinical experience. Students are to be familiar with the assigned patient (s) medical diagnoses, nursing diagnoses, surgical and medical history, medications, diet, treatments, and other physician's orders. Students are responsible for reading assigned patient's chart, MAR, kardex, and other records available. The instructor has the right to send the student home or apply an unsatisfactory if the student is not prepared to care for their patient. No legal information about the patient may leave the hospital, copies must be placed in recycle bin before leaving floor. No pictures of patient information may be take. This violates HIPPA and student will be dismissed from Practical Nursing program.

Professionalism: Students are to follow program guidelines for uniform in a clinical agency. Remember, you not only represent yourself, but the instructors, nursing program, and the nursing profession.

Establish a Rapport: The student is to introduce their selves to the patient and staff. Be helpful and cooperative with patients, staff members, instructors and peers. Students need to communicate their assigned patient's condition and care to the staff nurse throughout the entire shift, as well as when reporting off each clinical day.

Written Clinical Assignments: Any written work that is assigned is due when the instructor requires. You will be given fair notice of due date. It must be neatly written in black ink. The homework policy applies to clinical assignments also.

Reporting On & Off Duty: Students must report to their clinical instructor when going on or off duty or when it is necessary for them to leave the assigned area. Students are to leave the clinical areas promptly at the end of post-conference. You may not leave if report has not been given and your instructor has not been notified by you that you are leaving.

Illness: Students must use their discretion if sick. If a student has a cold with excessive sneezing and/or fever, you should not be around patients. The clinical instructor has the right to send a student home if she feels the student should not be in contact with patients. This is an important aspect of patient safety.

When a student is absent, the patient's care must be reassigned. Therefore, if a student must be tardy or absent he or she is to call the clinical agency by 7: 00 a.m. and leave a message for the clinical instructor.

The message should include the reason for the absence and when the student expects to be able to return to the classroom or clinical site. There are no excused absences.

Personal Belongings: Students are not to have purse/wallet and items of value on assigned floors. The items students must have with them in clinical are to be stored in the areas designated by the personnel at the clinical agency. The school or clinical agency will not be responsible for any lost or stolen article.

When a student chooses to deviate from the expected behavior of practical nursing students, they will be disciplined. See the disciplinary process and dismissal policy.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

SOCIAL MEDIA/CELL PHONE POLICY

Cell Phones & Electronics: Cell phones are not permitted to be on in classroom and are to be placed in provided lock box at the entrance of the classroom and only used on breaks and lunch; the instructor may require you to leave cell phone in front of classroom turned off at the beginning of class if the above rule is not adhered to.

THERE IS NO TAPE/CELL RECORDING ALLOWED ANYTIME, ANYWHERE DURING THE LPN PROGRAM DUE TO HIPPA/CONFIDENTIALITY. THIS IS GROUNDS FOR IMMEDIATE DISMISSAL

No cell phone is to be seen during clinical time or classroom time during instruction. Cell phones will be placed in a cell phone holder in the classroom when the student arrives. Students may check messages, call during breaks and lunch. If student is having a situation where phone is needed they are to notify instructor and arrangements will be made.

ANY WATCH THAT CAN ACT AS A PHONE (such as a Apple watch) are not permitted in the classroom or in clinical.

Telephone & Messages: Telephone calls to students are discouraged. The instructors have limited time in the office to prepare for learning experiences. All telephone calls will be screened. If an emergency arises and family must contact a student, the family is to call the school and state the emergency. Cell phones and/or pagers are to be turned off during class and are not permitted to be on in the clinical agency. If a student must make a telephone call, the student should ask the instructor and she will direct the student to a phone.

Social Media: The use of any social media such as Facebook, Twitter and all others that would identify a patient, the patient's family, other students, faculty, staff members, administration, the clinical facility or the school of nursing is not permitted and would be grounds for immediate dismissal. Regarding your personal media pages do not engage in negative conversations and include the JDRCC in anyway. Example: I am a student at the JDRCC PN program. Consequences will happen according to the Hancock County Schools Policy.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;5/21;05/22;05/23

UNIFORM POLICY

The importance of appearance cannot be over-emphasized and students must appear neat and clean at all times. All uniforms must be approved by the faculty. The student will be expected to maintain clean, professional, immaculate looking uniforms.

The complete uniform consists of:

- a. Appropriate, clean, wrinkle-free uniform
 - b. Polished or clean white duty shoes
 - c. White hose or socks
 - d. Name pin- worn on the upper, middle of their uniform top
 - e. Watch with second hand
 - f. Bandage scissors
- Cosmetics may be used, but only in moderation. No perfumes, colognes, or hats.
 - No strong fragrances such as fabric softener, deodorant or smoke due to facility policy.
 - Fingernails should be short and smoothly filed so they do not extend beyond the end of the fingers. Clear nail polish may be worn. No gel, dip, or artificial fingernails are permitted in clinical sites.
 - Jewelry is not to be worn when in uniform, except for a wedding band, wristwatch, and one pair of small post earrings in earlobes only. Loop earrings are not permitted.
 - Tongue, eyebrow, nose, or any other body piercing is not permitted. No gauges are permitted.
 - Hair must be off the uniform collar and confined neatly out of students face. Any moustache/beard is expected to be short and neatly trimmed. Hair color can only be natural colors.
 - Chewing gum is not permitted.
 - Smoking, vaping or use of tobacco products of any kind is not permitted on school property according to the policy of Hancock County Board Education. Students are not permitted to smoke while in uniform.
 - Duty shoes are to be white and kept clean at all times. Shoes cannot have any open holes in them.
 - If a clinical site wears street clothes to interact with patients you will be instructed ahead of time. You will be required to wear your lab coat.

IF THESE REQUIREMENTS ARE NOT MET YOU WILL RECEIVE A UNSATISFACTORY FOR THE DAY. IN THE EVENT YOU HAVE FOUR UNSATISFACTORY DAYS, YOU WILL BE DISMISSED FROM THE PROGRAM.

Written: 07/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

TESTING POLICY

Whenever an examination or quiz is being administered to students, the following conditions will be observed.

Any student who is absent on a day a test is given will be allowed to take a make-up test. The make-up test, a different examination from that given on the scheduled day, allows the student demonstrate their understanding of information. Students will take the make-up examination on the day and time designated by the instructor.

These tests will be monitored

When assigned ATI testing of any nature, if test is not completed on the given date by instructor 2 points will be deducted for each test and each day not completed. This could impact the grade for which the ATI testing is assigned.

Re-tests, a second test taken to improve an individual's test average, are not given.

The following behaviors are unacceptable during testing and the consequence is **immediate dismissal** from the program:

- a. Looking at another student's test and/or answer sheet.
- b. Looking at notes, books, and other study aids during the testing including cell phones.
- c. The use of notes and writings on your person.
- d. The use of notes and writings on desk.
- e. Talking to another student during the test. Reminder, the test starts when the examination is given to the first student.
- f. Taking pictures of the test or answer sheet and sharing.
- g. Assisting another student to cheat.

The questions and answers will not be debated in the classroom.

The student will speak to the instructor and schedule a time in their office.

I have read and understand the testing policy for the Hancock County School of Practical School of Nursing. I agree to follow it, and understand the consequences if I choose to practice an unacceptable behavior. My questions about the policy have been answered.

Name of Student

Date

Coordinator of LPN Program

Date

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

HOMEWORK POLICY

Projects or other written assignments are due on the date specified by the instructor at the beginning of that specific class. If the student is absent on the designated day, he/she is expected to turn in the assignment at 7: 30 a.m. the day he/she returns to class. Failure to turn an assignment in on time or before returning to the classroom after an illness will result in a day counted absent. You will be required to write a paper on a topic related to content at the time- to be four pages. When a student has any questions, he/she is responsible for immediately checking the date with the instructor. Projects, written assignments, and all test materials, including the student's answer sheets are the property of the Hancock County Schools and are to remain in the student files in the practical nursing office. A student's grade is confidential information. A student has the right to look only at their file.

It is the student's personal responsibility to determine his/her needs and how to spend his/her time to avoid jeopardizing his/her status in the program in relationship to theory, study time, clinical practice, and personal & professional conduct in the clinical divisions.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

PLAGIARISM POLICY

It is expected that all homework assignments, projects, lab reports, papers and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. "Sources" includes not only primary and secondary material published in print or online, but also information and opinions gained directly from other people. Cited material must be indicated appropriately through the use of quotation marks properly placed according to APA format or other formats indicated by the instructor. In addition all paraphrased material must be acknowledged completely. Any attempt to deviate from this policy through such practices as "copying" published internet material into the student's research paper" will be subject to disciplinary action, up to and including dismissal from program.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

DISCIPLINARY PROCESS AND DISMISSAL PROCEDURE POLICY

When a student chooses to deviate from the expected behavior of practical nursing students, they will be disciplined. The discipline will vary in accordance with the nature, severity, frequency of the infraction, and any previous incidents. The type of discipline may be verbal warning, a written warning, or dismissal from the program.

Verbal Warning/Conference

Verbal warning may be given at any time regarding classroom and/or clinical performance, appearance, attitude, or conduct. A verbal warning will be documented in the student's file. The student will sign this documentation indicating the verbal warning was given.

Written Warning

A written warning will be given to the student by the coordinator indicating the violation. A letter of warning is delivered to the student by the coordinator indicating the violation. The student will sign this documentation indicating the written warning was given

Dismissal

If improvement does not occur, a conference will be scheduled for the student to meet with the program coordinator and the Director of John D. Rockefeller IV, Career Center. Dismissal from the program may result. The faculty reserves the right to require the withdrawal of any student whose health, conduct, personality, or level of achievement makes it inadvisable to remain in school. Students dismissed are not eligible for readmission to the program. A student will be terminated immediately for the following offenses:

1. A failing theory grade, upon completion of a subject.
2. Unsatisfactory evaluation of clinical performance- a student will receive a Satisfactory or Unsatisfactory at the end of each clinical day. If the student receives for Unsatisfactory for clinical day they will be dismissed from the Practical Nursing program. If the clinical hours are not completed for any reason.
3. Insubordination: For example, disobedience, using profane language in relationship with faculty, fellow students, hospital personnel, or patients.
4. Under the influence of unauthorized drugs: For example, reporting to class or clinical duty under the influence of alcohol, narcotics, tranquilizers, and/or any other medication not presently prescribed by a physician. Students taking prescribed drugs which impaired judgment or reaction time shall not present themselves for an assignment or patient care. The faculty will request any student to submit to immediate drug screen testing, when a student's behavior suggests the influence of drugs.
5. Dishonesty: For example, falsifying information, recording fictitious information on a patient's chart, cheating on a test, or lying to an instructor, team leader, or head nurse.
6. Engaging in unsafe practice: For example, using non-sterile supplies or equipment in dressing an operative incision or failing to obtain supervision when performing a treatment for which the instructor has not qualified him.
7. Breach of confidentiality: For example, breaking confidentiality regulations as set forth in each clinical area in appropriate communication of privileged information regarding patients, students, facility staff, or faculty.
8. Failing to abide by the policies set forth by each affiliating agency.

Written: 08/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

GRIEVANCE POLICY

When a student encounters difficulty in the program he/she should take the following steps:

Before a written grievance is filed:

1. Request an informal conference with your instructor within fifteen (15) days from the occurrence of knowledge of the incident.
2. The informal conference shall be conducted within ten (10) days of the request. Participant will attend the informal conference with the instructors and discuss their concern.
3. The instructor will respond to the student's concern in writing within ten (10) days of the conference. The goals and policies of the program, Hancock County Board of Education and affiliating agency will be considered.

If the problem is not satisfactorily resolved:

4. The student may present his/her written grievance to the school Administrator within ten (10) days of the instructor's response. The appeal shall be on the approved form and will be signed by the student.
5. A written decision by the school administrator shall be made within ten (10) days from the filing date.

If the problem is not satisfactorily resolved:

6. The student may present his/her written appeal to the county Superintendent of schools. This must be done within fifteen (15) days after receiving the decision of the school administrator.
7. The Superintendent or designee shall conduct a conference within ten (10) days of receipt of grievance
8. The superintendent shall issue a written decision within ten (10) days following this conference.

If the problem is not satisfactorily resolved:

9. The student may present his/her written appeal on the given form to the Board of Education within fifteen (15) days of the written decision of the Superintendent. The appeal shall be transmitted to the county Superintendent who shall, within three (3) days, provide a copy to each member of the Board of Education.
10. A hearing on the appeal shall be held by the Board of Education, if requested by the student when filing the appeal or if the Board itself determines that a hearing shall be held.
11. A decision shall be rendered by the Board of Education within twenty-five (25) days following receipt of the appeal.

***Hancock Board of Education 80 Rockefeller Circle, New Cumberland WV 26047
304-564-3411***

If grievance was unable to be resolved at the institutional level, the student may contact the Council on Occupational Educators at: *Council on Occupational Education*

7840 Roswell Road; Building 300, Suite 325 Atlanta, GA 30350 telephone:(1-800-917-2081)

Fax:770-396-3790 www.council.org

Written: 06/02

Revised: 05/03;05/05;05/07;05/09;05/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

SCHOOL CLOSING OR DELAY

In the event of inclement weather, the Rockefeller Career Center School of Practical Nursing will observe the same closing or delay policy as Hancock County Schools. When Hancock County Schools delay or close school, it will be announced on local radio and television stations. This information can also be found online at <https://wvde.state.wv.us/closings/>. If a two hour delay is announced on a clinical day the students will report to school two hours later than normal. The LPN Program reserves the right to change the policy if deems necessary.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18 05/19;05/20;05/21;05/22;05/23

COMPUTER POLICY

Students are permitted to use the computer in the classroom and lab when given permission.

No eating or drinking is permitted while using any computer at the John D. Rockefeller IV Career Center. The student must sign the Hancock County Schools Technology Acceptable Use Policy. There is a technology survey located on jdrc.org web-site for your input.

Written: 08/02

Revised: 11/03;11/05;11/07; 11/11;11/13;11/14;11/15;11/16;05/18;05/19;05/20;05/21;05/22;05/23

PLACEMENT SERVICES

Purpose- to assist program completer in obtaining gainful employment in their occupational field. Job placement services at the John. D. Rockefeller IV Career Center, in the areas of the job awareness, job seeking skills, and job keeping skills, is directed toward placement of all graduated completers. Employers are contacted by the PN instructors on a continuing basis to determine employment need, trends and attitudes toward the Rockefeller Career Center PN graduates. The PN coordinator will ensure students are provided with the job opportunities as they arise in the local facilities in the tri-state area. Job counseling will be offered throughout the year, completion of the program and thereafter as needed.

A yearly updated list of prospective employees is kept on file in the PN office. These employers have employed past graduated of JDRCC. Students are also advised regarding on-line job opportunities and job fairs.

Written: 07/09

Revised: 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19 ;05/20;05/21;05/22;05/23

COUNSELING AND GUIDANCE POLICY

Purpose-to provide academic advisement services to assist students in planning and completing the occupational education programs that they pursue.

Each potential student, upon completion of prerequisite testing, if applicable, also meets with the program manager to discuss the occupational program, student aptitude for the career as well as their probability of success.

Although there are no professional guidance counselors on staff at the John D. Rockefeller IV Career Center, faculty members in your occupational area are available at the student's request to discuss any concerns related to their academic status, clinical performance, or other school matters.

A formal counseling session with written documentation is available at your request using the counseling form on following page. Times can be arranged with program manager. Any issue resulting in a student grievance will be handled according to the grievance policy.

Written: 08/02

Revised: 05/03;02/05;02/07;05/09;05/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

**ROCKEFELLER CAREER CENTER SCHOOL OF
PRACTICAL NURSING
Counseling Record**

Name of Student _____

Date of Conference _____

Description of Concern: _____

Student Comments:

Outcome/Plan of Action:

Student's Signature

Date

Instructor's Signature

Date

Written: 08/02
Revised: 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19;05/20;05/21;05/22;05/23

STUDENT HEALTH POLICY

Students are responsible for their own health care if they become ill during the school year. It is recommended that each student carry medical hospital insurance.

The school or training facility is not responsible for any illness contracted by the student while performing school/clinical assignments. If the student becomes ill/injured during clinical hours, the student may be seen in the Emergency Room by a physician at the student's expense. Students should not approach a physician for personal medical advice during clinical hours. If a student is injured in the clinical setting he/she is to notify the instructor right away and the agency's policy and procedure will be followed.

It is student's responsibility to provide written documentation of any change in their health status during the school year. Students who are absent from class or clinical because of back/muscle pain/injury or communicable disease must present written documentation from their physician that they are able to return to the classroom and clinical areas without risk to others and to safely care for patients. There is no partial duty, or light duty on clinical sites. Fax school/clinical release will not be accepted. If an accident or illness prevents a student from completing the required hours/course work the student will not be able to graduate. They will be permitted to start the following year from the point of where they left off.

If the student becomes ill at home and is scheduled for class/clinical he/she must:

1. Call the PN coordinator and instructor you are assigned to at the time by 7:00am, if a clinical day.
2. Call the PN coordinator by 7:30am, if a classroom day.
3. Inform the PN coordinator AND instructor of the reason and expected length of absence/date of return to the program.
4. JDRCC will follow the CDC, WVDHH and WVDE COVID policies for adult programs regarding COVID-19

Written: 07/09

Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19;05/20;5/21;05/22;05/23

LIFTING/LOW BACK BODY MECHANICS

1. Standing
 - Working surface must be at proper height
 - Avoid bending forward
 - Keep loads close if lifting
 - Have low platform that you can put your foot up on
 - Change position frequently, rest your back occasionally
2. Sitting
 - Keep buttocks back in your seat
 - Knees should be slightly higher than hips
 - Keep your head and upper body erect. Don't slouch
 - Working surfaces must be proper height Best is inclined
 - Frequently change position. Do standing back bends
3. Pushing/Pulling
 - If possible push
 - Push or pull with legs not arms
 - Keep back straight and knees bent
4. Lifting (same for pencil as it is for 100lbs)
 - Spread feet and put one foot in front of the other
 - Get over top of the object to be lifted
 - Gently arch the back and maintain this throughout the lift
 - Bend knees and hips, not the back
 - Set your stomach muscles
 - Lift with the legs, keep the back arches and stomach set
 - Keep the load close
 - Don't twist or bend
5. Resting of back
 - One pillow under head
 - Several Pillows under knees (semi-fowler)
 - For sleeping, try one pillow under knees
6. Resting on side
 - Maintain straight alignment of the spine
 - One pillow for head
 - Small pillow or towel roll under side, above hip
 - Pillow between knees, with legs in comfortable position
 - Alternative is lower leg straight and upper leg drawn up with knee resting on pillows (try not to twist body)

An injury that results from **Failure** to follow low back/body mechanics policy will be the financial- medical responsibility of the student and the school will not be held liable.

Written 02/11

Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19;05/20;05/21;05/22;05/23

FIRE DRILL PROCEDURE

Fire drills are conducted periodically at the school. The procedure is as follows:

1. When the fire alarm sounds, students must stop working immediately.
2. Exit the classroom and proceed down the hall and out the back door to the rear parking lot in a straight line. The last person out of the classroom turns off the lights and closes the door.
3. Walk to the back of the parking lot away from the building, class roll will be taken.
4. If you are in another area of the school, leave the school at the nearest exit and join the class in the designated area of the Career Center parking lot.
5. When notified that it is safe to enter the building, return to the classroom.

When fire drills occur in off-site clinical areas, follow the procedures of the affiliating agency as outlined at orientation.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;02/13;02/14;02/15;02/16;02/17;05/18;05/19;05/20;05/21;05/22;05/23

ROCKEFELLER CAREER CENTER SCHOOL OF PRACTICAL NURSING

STUDENT RECORDS
Release of Information

A student's grades will **NOT** be discussed or given to any person or institution without the written permission of the student.

Name of Student

Date of Birth

Social Security Number

I hereby authorize the instructor of the Rockefeller Career Center School of Practical Nursing to forward information, either written or electronic, from my official transcript to institutions of higher learning, prospective employers, individuals, or organizations listed below.

Signature of Student

Date

Institution, Employer, Individual, Organization: Name:

Address: _____

Written: 06/02

Revised: 03/04;03/06;03/08;03/10;03/12;03/14;03/15;03/16;03/17;03/18;03/19;05/20;05/21;05/22;05/23

EXPOSURE CONTROL POLICY

Even with good adherence to all exposure prevention practices and universal precautions, exposure incidents can occur. As a result, procedures have been established for post-exposure evaluation and follow-up should exposure to blood borne pathogens occur.

OSHA regulations require employers to tell employees what to do if an exposure incident occurs. OSHA also mandates medical follow up and counseling for any employees who are exposed. Practical nursing students are at risk for exposure to blood borne pathogens, yet are not considered employees of any health facilities utilized for clinical experience. While OSHA standards require employers to provide free medical evaluation and treatment to employees who experience an exposure incident, unfortunately at this time, county boards of education cannot assume similar responsibilities for the practical nursing students. The medical evaluation and follow up is the responsibility of the adult student.

Exposure Incident is defined by OSHA as specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical tasks.

The following procedure will be followed after a potential exposure incident:

1. The student will immediately notify their instructor.
2. The educational facility incident report must be completed and become part of the student's permanent record. The educational facility shall retain the required records for a minimum duration of the educational program plus 30 years.
3. According to the policy of the respective medical facility, the source individual's blood is tested as soon as possible (after consent is obtained) in order to determine HBV and HIV infectivity. If consent is not obtained, the medical facility shall establish that the legally require consent cannot be obtained.
4. Information must remain confidential and every action is taken to protect the privacy of the individuals involved.
5. The following are recommended steps to be taken in the follow up of the exposed student:

Medical evaluation (at the student's expense) to include:

- a. Appropriate laboratory testing
 - b. Post-exposure prophylaxis
 - c. Counseling
 - d. Follow-up as prescribed by attending health care professional
6. The following information will be provided to the evaluating health care professional:
 - a. Copy of educational facility incident report
 - b. Results the source individual's blood testing, if available
 - c. Immunization records relevant to treatment of the students

Note: This policy is based on Occupational Safety and Health Administration standards and West Virginia Department of Education Policy 2423

Written: 06/02

Revised: 02/03;02/05;03/07; 03/11;03/13;03/14;03/15;03/16;03/18;03/19;05/20;05/21;05/22;05/23

DRUG/ALCOHOL TESTING POLICY

Alcohol and Other Drug Prevention Programming

Rockefeller School of Practical Nursing adheres to the Hancock County School drug policy. (see handbook)

The rehabs listed are just a few examples of facilities, none are supported by the JDRCC nor do they support the JDRCC. If a student should need assistance finding a rehab the staff at JDRCC will assist in locating a facility most suitable for the student.

Rockefeller Career Center is committed to educating students about the risks of substance abuse, to providing viable entertainment alternatives, and to offering intervention treatments. This is an on-going process that includes the efforts of students, families, faculty, staff, administration and community members. The below links are provided below that provide information about numerous programs and policies related to Alcohol and Other Drugs.

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES
ADMINISTRATION
CENTER FOR MENTAL HEALTH SERVICES CENTER
FOR SUBSTANCE ABUSE PREVENTION CENTER FOR
SUBSTANCE ABUSE TREATMENT**

<http://www.dhhs.gov/> and <http://www.cdc.gov/>

**(800) 729-6686
TDD: (800) 487-4889
ESPAÑOL: (877) 767-
8432**



The Hancock County Health Department also offers Drug and Alcohol counseling and information regarding treatment and recovery. Additional treatment centers are also available:

[Gateway Rehabilitation Center](#)

100 Moffett Run Road, Aliquippa PA
(724) 378-4461

[Healthways Inc](#)

1224 Glencairn Rd, Weirton WV
(304) 740-2014

[Counseling Center of Columbiana County](#)

518 Market St, East Liverpool OH
(330) 386-9004

[AA Alcohol Rehab & Drug Rehab Treatment and 24 Hour Detox Helpline](#)

(740) 346-0949

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Said screening may be requested at any time by the nursing faculty of the practical nursing program, and shall be performed in accordance with proper chain of custody procedures. The random drug/alcohol screening shall be performed at the expense of the Rockefeller Career Center School of Practical Nursing.

In addition, the faculty has the right to request the student to submit to testing if reasonable cause exists. The student shall agree to submit to drug and alcohol screen testing to determine whether alcohol, any controlled substances, or substances which are mood altering in any way are present in his/her blood and/or urine. Said testing shall be performed as soon as possible following proper chain of custody procedures. Testing pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and **shall be grounds for immediate dismissal from the practical nursing program.**

Any student who is prescribed any narcotic medication or medication, which may be mood altering in any way, shall have his/her physician document the prescribing of the medication. The student shall provide this documentation to the coordinator of the practical nursing program on the next instructional day following the prescribing of such medication. Any student who utilizes a prescription or non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair their ability to perform nursing functions safely shall inform the coordinator or her designee on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested.

At no time shall the student engage in direct patient care in the clinical agency while he/she is under the influence of alcohol, a narcotic, non-prescription drug, or other mood altering medication, without a statement from his/her attending physician stating the student's ability to perform nursing functions safely. The coordinator or her designee will evaluate the student's nursing actions.

Any time a student's behavior indicates that he/she is unable to provide safe patient care, the nursing faculty will direct the student to leave the clinical agency. **Receipt of result indicating the presence of any amount of any substance for which the student has no legal, valid prescription or a non-prescription substance not declared prior to the drug/alcohol screen shall be grounds for immediate dismissal from the Rockefeller Career Center School of Practical Nursing.**

PROCEDURE

Students will be selected at random by the representative of Horizon Medical Technologies using their student ID numbers. The urine sample that may have a probable positive drug screen will be sent to Horizon Medical Technologies for ultimate evaluation. The student will be notified the day of testing and will be expected to report for testing immediately. The student will be notified by the MRO of Horizon personally usually within 72-hour business days. If the student does not respond the Director of the school will be notified. The representative from the Practical Nursing Department (RNs) who have been trained in obtaining drug screens will give a sealed chain of custody urine container to the student. She will then instruct you regarding the guidelines for collecting the urine. If a positive result is suspected the sample will be sent to Horizon Medical Technologies following the chain of command. If randomly chosen for the alcohol test this also will be done at the Career Center in the form of a breathalyzer test

HEALTH RISKS RELATED TO ALCHOL USE

Alcohol use is very common in our society. Drinking alcohol has immediate effects that can increase the risk of many harmful health conditions. **Excessive alcohol use**, either in the form of heavy drinking (drinking more than two drinks per day on average for men or more than one drink per day on average for women), or binge drinking (drinking 5 or more drinks during a single occasion for men or 4 or more drinks during a single occasion for women), can lead to increased risk of health problems such as liver disease or unintentional injuries. According to recent national surveys, more than half of the adult U.S. population drank alcohol in the past 30 days. Approximately 5% of the total population drank heavily, while 15% of the population binge drank. From 2001–2005, there were approximately 79,000 deaths annually attributable to **excessive alcohol use**. In fact, **excessive alcohol use** is the 3rd leading lifestyle-related cause of death for people in the United States each year. Alcohol use poses additional problems for **underage drinkers**. Drug addiction is a brain disease. Although initial drug use might be voluntary, drugs of abuse have been shown to alter gene expression and brain circuitry, which in turn affect human behavior. Once addiction develops, these brain changes interfere with an individual's ability to make voluntary decisions, leading to compulsive drug craving, seeking and use. The impact of addiction can be far reaching. Cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease can all be affected by drug abuse.

Some of these effects occur when drugs are used at high doses or after prolonged use, however, some may occur after just one use. Drug and Alcohol use can both lead to addiction The addiction can be both physically and psychological. Every aspect of your life can be effected including family, professionally and financial to name a few. Once licensed as a professional nurse if you are found guilty of drug or alcohol abuse you could lose your nursing license. Furthermore, if the facility and Nursing Board so choose you could be criminally charged.

Written: 08/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

ROCKEFELLER SCHOOL OF PRACTICAL NURSES STATEMENT OF DRUG TESTING AS CRITERIA FOR ADMISSION

The applicant understands and agrees that he/she shall submit to drug/alcohol screening as a part of the admission criteria for the JDRCC School of Practical Nursing. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. The results of the drug screening must be reported directly to Coordinator of the JDRCC Practical Nursing program by the laboratory performing the test. Receipt of positive results of a drug alcohol screen for any substance for which the student has no legal, valid prescription or for a non-prescription substance not declared prior to the screen shall be grounds for denial of admission to the practical nursing program. Any individual who is on Methadone/Suboxone maintenance must disclose this to the Coordinator of the program at the time of application. This individual will be instructed to contact the LPN Board office to discuss

implications of participation in Methadone/Suboxone maintenance on enrollment and progress through the LPN program, as well as implications with regards to disciplinary action by the Board at the time that the Individual may request licensure by examination. Factors to be considered with regards to these individuals' acceptance into the program include the nature of the drug addiction which led to the Methadone/Suboxone maintenance, acceptance of these individuals by the clinical agencies for clinical experience, as well as the opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

DRUG TESTING OF STUDENTS FOLLOWING ADMISSION

The student understands and agrees that he/she may be requested to submit to random drug/ alcohol screening during the course of the academic year. Screening may be requested at any time by the nursing faculty of the practical nursing program, and shall be performed in accordance with proper chain of custody procedures. If drug/alcohol screening is performed on a urine sample rather than on a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. Random drug/alcohol screening shall be performed at the expense of the John D. Rockefeller IV Career Center School of Practical Nursing. Upon request of the nursing faculty or administration of the practical nursing program, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible. If a urine sample is collected it shall be under observation. Appropriate chain of custody procedures shall be followed. Drug/alcohol screening pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the afore mentioned substances, and shall be grounds for immediate dismissal 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 documentation to the coordinator of the practical nursing program the next instructional day following the prescribing thereof.

At no time shall the student engage in direct patient care in the clinical agency while he/she is under the influence of alcohol, a narcotic drug or other mood altering medication, without a statement from his/her attending physician indicating the student's ability to perform nursing functions is not impaired and following evaluation by the coordinator or her designee to determine the student's functional ability.

Any student who utilizes any non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair the ability to perform nursing functions shall inform the coordinator or her designee on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested in accordance with the above policies. At no time shall the student engage in direct patient care if the ability to perform nursing functions is impaired as determined by the coordinator or her designee following the use of a non-prescription substance.

Any student on Methadone/Suboxone maintenance shall agree to random drug/alcohol screening at their expense which may be on a more frequent basis than other individuals enrolled in the program. Any drug screening on these individuals, whether at the time of admission or after enrollment in the nursing program, shall specifically test for Methadone/Suboxone and differentiate any positive results for Opiates and other substances. Further, these individuals must cause their treating physician to submit a written statement to the program coordinator on a monthly basis verifying their compliance with treatment and ability to function safely as a practical nursing student. Any individual on Methadone/Suboxone maintenance will cause results of any drug screening conducted by the individual's treating physician to be copied to the John D. Rockefeller IV PN Coordinator of the program. Any evidence of non-compliance with treatment and/or any drug screen which is positive for any substance other than Methadone/Suboxone for which the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

RECEIPT OF RESULTS INDICATING THE PRESENCE OF ANY AMOUNT OF ANY SUBSTANCE FOR WHICH THE STUDENT HAS NO LEGAL, VALID PRESCRIPTION OR FOR A NON-PRESCRIPTION SUBSTANCE NOT DECLARED PRIOR TO THE DRUG/ALCOHOL SCREENING SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE PRACTICAL SCHOOL OF NURSING.

I acknowledge that I have the right to receive a copy of this authorization.

Applicant's Signature _____

I have read and understood the above Authorization & Consent in its entirety, and I agree that a copy of this document is as valid as the original.

Applicant's Signature

Date

Applicant's Printed Name

Street Address

City

State

Zip

Social Security Number: _____

Applicant Home Phone Number (may be necessary for sending documents): _____

Applicant Email address (may be necessary for delivering message): _____

Results are to be sent to:

Email: ashley.witherow@k12.wv.us

John D. Rockefeller School of Practical Nursing

Attention: Ashley Witherow, PN Coordinator

80 Rockefeller Circle

New Cumberland, WV 26047

If you should have any questions, please contact Ashley Witherow. Phone :304-564-9006 ext. 2734

******If applicant above is currently in treatment or is taking any mind altering medication**

(prescription or non-prescription) a release for direct patient care authorization

from treating health care provider will be required. This can be in the form of a email to

ashley.witherow@k12.wv.us, or on a letter head from the health care provider.

The authorization must directly come from the facility to the PN Coordinator at the above address.

Reviewed & Revised: 09/21/2018;05/19;05/20;05/21;05/22 ;05/23

REQUIREMENTS FOR GRADUATION

In order to graduate, the student must meet the following criteria:

1. Satisfactory completion of 1350 hours (1440 hours-JDRCC) of curriculum.
2. Satisfactory completion of all tests and assignments.
3. Payment of all fees, including those to the student's organization.
4. Demonstration of a "C" grade in all theory courses and "S" (satisfactory) grade in clinical practice.
5. Completion of all ATI tests.
6. Attend NCLEX-PN Review Course at JDRCC
7. Return of all library and loaned books to the school or affiliating agencies
8. Exit interview.
9. Participation in ALL graduation exercises. (picture, practice and ceremony)

Written: 06/02

Revised: 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19;05/20;05/21;05/22;05/23

LIABILITY INSURANCE

The J.D. Rockefeller IV, Career Center, through the state of West Virginia, provides liability insurance for each student while enrolled in school. Students are encouraged to also carry an individual liability insurance policy.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

Library

The school maintains a library for students' use throughout the year. The library contains books, professional journals, and audiovisuals pertinent to nursing. The students may borrow all the material, except for audiovisuals, for a period of five days. At the time any material is removed from the library, it must be signed out. A copier is located in the main office, and the nursing office, and may be used with supervision.

Written: 06/02

Revised: 11/03;11/05;11/07;11/09;11/11;11/13;11/14;11/15;11/16;11/17;11/18;11/19;05/20;05/21;05/22;05/23

ROCKEFELLER CAREER CENTER SCHOOL OF PRACTICAL NURSING PREGNANCY POLICY

The Rockefeller Career Center School of Practical Nursing permits a student to continue in the program while awaiting the birth of her child. This is in accordance with the Pregnancy Disability Amendment of Title VII Rights Act. As soon as the student is aware of their pregnancy they must notify the practical nursing coordinator. The student must have written approval of her physician to continue in the program.

Students are advised that the nature and exposure to a variety of illness in the clinical experience included in practical nursing could pose a potential threat to an unborn baby. Students who become pregnant just prior to or during the school year may therefore wish to withdraw from the program and return the following year in accordance with the readmission policy. Should a student who is pregnant choose to continue in the program the student is required to:

1. Notify the Coordinator immediately when pregnancy is suspected.
2. Sign a waiver releasing the school and cooperating agencies from liability should activities relating to the educational program be detrimental to her or the unborn child.
3. Provide a statement from her physician authorizing continuation in the program following each prenatal visit.
4. During pregnancy and if delivery occurs during the school year that absenteeism policy of the school shall apply.

Written: 07/02

Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19;05/20;05/21;05/22;05/23

**ROCKEFELLER CAREER CENTER SCHOOL OF PRATICAL NURSING
PREGNANCY FORM**

I have been counseled by a faculty member of the school of nursing regarding the pregnancy policy of the school.

I understand that I must have written approval from my physician in order to continue in the program. If anytime during my pregnancy my doctor advises me to discontinue the nursing program, I will notify my instructor immediately and present the coordinator with written explanation from the physician.

I assume all responsibilities for any risk involved in continuing the program.

I understand that if I deliver the baby during the school year, I may need to complete the program at a later date as the absence policy may apply. At that time, I would reapply to the program under the guidelines of the Re-Admission with Advance Standing Policy.

Student's Signature

Date

Coordinator's Signature

Date

Physician approval attached Yes No

Written: 07/02
Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19;05/20;05/21;05/22;05/23

REFERENCE POLICY

The faculty members are willing to give a reference for any student, if requested. This reference will be written, after receiving written permission from the student to release the information. If it is necessary for a student's grades to be released and a progress report to be given to an agency, the student must submit a written request for this to be done.

Written: 07/02

Revised 03/03;03/05;03/07;;03/11;03/13;03/14;03/15;03/17;05/18;05/19;05/20;05/21;05/22;05/23

TRANSPORTATION POLICY

Each student is responsible for his/her own transportation to school and clinical areas. Students will park in the designated areas at school and clinical sites. The school is not responsible for any personal or property damage incurred in any case. Student's experiences and rotations cannot be planned around car pools.

Written: 07/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

TUITION POLICY

A student enrolling in the PN Program is expected to pay their tuition promptly. Failure to make payments by the end of the first week of school will result in a conference with the Director of the Rockefeller Career Center and the coordinator of the program, and dismissal from the program. The school does participate in the Federal/Stafford student loan program, Pell, Workforce and VA funding. Workforce and VA funds may differ according to their policy.

Payment schedule-

Title IV Monies will be disbursed in two to four payment periods- depending on what terms and amount of monies you applied for and qualified for. Paper work has to be completed prior to the first day of school or you will not be permitted to begin school and may be dismissed from the program.

Cash: \$4500.00 will be due at the same time financial aid is distributed in first payout and the remainder \$4500.00 will be due with the second financial aid payout. Failure to make either of the two payments will result in dismissal from the program.

Written: 07/02

Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19;05/20;05/21;05/22;05/23

WITHDRAWAL POLICY

A student may withdrawal from the program at any time. The student will have conference with the coordinator of the program to discuss the reasons for leaving and will submit a letter of resignation. The student may be required to also meet with the Director of the John D. Rockefeller IV Career Center.

When student's withdrawal from the program, tuition will be refunded as scheduled in the refund policy.

When a student withdraws from the program, the student will be sent a copy of their permanent record, indicating grades, hours, and clinical practice for all courses completed if applicable.

Written: 07/02

Revised: 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19;05/20;05/21;05/22;05/23

REFUND POLICY

A refund policy will be used to calculate a refund when any student withdraws from school. Depending upon when a student withdraws from school, the student/s charges will be adjusted. The student must realize that in some instances he/she may have to return some of the financial aid that is received.

Written: 08/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

HARRASSMENT POLICY

A POLICY STATEMENT OF THE HANCOCK COUNTY BOARD OF EDUCATION

New Cumberland, West Virginia 26047

RACIAL, SEXUAL, RELIGIOUS/ETHNIC HARASSMENT/NIOLENCE POLICY

This policy has legal basis in WV Constitution Article XII; WV Code 18-2-5, 18-2-Sa and 18-2-7b; Title VII of the U.S. Civil Rights Act of 1964; Title IX of the Education amendments of 1972; EEO Guidelines, 29 C.F.R. Section 1604.11 and other relevant policies of the WV Board of Education and the Regional Education Service Agency VI (RESA-6).

It is the policy of the Hancock County Board of Education that the dignity of each human considered in all school system activities, and that it is our responsibility to provide and maintain learning and working environment that is free from racial, sexual or religious/ethnic harassment, intimidation, bullying or violence.

Any act of harassment, intimidation or violence involving students or staff is a violation of this policy and shall not be tolerated by the Hancock County Board of Education. (See Attached Policy)

Written: 08/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

ACADEMIC YEAR

The academic year begins with the first day of class until graduation. For Financial Aid will run July 1st to June 30th.

1. If a student withdraws before the first day of class, all fees will be returned to the student.

2. Refund procedure:	<u>Hours Attended</u>	<u>Refund Rate</u>
	Start – 60	90%
	60 – 120	50%
	Thereafter	0% No Refund

The following items are neither refundable nor calculated in the refund rate:

1. Registration and administration fees
2. Books and uniforms (become the property of the student on the first day of class).
3. Test fees (required in beginning of program).

Note: Any money owed to Federal Pell Grant will be returned first, before any refund is given to any other agency (upon request an example of refund recalculation will be given).

I have received the required textbooks and uniforms for the practical nursing program.

Student Signature

Date

Written: 06/02

Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17;05/18;05/19;05/20;05/21;05/22;05/23

**ROCKEFELLER CAREER CENTER
SCHOOL OF PRACTICAL NURSING**

PAYMENT

Tuition \$ 9000.00

Includes:

NCLEX Test: \$ 285.00-\$ 350.00 (Depends on the state of licensure)

ATI Review throughout the year and \$100.00 toward on-site review

Books & Supplies: \$ 835.00 (approx.)

Uniforms: \$ 125.00 (approx.)

Nursing Pin: \$50.00

*Pre-Admission Fee \$ 25.00

*Pre-entrance exam: \$ 65.00

*Finger Prints \$ 40.00 (approx.)

Total Approximate Expense for LPN Training and Licensure: \$ \$10,140.00

FEES MAY CHANGE DURING THE YEAR

*All fees that will need to be paid prior to the first day of school as required for admission into the PN program.

Financial Assistance:

Ashley Witherow, Financial Aide Officer

304-564-9006 ext: 2734

Northern Panhandle Workforce

Ohio Workforce Systems

Stafford Loans and Pell Grants

Written: 02/03

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

ROCKEFELLER CAREER CENTER SCHOOL OF PRACTICAL NURSING TITLE IV REFUND POLICY

The Financial Aid Department is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

Official withdrawal occurs when a student completely withdraws from the Practical Nursing Program. Withdraw date will be determined by the actual date of withdraw. Unofficial withdraw occurs when you simply stop attending classes, but fail to officially notify the school of withdraw. For unofficial withdraws, the first day the student was not present will be the withdraw date. If a student is absent and has not notified the instructor, it is an automatic dismissal from the program as per the institution's absentee policy.

If a student leaves the Practical Nursing Program prior to completing 60% of a payment or term, the financial aid department recalculates the eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

1. Percentage of aid earned = the number of days completed up to the withdrawal date, divided by the total number of days in the payment period or term (any break of five days or more is not counted as part of the days in the semester.)
2. Multiply the percentage of aid earned by the total amount of aid that could have been dispersed in the term. Then compare that dollar amount to the actual dollar amount that was dispersed to the student.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. These funds must be paid within 30 days of the student withdrawal. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the Practical Nursing Program.

If the R2T4 calculation results in a credit balance, that balance will be disbursed to the student as soon as possible and no later than 14 days after the calculation of the R2T4.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (PLUS) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV assistance
8. Other state
9. Private and institutional aid
10. The student

I have read, understand and agree to the above policy regarding Title IV Refunds.

Name

Date

Written: 09/04

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23

THE JOHN D. ROCKEFELLER, IV CAREER CENTER STUDENT LOAN DEFAULT PREVENTION

Borrower Grace Period

The John D. Rockefeller, IV Career Center only offers Pell Grants, subsidized and unsubsidized loans to students. The JDRCC encourages students to borrow wisely and pursue all other aid options before obtaining a student loan. Kathy Dray, the financial aid officer, is available for questions regarding the guidelines depicted in this policy.

After you graduate, leave school, or drop below half-time enrollment, you have a period of time before you have to begin repayment. This “grace period” will be for six months for a Federal Stafford Loan (Direct Loan Program).

Make Your Payments on Time

Your loan servicer will provide information about repayment and will notify you of the date loan repayment begin. It is very important that your full loan payment on time either monthly (which is usually when you’ll pay) or according to your repayment schedule. If you don’t you could end up in default, which has serious consequences. Student loans are real loans- just as real as car loans or mortgages. **You have to pay back your student loans.**

Get Your Loan Information

The U.S. Department of Education’s National Student Loan Data System SM (NSLDS) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS go to http://www.nslds.ed.gov/nsld_SA/.

If you’re not sure who your loan servicer is, you can look it up on http://www.nslds.ed.gov/nsld_SA/ or call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243; TTY 1-800-730- 8913). To see a list of Federal Student Aid servicers for the Direct Loan Program and the FEEL Program Loans purchased by the U.S. Department of Education go to the [Loan Servicer page](#).

You have a choice of several repayment plans that are designed to meet the different needs of individual borrowers. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. Go to Repayment Plans and Calculators for more information about the various repayment plans and to calculate your estimated repayment amount under each of the different plans.

If you have specific questions about repaying FEEL or Direct Loans contact your loan servicer. If you do not who your loan servicer is, go to http://www.nslds.ed.gov/nsld_SA/ to find out.

Default

If you default, it means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe.

Here are some consequences of default.

- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.
- You will be ineligible for additional federal student aid if you decide to return to school.
- Loan repayments can be deducted from your paycheck.
- State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top what you already owe.
- You can be sued

For more information and to learn what actions to take if you default on your loans see the [Department of Education’s Default Resolution Group Web site](#).

CONSEQUENCES OF DEFAULT

Straying away from these guidelines could result in dire consequences. The same can be true if you miss several payments on your loan. If it becomes 270 days past due, your loan will be considered in default. What happens if you default on your student loan? Failure to repay your loan may result in any or all of the following:

- Adverse credit when the default is reported to all national credit bureaus. This may affect your ability to obtain financing for cars, houses, etc.
- Default reported to Internal Revenue Service, causing federal and/or state tax refunds to be withheld and applied to the loan balance.
- Garnishment of your wages.
- Collection of necessary costs involved with collecting your debt.
- Your loan will be assigned to a collection agency.
- Loss of other federal or state payments.
- Loss of eligibility for further assistance from any Title IV Programs.

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- Loss of eligibility for repayment options, deferments, and interest benefits as described on the Master Promissory Note.
- Denial of professional licenses (in some state).
- Lawsuit and the liability of court-legal expenses.

10 WAYS TO AVOID DEFAULT

Your financial situation is strengthened when you avoid default. The best way to avoid default is to build a relationship with your lender or servicer, especially when you cannot make your payments. Your lender or servicer will assist you with any problems you may experience during the repayment of your student loan. Stay on top of the situation by following these 10 guidelines:

1. Understand your rights and responsibilities regarding your repayment obligation as well as your repayment options.
2. Borrow for college expenses only. Borrow only the amount you need and only what you can reasonably expect to be able to repay.
3. Keep all records regarding your loan. Make copies of all letters, cancelled checks, and any documents you sign.
4. Notify your lender or servicer when you have a change of address, phone number, or name, or if you change schools or your enrollment status.
5. Seek help as early as possible if you have any difficulty maintaining your student loan repayment arrangement.
6. Talk to your lender or student loan guarantor if you have any questions about the particular terms of your loan.
7. Keep credit card debt to a minimum or avoid credit card debt completely.
8. Create and maintain a budget that is within your monthly income.
9. Consider making nominal loan payments while in school. This will reduce the amount you owe after graduation.
10. Make loan payments on time.

Written: 09/01/13

Revised: 05/14/05/15/05/16/05/17/05/18/05/19/05/20/05/21/05/22/05/23

**ROCKEFELLER CAREER CENTER SCHOOL OF PRACTICAL NURSING STUDENT
AGREEMENT**

The following agreement is made between the Rockefeller Career Center School of Practical Nursing and the student of said school.

I have read the policies of the practical nursing program and the handbook for the John D. Rockefeller IV Career Center. Any or all items I did not understand have been explained to me by a member of the faculty. I understand and will abide by the policies therein or realize I could be expelled from the Practical Nursing.

I am fully aware of my financial responsibility and if I choose to receive Title IV monies I will not default my responsibility.

Student's Signature

Date

Written: 07/02
Revised: 02/03;02/05;02/07; 02/11;05/23;05/14;05/15;05/16;05/17;05/18;05/19;05/20;05/21;05/22;05/23