

**BEN FRANKLIN CAREER CENTER  
PRACTICAL NURSING PROGRAM  
STUDENT HANDBOOK**



2023-2024

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## A Nurse's Creed

May I be a dedicated and caring nurse

May my hands

Be competent and soothing...

May my smile

Be sincere and understanding...

May my manner

Be warm and professional...

May my heart

Be compassionate and giving...

and

May my spirit

Be Hopeful and Uplifting.



### **Florence Nightingale: “The Lady with the Lamp”.**

Her name is synonymous with caring and advocacy. She has been given the recognition as “The Founder of Modern Nursing”. Her work in the Crimean War set the standards for modern nursing and helped to transform nursing’s public image.

#### **Nightingale Pledge, 1893**

I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping, and all family affairs coming to my knowledge in the practice of my calling.

With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.

#### **Nightingale Pledge, 1935**

I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping, and all family affairs coming to my knowledge in the practice of my calling.

With loyalty will I endeavor to aid the physician in his work, and as a 'missioner of health' I will dedicate myself to devoted service to human welfare.

*Site Ref: Pulled from [website-nursing-theory.org/nursing-theorists/Florence-Nightingale.php](http://website-nursing-theory.org/nursing-theorists/Florence-Nightingale.php) (7/23/2021)*

## **FOREWORD**

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

## **DISCRIMINATION POLICY**

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, sexual orientation, race, color, religion, disability, age, or national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Samantha Ferrell-Hill, Title IX Coordinator, Kanawha County Board of Education, at 200 Elizabeth Street, Charleston, WV 25311-2119; Phone 348-1379; to Lauren Winter, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119 Phone: 348-7770 ext. 347 or the U.S. Department of Education, Director of the Office for Civil Rights.

## **HISTORY**

Prior to this Practical Nursing Program being housed at Ben Franklin Career Center, it had a rich history dating back to 1951. The history of the program is as follows:

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

The first class was admitted on March 19, 1951. Classes were held at the Fruth School building on Lee Street, in Charleston, West Virginia. Twelve students completed a four-month pre-clinical period. In February, 1953, the second class was admitted with clinical affiliation being provided by McMillan and Charleston Memorial Hospital. Three classes graduated during this period and the school was closed and placed on "stand by" from February, 1955 until September, 1956. The program reopened in 1956, and was located for a short time at Cabell School before being permanently housed in the Garnet High School building, now known as Garnet Career Center. In 1976 the name of the school was changed to the Garnet Career School of Practical Nursing at the recommendation of the West Virginia Bureau of Vocational Technical and Adult Education. From 1971 to 1980 the school sponsored one large class annually. From 1980-1982

and again from 1987 to 2006 the school sponsored two classes annually. As of July 2006- Garnet Career Center began to sponsor one large class annually. There were six program coordinators since its beginning. Mrs. Muriel Ross was the original coordinator (1951-1961) followed by Mrs. Madeline Summerfield (1961-1973), Mrs. Louise Greenleaf (1973-1974), Mrs. Virginia Jones (1974-1981), Mrs. Gerry Lytle (1981-1983), Mrs. Mary Brothers (1983-2008) and Mrs. Teresa Reynolds from July 2008-June 2022. Kanawha County Schools announced that Garnet Career Center would close following the 2021-2022 school year.

With the beginning of the 2022-2023 school year the program transitioned to the Ben Franklin Career Center Practical Nursing Program and is currently housed at Ben Franklin Career Center in Dunbar, WV. Mrs. Erica Collins is the first PN program coordinator for the Ben Franklin Practical Nursing Program and moved with the program from Garnet Career Center. Mrs. Collins started the program with fellow PN instructors- Mrs. Maggie Phillips and Mrs. Tiffany Sorgman, and PN Secretary- Ms. Katherine Drake.

## **MISSION STATEMENT**

“The mission of Ben Franklin Career Center is to prepare all students to be college and career ready.”

## **PHILOSOPHY**

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

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

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

## **PROFESSIONAL BOUNDARIES**

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

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

## **PRINCIPLES**

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



- Nurses do not act as representatives for clients under powers of attorney or representation agreements.

## **PROFESSIONAL BEHAVIOR CONTINUUM**

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

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

**Behaviors to avoid when planning and implementing patient care include:**

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

➤ *(Approved for use by the NCS: NCSBN.ORG 7/23/21/TR)*

Retrieved from: <https://www.ncsbn.org/> on 6/2/2020, 7/23/2021 tr.

## **APPLICATION/ACCEPTANCE PROCESS**

Applications are accepted during enrollment window – these dates vary based on program start date. Applicants must submit their high school transcript or high school equivalency transcript with the completed application.

The Nursing Entrance Exam (TEAS-V) testing and fee is \$70.00 and is non-refundable. The application fee is \$100.00 and it is also non-refundable. There is a TEAS study guide that students can purchase through Amazon and other book retailers that may be beneficial to their success in meeting the required scores. The testing dates for this entrance exam will be announced in at the beginning of each school year.

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

Students selected for direct admission to the upcoming class will be notified upon submission of an acceptable TEAS test score. Students will reserve their seat with the submission of all required admission documentation and payment of the \$100 Application fee. Additionally, students will be notified by email usually before the last week of June. There will be instructions given to the applicant along with the acceptance email explaining next steps and orientation date(s). The acceptance process continues with a mandatory informational meeting that will be scheduled usually by the middle of July. The date and time for this will be included in your acceptance email along with what you will need to bring and the scheduled events for that day. Perspective students will also be given a timeline with the dates and times for any other scheduled orientation day(s) along with any other pertinent information that they may need. This information includes completion of your physical exam, class expectations, rules and dress code.

General orientation will be scheduled in early August at which time students will be expected to have completed the financial aid process and will pay one-half the uniform fee in deposit, as required by students' individual financial aid package. This fee is also non-refundable and will be applied to the uniform costs. Students will also be fitted for uniforms, order shoes if necessary and other required equipment. (Uniforms will be delivered to the school at the start of the program). The exact date of the August graduation will be determined after the official KCS calendar is adopted prior to the beginning of school.

## **ADMISSION POLICY**

### **CRIMINAL HISTORY/MISDEMEANOR/FELONY CONVICTION/SUBSTANCE ABUSE**

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

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

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

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

Applicants must submit to a pre-admission criminal background check (federal level). This is done through Reliant Screening and Testing Services who will also conduct the 12- panel drug screen for each new admission. These are done during the June/July orientation here at Ben Franklin.

Failure to disclose any criminal conviction, guilty plea or no contest plea to a felony, or a misdemeanor on the application for admission to the nursing program or at any time during the admissions process is grounds for immediate dismissal.

Any applicant who has had any of the above mentioned situations should contact the West Virginia State Board of Nursing for LPN to discuss their eligibility for sitting for the NCLEX, which is the National Licensure Exam once the program has been completed successfully.

Retrieved from: <http://www.lpnboard.state.wv.us/> on 6/2/2020; 7/23/2021 tr.

## **ADMISSION REQUIREMENTS**

- The applicant may be admitted into the program at the age of (18) eighteen years old as long as they turn 18 prior to the first day of clinical rotations.
- The applicant must be a high school graduate or hold a high school equivalency.
- Upon submission of completed BFCC and BFCC PN applications, the student must also provide an official HS Transcript; or certificate validating GED or TASC proficiency.
- Applicants must be able to meet their own housing and transportation needs.
- Applicants must pass the required drug screening and the physical examination which also includes dental examination and mental health evaluation.
- Applicants must complete and meet the criteria for the Criminal Background Check.
- English a Second Language Students are also required to show proficiency on the TOEFL and exhibit an understanding of the language as well.
- The student must score a cumulative 60 or above on the TEAS Entrance exam. TEAS Exam must be taken at BFCC or an ATI TEAS approved testing site with an in-person proctor.

## **ADMISSION HEALTH REQUIREMENTS: Physical Exam**

The selected applicants must complete the following by the assigned date, which is **SEPTEMBER 8, 2023:**

- History and physical examination completed by a physician, nurse practitioner or physician's assistant. The student must be able to meet the fundamental physical requirements of the nurse based on the needs of each clinical facility they are assigned. This includes but is not limited to walking, bending, stooping and lifting up to at least 50 pounds. The medical form will be provided. Any prescription or over the counter medication being taken by said applicant must be listed on the history and physical form. If the student is prescribed a narcotic of any type, they must provide a copy of that to the program coordinator to be filed in the student's permanent file.
- The dental exam is included in the physical exam form and can be done by the person completing the exam
- Laboratory studies include urinalysis, PPD, (2 step method: if PPD is positive, a chest x-ray must be done), Titers for childhood diseases which include chicken-pox, measles, mumps and varicella. Copies of these titers are to taken to the person completing the exam

so that the results can be verified. If the applicant is not immune to one of these, they will need to have a booster (MMR and or Varifax).

- Applicants must have a current tetanus shot- **Tdap** (within the last 10 years) and provide documentation as to the date it was last given. If they cannot remember when or provide that information they are required to have a current Tdap.
- Applicants must have received and provide documentation for the COVID vaccine.
- HepB: All accepted applicants are required by the healthcare agencies to have had or have the series of 3 injections for HepB. Those who have had the injections need to provide the dates these were given and/or have the titer drawn to check for immunity. If they have had the injections the titer will reflect a positive immunity in most cases. Those who have not had these injections will need to have the 1<sup>st</sup> one by the beginning of the first day of class and provide the documentation on the physical form. The 2<sup>nd</sup> one will be done in 2 months and the 3<sup>rd</sup> one in 6 months. The applicant will provide this documentation to the coordinator upon completion of each one verifying the injections have been done and these results will be filed with the students physical.
  - ***\*\*It is recommended that students have the Hep-B titer drawn at some point to reflect their immunity. In the case where it is still negative the healthcare provider may choose to give a booster.***
- **Drug Screen:** All applicants will submit to a 12 panel drug screen which will be conducted on site during the September orientation. Any student failing this initial drug test will not be allowed to enter into the program at that time. (See the policy on Drug Testing for further guidelines). The cost of this screening is to be paid by the student. Reliant will accept check, debit card or exact change.

## **READMISSION**

A student may request readmission into the program if the reason for leaving falls within the stated guidelines as outlined below.

- They may be admitted into the next incoming class or within a 12-month period if space permits.
- The student will be required to write a letter not only requesting readmission, but will reflect on what they learned from the previous experience, and what they can do to improve their chance of progressing this time whether it be study habits or attendance for example.
- They also must have had a satisfactory clinical performance and satisfactory conduct to be considered for readmission.

If accepted, the student must complete the readmission plan developed by the program coordinator which will be evaluated on case by case needs.

**Students who are dismissed or withdraw for any reason other than academic, personal/family or**

medical may be considered for readmission at the discretion of the program coordinator based on the particular circumstances surrounding the dismissal. This excludes dismissal for instances involving critical behaviors such as cheating, stealing, patient abuse etc.

Each student must complete a 12-panel drug screen prior to readmission and be required to sign a contract agreeing to random screening at their cost if applicable to their situation. A criminal background check will also be required. The student will return at the beginning of PN 101 or PN102 whichever a with the class for the following year,

***\*If the student fails in PN 103, they will not be able to return until after 180 days in order to be eligible for federal PELL money***

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

## **TRANSFER POLICY**

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

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

Students may submit an application for admission into our program from another school along with a copy of their TEAS score. This score must be no older than two years. The applicants score will be placed in with the current testing pool and selections will be made accordingly. Due to the different curricular format used in other LPN programs, transferring students will more than likely be required to enter at the beginning of our program (PN 101). Each situation will be evaluated individually by the Program Coordinator

## **INTERNATIONAL STUDENTS**

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

## **PROGRAM DESCRIPTION**

The program spans 12 months (1350 hours) and is conducted Monday through Friday unless special circumstances or educational needs dictate otherwise. The program consists of 675 hours of class/theory and 675 hours of clinical. The program is represented as PN 101, 102 and 103. Courses within each semester must be successfully mastered in order to progress to the next semester. Holiday and vacation time in most instances is consistent to that of Kanawha County Schools. Expected date of graduation is August 18, 2023.

## **PROGRAM COST AND PAYMENTS**

Tuition is assessed at \$2.75 a clock hour. (Please refer to your program cost sheet given during orientation.) All process and fees are subject to change without notification.

Students should keep in reserve approximately \$200.00 to pay for conferences, travel expenses and drug screens and photo identification.

**\*\*\* (Refer to the Ben Franklin Student Handbook for further explanation.)**

All financial arrangements are made in the main office with Mrs. Sweat, our administrator and our financial aid secretary. A student whose payment is in arrears will not be permitted to attend class/clinical instruction and will be counted absent for those days.

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

## **Ben Franklin Career Center Refund Policy**

### **REFUND POLICY:**

1. Application/Testing and Registration Fees are non-refundable.
2. Items charged to the student's account (at the student's request) aside from charges for course tuition and lab fees are non-refundable (ex: books, supplies, testing certification(s), drug testing/background checks, registration fee, parking fee, etc.). These items will not be provided or charged to the student's account until after the first day of class.
3. If any tuition and fees are collected in advance of a program start date and Ben Franklin Career Center has to cancel the course, monies collected for the course will be refunded 100% of the amount collected. These refunds will be made within forty-five (45) days of the scheduled program start date.
4. If any tuition and fees are collected before the start of class and the student does not attend or officially withdraws on the first day of classes; and, does receive any course materials, all payment except for the application/testing and registration fees will be refunded. These refunds will be made within forty-five (45) days of the scheduled program start date.
5. In the unlikely event an accepted applicant has not been able to visit the facility prior to enrollment and has pre-paid tuition and fees s/he will have the opportunity REFUNDS

POLICY(IES) COE Standard 7 Updated: January 2021/DPW to withdraw without penalty (if they have not received any course materials) within three days either following attendance at a regularly scheduled orientation or following a tour of the facility and inspection of the equipment which both occur on the first day of class. Notes: All applicants take the required entrance test in our facility. When finished, they are introduced to the appropriate instructor who provides a walk-through of their program area and answers any questions that may be posed. Student orientation is presented on the first day of class by instructors.

6. Tuition and lab fees are charged by “period of enrollment”. The “periods of enrollment” for Ben Franklin Career Center courses are one half of the course hours (example, one half of a 1350-hour program is 675 hours).\*

7. Tuition and lab fee refunds will be determined on a percentage basis. The calculation will be based on the number of course hours in the period of enrollment between the student’s start date and his/her last date of attendance. Refunds will be determined as follows\*\*:

Date of Withdrawal (last day of attendance)	Tuition and Lab Fee Refund
On or before the 1 st Day of Class	100%
On or Before 10% of the Enrollment Period	75%
From 10.01% to 25% of the Enrollment Period	50%
After 25.01% of the Enrollment Period	0%

8. If a refund exceeds the school’s liability to the student’s financial aid source(s) (ex: Federal Pell Grant Program, Veteran’s Assistance, West Virginia Workforce, etc.) the refund will first be applied toward the satisfaction of the student’s financial aid source liability. If any refund remains it will be paid first to any remaining school debt and then to the student.

Federal Pell Grant, Veteran Assistance, West Virginia Higher Education Adult Part-time Student, and Workforce West Virginia Grant recipients should be aware that special regulations apply to the amount of aid earned by a student through their attendance. The Return of Funds formula may require the repayment of unearned Pell Grant, Veteran Assistance, West Virginia Higher Education Adult Part-time Student, or Workforce West Virginia Development program assistance. Such a repayment could result in the student having a balance due to the school. Other types of student assistance may have similar repayment requirements that need to be met. \*The period of enrollment for students who withdraws from class and are later permitted to re-enter the program with credit. Their credit will be the number of contracted hours earned up to their date of withdraw. \*\*There is no refund for students who have re-entered the program with credit. The tuition and lab fees for such students are due and payable immediately upon their re-entry into the program.

**\*\* (Refer to the Ben Franklin Student Handbook for further explanation) \*\***



## **FINANCIAL AID**

Students, who need assistance with preparing financial aid applications, must make an appointment to speak with the financial aid advisor, (Diann Clothier), who is at the school on Thursday from 9:00 am to 1:00 p.m. No financial arrangements are made in the nursing department.

**\*\* (Refer to the Ben Franklin Student Handbook for further explanation)**

## **WORK & TRAINING FORMS**

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

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

## **CLASS HOURS**

Classes are scheduled Monday through Friday from **8:00 A.M. to 3:00 P.M.** Class hours may change as needed to meet educational and program goals. Students are given two 15 minute breaks and 30 to 60 minutes for lunch each day. In the event of a crisis situation as we have had with the Pandemic, or any future crisis situation, this program may utilize virtual/distance learning as a means of completing and meeting the theory requirements of the program. This is a fluid and unprecedented situation which may warrant day to day evaluation of public and school safety needs. Students are expected to monitor their Canvas/Schoology messaging system periodically throughout the day for any updates and or changes when not in class. Students should also check their messages via Canvas/Schoology each evening, prior to going to bed and in the morning prior to leaving for school. There are times when events take place overnight such as weather conditions, instructor issues etc. and our schedule may need to be altered to accommodate that event.

## **CLINICAL HOURS**

Clinical rotation hours are from **6:50 a.m. to 2:00 p.m.** Clinical hours may change as needed to meet educational and program goals. Clinical Rations consist of one instructor to 10 students. Breaks and lunch are at the discretion of the clinical instructor and may vary in relation to the facility and clinical setting.

## HOLIDAYS, OS (OSE) DAYS, VACATIONS

Students will be given a copy of the Kanawha County Schools yearly highlighted calendar which reflects the days in which students will not attend class. The following days occur annually per KCS policy and schools will be closed. Each calendar year is different to some extent therefore the dates will differ from year to year and there could also be added days out such as in an election year where schools are utilized as polling sites.

OSE days are added in at various times to give students and staff a short break as with Thanksgiving.

Labor Day	Thanksgiving Day	Christmas	New Year's Day
MLK Day	Spring Break	Primary Election (May)	Memorial Day

## SCHOOL CLOSURE POLICY

The nursing program will adhere to the same policy (in most instances) as Kanawha County Schools. School Closings are announced on the radio and television, especially Channel 13 as early as 6:00 A.M. and are also posted on the Kanawha County School Website. Students who live within or attend a school within the county should receive a call stating the status of schools for that day in the event of bad weather or some other type of emergency. The program coordinator or an instructor will also post a message on Canvas/Schoology to alert students to these changes. Each student is responsible for checking their Canvas/Schoology site for messages regarding schedule changes.

**\*\*\* IF SCHOOL IS ON A TWO-HOUR DELAY, STUDENTS ARE TO REPORT TO SCHOOL REGARDLESS OF WHETHER IT IS CLASS OR CLINICAL DAY AT 10:00 A.M.**

**2 –Hr. Delay for Class:** Report to the school at 10:00 A.M.

**2- Delay for Clinical:** Students will report to the school at 10:00 A.M

## GRADUATION REQUIREMENTS

**In order to graduate students must have:**

- 1 Satisfactorily completed 1300 hours of curriculum.
2. Maintained a final grade of 80%, (which is a “C” /79.9% is failing) in all theory classes
3. Met all required objectives and maintain an “S” (Satisfactory) in all aspects of clinicals including attendance as outlined on the CBI evaluative tool.
4. Paid all fees due
5. Returned any and all loaned computers, library books, parking permits and other school property they may have borrowed.
7. Participate in graduation practice and graduation exercise. (Traditional ceremony consisting of all white uniform, nursing caps for females and white nursing shoes)
8. Students are required to take the HESI PN Exit exam prior to graduation.
  - A score of 800 or more is required and is considered passing. Any student that scores below 800 will be required to complete the remediation provided by the HESI

resources they have available within the allotted time frame set by the program coordinator

## **GRADUATION**

Graduation is held at a local event venue and consists of presentation of diplomas, special recognition awards, awarding of all certificates such as Technical Honor Society, attendance and any academic awards. A reception is also held immediately following the ceremony to honor our graduates.

Discussion of and the planning for graduation begins 3-4 months prior to graduation with the work of faculty and students. Ben Franklin Career Center pays for the graduation ceremonies and provides students with ten (10) official announcements each at no cost to the student.

## **LICENSURE BY EXAM**

**Graduates must complete the following steps in order to become a Licensed Practical Nurse:**

1. Create an account using the Nurse Portal on the WV LPN State Board of Examiners website.
2. Complete the application to test and submit all required documents.:
  - the financial secretary will submit payment to the board for all students
  - the program coordinator will submit the final transcript for each graduate upon completion of graduation
3. Must have had a Federal Background check done prior to graduation per the WV LPN Board of Examiners guidelines.
4. Students must submit with their application a copy of the final disposition and written explanation if they answered “yes” to any criminal background questions, or provide a copy of the disciplinary action along with a written explanation addressing any “yes” answer.
5. Complete and submit application to Pearson Vue in order to sit for the NCLEX PN exam.
6. Request special accommodations for the NCLEX exam if you qualify under the Disability Act.

## **TRANSCRIPTS**

**To request a transcript of academic records a student must:**

1. Complete and print the Transcript Request Form (below) or pick up a blank form in the main office of Ben Franklin Career Center. All portions of the form must be completed and signed to verify the student’s authorization to release his/her information.
2. Submit the completed Transcript Request Form either in person or by mail to:  
Ben Franklin Career Center  
500 28<sup>th</sup> Street  
Dunbar, WV 25064  
Attention: Adult Counselor
3. Pay a \$5.00 non-refundable fee for each transcript requested. Cash, check, or money orders are accepted via mail or in person. Transcript Requests will not be processed without the appropriate payment.
4. Requesters may pick up their transcript in person or direct us to mail it to a specific agency/school or individual as indicated on the form. It will take five (5) to ten (10) working business days from receipt of the signed request form and payment for pick up or mailing of the records.

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

## **PROGRAM GOALS/TERMINAL OBJECTIVES**

Upon completion of the program the Graduate Practical Nurse will be able to perform nursing care ranging from simple tasks to more complex care under the supervision of the Registered Nurse/ Instructor.

### **Graduates Will:**

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

## **METHODS OF INSTRUCTION**

### **Classroom**

Team Teaching (Students)  
Games  
Lecture/Power Points/Discussion  
Quizzes  
HESI Learning Packet  
Audio-Visual Aides  
Case Studies  
Learning Objectives  
Shadow Health Virtual Simulation  
Computer Based Learning/Testing  
Class/Community Based Projects  
Role Playing  
Interactive Digital Touchscreen Boards  
Virtual/Distance Learning (utilizing Canvas/Schoology Conferencing)

### **Clinical**

Performance Evaluations  
Observational Experiences  
Student Mentoring  
Paired Learning  
Pre/Post Conferences  
Care Plan/Research  
Lab Practice and Demonstrations  
Cooperative Learning  
Self-Appraisal  
Clinical Paperwork/Packets  
Shadow Health Virtual Simulation  
Case Studies/Scenarios

## **METHODS OF EVALUATION**

**Instructors will evaluate students by reviewing/grading:**

Student Reports and Projects	Performance Testing
Student Portfolios	Nursing Care Plans
Written Examination/Computer Based Exams	Concept Maps and Other Formats
Benchmark Testing (HESI NGN)	Clinical Research
Student Participation	Case Studies
Clinical Evaluation	Shadow Health Virtual Simulation
Rubrics	

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

## **COURSES PER SEMESTER**

### **PN 101:**

Fundamentals /Foundations  
Medical Terminology  
Geriatric Nursing  
Practical Vocational Nrsg. (PVN I)  
HESI Assessments

Anatomy  
Basic Math  
Computers in Nursing (Integrated)  
Clinical Practicum  
NCLEX Review/Benchmark Testing

### **PN 102:**

Pharmacology/ Med. Math  
Medical Surgical Nursing I  
Introduction to Nutrition  
Lifespan  
NCLEX Review/Benchmark Testing

Clinical/Nursing Care Plans  
Clinical Practicum  
HESI Assessments  
Clinical/Nursing Care Plans

## PN103:

Practical/Vocational Nursing II

Pediatric Nursing (Peds)

Medical Surgical Nursing II

Clinical Practicum

HESI Assessment

NCLEX Review/Benchmark Testing

Maternity Nursing (OB)

Mental Health

Specialty Out-Rotations

2-Day NCLEX Live Review

Med. Administration

## **ACTUAL INSTRUCTION TIME/SUBJECT (Includes Theory & Clinical)**

<b><u>Subject:</u></b>	<b><u>Total Hours of Instruction</u></b>
Principles of Fundamentals	200
Anatomy (Body Structure/Physiology)	60
Geriatrics	100
Nutrition	40
Social Sciences (Math, computers, PVN)	150
Medical –Surgical Nursing	450
Pharmacology	80
Mental Health	100
Obstetrics (OB)	60
Pediatrics	60

## **CLINICAL SITES**

CAMC: All Divisions

Thomas Memorial Hospital

Montgomery Gen /Elder Care

Approved Genesis Centers

CAMC Behavioral Med. Unit, (Gen.6E)

Additional Local Healthcare Observational  
Sites to meet program needs

## **ACADEMIC/ATTENDANCE REQUIREMENTS**

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

**Attendance:** Punctual and regular attendance in class and clinical is required. 90% or better attendance is required to be eligible for financial aid, (PELL and HEAPS) and any scholarships that the student may be apply for. This does not necessarily reflect the guidelines set by The WV LPN Board of Examiners and NCSBN/NCLEX to complete 1300 hours of instruction which is required to sit for the licensure exam.

**\*\* Refer to the Ben Franklin Student Handbook for additional guidelines to be met per KCS. \***

## ATTENDANCE POLICY

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

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

1. *Mandatory court appearances such as a subpoena*
2. *Armed Service Duty*
3. *COVID (as outlined and directed by KCS policy)*

In the event of any absence, the student is required to bring in an excuse and give it to the Administrative Secretary for the PN program or to the Program Coordinator. The excuse will be placed in the student's file and used to verify total hours missed. The hours will be recorded as missed hours with a notation stating the reason. In the event a student reaches a total of 50 hours this documentation will be reviewed and the student will not be terminated if he or she has followed this policy and the absence can be verified as excused. If the student fails to bring in the required documentation, then the hours will stand against them as recorded hours missed.

Students are required to call and report every absence from class or clinical (refer to the specific guidelines for clinical absence) regardless of the reason.

**\*\*\*A student will be automatically terminated if they do not show for class and have not made contact via email or telephone for five consecutive days.\*\*\***

Students arriving to class after the official starting time are considered tardy AND will be admitted to class only after reporting to the PN instructor or PN Coordinator (Room 104) and obtaining a Tardy pass allowing them to be admitted to class at that time. If the student arrives to class 16 or more minutes late, the students will be **docked time accordingly in 30 minute increments.**

\*\*\*If a test or a quiz is being administered, you will not be allowed to enter class until the testing is complete but will be allowed to take the quiz/exam currently in progress in the nursing office/lab as per the Make-up Exam Policy. (See Make-up Exams)

In the event of an extenuating circumstance in which a student has missed more than the allotted number of hours of absences, the Program Coordinator will be responsible for making this final decision regarding dismissal after careful review of all factors that relate to this issue.

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

Students are required to maintain a personal record of absences and tardiness as this information will be provided only twice during a semester, (mid-semester and at the end of each semester). This will serve as a means for disputing any absences that they feel are incorrect. It will also allow them to keep track of their hours personally. Employers will be provided with attendance information as part of reference information. Work schedules do not lessen the student's responsibility for meeting program requirements.

## **CLINICAL ATTENDANCE POLICY**

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

There are some specific specialty areas that mandate a set number of clinical hours per the WV LPN Board of Examiners such as Geriatrics, Mental Health, Pediatrics, and OB. Students who are absent more than the allotted 90% will be terminated based on these guidelines. **(Ex. If there are 10 clinical days available in PN 101 then the student can miss only 1 day.)** Students are required to notify the instructor by **6:00 a.m.** if an absence or tardiness is eminent. Please do not page the instructor **prior to 5:30 a.m.** on the clinical day.

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

If a student is unable to reach the instructor, they are to page the coordinator. Students should also call the Nursing Office at 304-348-6114 and leave a message for the department secretary. **\*\*\* STUDENTS ARE NOT TO CALL THE UNIT/FACILITY ON WHICH THEY ARE ASSIGNED.**

Students who come to the clinical areas past 7:00 AM will be counted absent and the time will be recorded **in 30 minute increments**. They will also receive two U's: for one of Accountability and one for Professionalism. (Refer to clinical evaluative tool).

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

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

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

- 1<sup>st</sup> Offense:** a) student will receive two U's: for one of Accountability and one for Professionalism (Refer to clinical evaluative tool).  
b) student will be counseled with the instructor and the program coordinator and placed on probation.

**2<sup>nd</sup> Offense:** a) Automatic Termination



## **PROOF OF ENROLLMENT LETTER/DHHR/CONNECT**

In the event that a student needs a proof of enrollment letter for insurance coverage, DHHR, Connect etc., please send a request via Canvas/Schoology to PN Secretary with your request or leave her a green slip in her box. This will be taken care of as quickly as possible and placed in your mailbox

Usually by the end of the day.

***\*\*Mailboxes for each instructor are located in the classroom & each instructor has a hanging box on their office door.***

## **CONFIDENTIALITY POLICY**

Your role and duties as a practical nursing student will require you to be entrusted with and have access to the personal information within your patient's records and other protected health information (PHI). Information from any source related to a patient whether it be oral communication, paper records, audio recordings or electronic display (computer generated), is strictly confidential. Access to such information is permitted only on a need-to-know basis. You are only to access the information of that particular patient you have been assigned to care for at that time. It is the policy of the Ben Franklin Career Center Practical Nursing Program that all students shall respect and preserve the privacy and confidentiality of all patient information, regardless of the agency to which the student is assigned.

### **Examples of violation of this policy or breach of confidentiality are as follows:**

- Discussing PHI outside the scope of practice such as:
  - hospital elevators, cafeteria, smoking areas, bathrooms etc.
  - any place outside of the direct patient care area;
  - school classroom, cafeteria, smoking area etc.
  - public areas
  - home
- Assessing information that is not within the scope of your patient assignment;
- Misusing, disclosing without proper authorization or altering patient or personal information
- Disclosing to another person your sign-in code and/or password for accessing electronic or computerized records.
- Leaving a secured record unattended while signed on;
- Attempting to access secured information without proper authorization.

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

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

## **The Health Insurance Portability and Accountability Act**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) required the Secretary of the U.S. Department of Health and Human Services (HHS) to develop regulations protecting the privacy and security of certain health information.<sup>1</sup> To fulfill this requirement, HHS published what are commonly known as the HIPA [Privacy Rule](#) and the HIPAA [Security Rule](#).

- *The Privacy Rule, or Standards for Privacy of Individually Identifiable Health Information*, establishes national standards for the protection of certain health information
  - *The Security Standards for the Protection of Electronic Protected Health Information* (the Security Rule) establish a national set of security standards for protecting certain health information that is held or transferred in electronic form. The Security Rule operationalizes the protections contained in the Privacy Rule by addressing the technical and non-technical safeguards that organizations called “covered entities” must put in place to secure individuals’ “electronic protected health information” (e-PHI). Within HHS, the Office for Civil Rights (OCR) has responsibility for enforcing.
- \*\*\* Retrieved from: <https://www.hhs.gov/hipaa/for-professionals/security/laws-regulations/index.html>: 8/4/2020, 7/23/2021

## **STUDENT BEHAVIOR POLICY**

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

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

**The following are general guidelines for all students:**

- **BE HONEST:** Honesty is the cornerstone of integrity. Any form of dishonesty is considered a serious violation and may lead to termination of the student.
- **BE COURTEOUS:** Instructors will address each student using their last name such as Mr. Smith. Students will address each instructor using their last name and the appropriate surname, as in Mrs. Collins. Each classmate will be addressed using their

first name which is appropriate. All students will treat each other and faculty with respect. Students will not use foul, distasteful or slang language or belittle, bully or harass another student even in a joking manner.

- **BE PUNCTUAL:** Learning is disrupted every time someone leaves or re-enters the classroom. This is distraction to both the students as well as the instructors.
- **ACCOUNTABILITY AND RESPONSIBILITY:** You are responsible for your learning and will be provided with all the materials and information necessary to prepare you to be the most competent and well equipped nurse that you can become. It is up to you to take advantage of each and every learning opportunity available to you at school, thorough your Elsevier resources and in the clinical area. If you are struggling it is up to you to let one of the instructors know.
- **BE PREPARED:** Students are provided with a course syllabus for each class taught. It is the student's responsibility to read these and to pre-read the chapter being taught for that particular lecture day prior to class.
- **DRESS AND PROFESSIONALISM:** Students are required to follow all program guidelines and rules related to dress for class as well as clinical (See Dress Code Policy). Remember that you not only represent yourself but the instructors, our nursing program and our school in your appearance, conversation and behavior.
- **ILLNESS:** students are expected to follow the rules and guidelines for the absenteeism policy as outlined in this handbook.
- **LOCKERS:** Students are assigned a locker at the beginning of the year. Lock pads are provided on each individual locker and the combination will be provided. The school is not responsible for any item that may be stolen or lost.
- **FOOD AND DRINKS:** Students are not allowed to consume food or drink in the library. Drinks may be taken into the classroom in closed containers. During lunch and break times, you may eat and drink in the classroom area and student kitchen. Students are expected to clean up after themselves.
  - The refrigerator is to be cleaned out every Friday. Anything left in there will be disposed of unless it is a condiment such as mayo, ketchup, mustard etc. Students will store food only in covered or sealed containers.
  - The coffee pot is to be kept clean.
  - Any food heated in the microwave is to be covered prior to heating it. If these items are found to be left dirty and cluttered they will be unavailable for student use.
- **SMOKING:** Smoking is not permitted on property. (Refer to the No-Smoking Policy).

Smoking is frowned upon when in clinical attire. Please refer to the guidelines outlined in the Dress Code Policy).

- **CELL PHONES:** Cell phones are not allowed in the classroom. Refer to the Classroom Rules section.
- **STUDENT LOUNGE:** students have been given a lounge area within the student library for student use, students are responsible for keeping this area clean, i.e.: disposing of trash properly, keeping tables clean and clutter free etc.

## **DRUG TESTING/SUBSTANCE ABUSE POLICY**

It is a violation of the policy of Kanawha County Schools and of the Ben Franklin Career Center for any person to use, distribute, possess or be under the influence of any alcoholic beverage, controlled substance, or any substance represented as a controlled substance. **An adult student in violation of this policy is subject to immediate suspension and/or termination from this school.**

Any student in violation of the above policy who is receiving any type of financial assistance (Title IV funds, WIA, Veteran's etc.) will be in jeopardy of losing eligibility to receive those funds. All applicable state and federal regulations governing any financial aid program will be strictly followed.

**(\*\*Refer to KCS Policy and Ben Franklin Career Center Handbook)**

Random drug screens will be conducted throughout the year at the discretion of the program coordinator. These screenings will be done by an approved agency of choice and will be conducted using the official chain of command as well as being an observed screening to insure that the process is done correctly and to eliminate the possibility of error. The cost of the drug screens is covered by fees which are included in the total program cost for each student.

In the event a student reports to class or clinical and is suspected of being impaired they will be asked to leave and have a drug screen done immediately. ***Refusal to do this will result in an admission of guilt and the student will be terminated at that point.*** They will be allowed to return pending the result of that test. **The student must submit documentation of proof of testing upon returning to school.** If the test is positive for any illegal substance or narcotic that the student does not have a current prescription for, they will be terminated immediately. The cost of this drug screen will be the responsibility of the student.

**\*\*NOTE; ANY TYPE OF CBD OIL, VAPE OR GUMMY THAT HAS THC IN IT IS NOT LEGAL IN THIS STATE AND HAS THE POTENTIAL TO CREATE A POSITIVE DRUG SCREEN THAT WILL RESULT IN THE IMMEDIATE TERMINATION OF THAT STUDENT.**

## **Class Guidelines and Rules (2023-2024)**

Class will begin at 8:00 A.M. with roll call. Students arriving to class after the official starting time are considered tardy AND will be admitted to class only after reporting to the PN Secretary, Coordinator, or another Instructor available and obtaining a pass allowing them to be admitted at that time. Students will be docked time accordingly in 30 minute increments.

1. Refer to your student handbook for the absenteeism policy. It is your responsibility to maintain a record of your time. If you are absent, please record the date and reason in case there is a discrepancy. The PN coordinator is the person in charge of maintaining official time. If you have any questions regarding time, please see the PN Coordinator. For those of you receiving financial aid, an excess of hours missed in one semester will place you on probation and may delay you getting any money. There are a specific number of hours you have to attend to be eligible for the next disbursement.
2. For DHHR verification forms, place these forms in the folder located on the coordinators' office door and they will be returned to your mailbox before the end of the day.
3. If you are caught sleeping in class, unless you are snoring or otherwise disrupting the class, the instructor may leave you alone. It will be your responsibility to get any information that you may have missed.
4. Please do not get up and leave the classroom unless it is an emergency. You are expected to use your break times for the bathroom. Students are required to sign out when leaving the room and then sign in again upon return. If you fail to do this, then you can be docked for the time not recorded. We encourage you to be considerate of the disruption this may cause. If you leave class in the middle of an exam or a quiz, you will not be allowed back into the room until testing is completed.
5. Food is not permitted in the classrooms during class. This includes cookies, crackers, chips, candy with the exception of hard candy or gum etc. Drinks are allowed in class except during a test. Please put them in a closed container to avoid spills.
6. Cell phones **ARE NOT ALLOWED IN THE CLASSROOM** per program policies. They are to be left in your lockers while in class except during your breaks and lunch. Please either turn them off or put them on vibrate/silent. Please provide your family with the number to the **nursing office (304-766-0369 ext. 114)** or the **coordinator's office (304-766-0369 ext. 121)** in case of an emergency and someone will get you to the phone if necessary or deliver the message to you promptly. If there is a pending situation such as a family member in surgery etc., the student may approach the class instructor at that time and request that she or he leave their phone on vibrate and with the instructor. In the event a call comes through the student will be given the phone and may step outside of the room to take the call.

7. Cell Phones ARE NOT ALLOWED IN THE CLINICAL area at any time. They are to be left either in your car or in your clinical bag. You are allowed to have them during your break. Remember that there is not always a place where your bags can be locked up, therefore neither BFCC Instructors nor the hospital are responsible if your phone is lost or stolen.
8. **Personal Loaner Computers:** It is your responsibility to bring your school issued PC with you to class EACH DAY regardless of whether you have a hard copy of the textbook or not. Students not having them will be dismissed from class and asked to get it before being allowed to return. These are an essential part of your daily classroom activities and are required. Computers are to be fully charged and ready for use. You will not be allowed to plug them up in the classroom at any time. This is a violation of the fire safety code and will be enforced. There is a charging cabinet located in the Computer Lab/Library Room. Students are welcome to use this at any time. Students will not be allowed to share with one-another. If your computer is lost, stolen, or damaged it will be your responsibility to replace it. “SURFING” the web during classroom instruction time is prohibited. If you are caught doing so you will be asked to leave the room and dismissed from that lecture.
9. Exams will come from your textbooks, focusing on the objectives, lecture, handouts and workbooks. It is your responsibility to read the syllabus given for each subject. There may be assignments contained in certain chapters. Preparation for class involves pre-reading the assigned chapter prior to lecture and at least starting on the corresponding workbook chapter.
10. Homework assignments may be given at the discretion of the instructor. It will be due no later than 8:00 A.M. on the designated day. Late assignments will be accepted only the next day with the loss of 10% off the assignment grade. If you are absent on the day homework is due, then it will be due when you first come back. (If you are absent for any of the first part of the day the homework will be due prior to you reporting for class.) It must be HANDED to the appropriate instructor personally. There are bins located in the foyer area as you exit the elevators which contain a drawer labeled for each instructor. Please make sure that you place the homework in the appropriate drawer. This is your responsibility not ours and homework may not be accepted if placed in the wrong one.
11. Quizzes may be given at any time an instructor chooses. If you are absent for a scheduled quiz, meaning it is on the actual calendar or you have been told the day before that you would be given one, you will be allowed one opportunity to make this up when you first return to class. “POP” quizzes will not be made up. It is your responsibility to let the instructor know that you need to make up an exam or scheduled quiz. Your grade will be penalized with 10% of the total points available. Class participation activities which are assigned may or may not be made up at the discretion of the instructor.
12. Please know the make-up policy for missed tests. If you miss an exam, you are required to take the make-up the first period that you return to school. You have one opportunity to

take a test. If you fail to do so it will result in you're getting a zero for that particular exam. It is your responsibility to come to the nursing office prior to going to class and let the instructor know that you need to make up an exam. We will not remind you. The instructor may choose not to let you take the exam at that time if there is something important in lecture that you do not need to miss or if a special event has been scheduled at that time. (You still need to report to the office first for any specific directions). The student will take the exam once he/she has been released by the instructor.

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

If you miss a test and the next day you return is a clinical day, you are expected to report to the school **WITHIN 45 MINUTES** after clinical to take the make-up exam or quiz.

13. When an exam is to be given, you are expected to be in the classroom and seated by 8:00A.M. ready to test. You are to have two #2 pencils and a calculator if needed. There are to be no books, papers, backpacks or purses brought into the room unless otherwise instructed. Most tests and quizzes will be given using our Canvas/Schoology platform which is our learning management platform.
14. Instructors have five theory days in which to grade and return your tests per Kanawha County School policy. We will strive to return these as promptly as possible.  
**\*\*\*\*Exams will not typically be returned the same day as they are given.**
15. If you have a question or concern over a particular question, you may voice this concern at the time the test is reviewed by the instructor. Questions will not be argued. If you are not satisfied with the discussion and end results, please send a message to that particular instructor via Canvas/Schoology stating the question number, the page number or numbers that reference that question. The instructor will respond to you as promptly as possible.
16. **You are expected to keep track of your own grades in order to know how well you are progressing.** If there is a concern or discrepancy with your grade at any given time notify the instructor using your Canvas/Schoology messaging platform. Canvas/Schoology gives students immediate access to their grades at all times.
17. You are required to maintain at least an 80% in order to pass a subject. The lowest grade in one of the core subjects, (Foundations, Med. Surg. or Pharmacology) may or may not be dropped upon completion of that subject when certain extenuating circumstances occur which may be detrimental to the entire class. The final decision will rest with the program coordinator in such an instance.
17. All of the preceding rules are based on policies found in either your Ben Franklin Student Handbook, the Kanawha County Student Handbook or mandated by the West Virginia LPN Board of Examiners. You can also refer to their websites for this information. It is

your responsibility to read and be familiar with all policies. Remember,

**“Ignorance of the law is no excuse”!!!!**

## **ACADEMIC DISHONESTY**

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

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

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

## **GRADING POLICY (CLASS)**

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

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

### **GRADING SCALE:**

94-100    A  
80-86.9    C

87-93.9    B  
0-79.9    F

*\*Rounding will only occur for course final grade(s) if student is within 0.1% - 0.5% of the*



*required 80% passing grade. (i.e. 79.5%-79.9% will round to 80% for final course grade(s) only.)*

**GPA:** The GPA is calculated at the end of each term by taking the actual letter grade, (ex. 87.3 would be a “B”) for each course and adding those together then dividing that number by the actual number of individual course grades. *(EX: A=4, B=3, C=2 Add 4+3+2= 9 divided by 3 (grades) =3.0 GPA).* Therefore, at the end of the year, each number grade is assigned a letter grade and it is calculated in this manner giving you an overall GPA for the year. This GPA formula is also used when determining the eligibility for the National Technical Honor Society, on paperwork for certain scholarship verifications, VA verifications and Workforce WV.

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

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

Student grades are private and confidential and will only be released only to the individual student in person. Grades will not be released over the phone or by e-mail, to anyone other than the student such as a parent, spouse or significant other.

All test materials, including answer sheets, are the property of Ben Franklin Career Center Practical Nursing Program. Students may request a meeting with an instructor for review of a test question, tutoring, etc., by sending a message to them using Canvas/Schoology messaging.

## **HONORS GRADING POLICY**

**To determine the final percentage grade which is used to select the Honor recipients as well as the Valedictorian and Salutatorian, the following formula is used:**

All final percentage grades for each subject are added together and then that total is divided by the number of actual grades given. **EX: Anatomy 87.2+ Pharm 89.1+ Med Surg. 92.4=89.56.** This method gives us a more precise grade than the GPA.

Students are awarded Honor Graduate Certificates who maintain certain overall averages for the year. These are awarded as follows:

- **Highest Honors** 3.6-4.0
- **High Honors** 3.3-3.5
- **Honors** 3.0-3.2

Students are also eligible of the National Technical Honor Society. Faculty will evaluate all students based on a set rubric/ criteria. Members should be honest, responsible, professional, should have made a commitment to excellence. They will have had no disciplinary action

against them throughout the entire year. They will have to maintain a 3.0 average and 90% attendance.

## **GRADING POLICY (CLINICAL)**

Clinical performance will be evaluated on a daily basis by your assigned instructor. Clinical grades will be provided twice during each semester; at mid-term and at the end of the clinical semester. Grades will be recorded as Satisfactory (passing) or Unsatisfactory (failing). Students receiving a failing grade during the clinical component of any semester will not be permitted to continue in the program. A failing grade can be the result of an incident that puts a patient at risk for major injury or causes actual injury as a result of negligence.

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

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

### **Clinical rotations are as follows:**

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

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

### **The grading scale is as follows:**

**NI: Needs Improvement**

**U: Unsatisfactory**

**P: Pass**

**W: Warning**

**S: Satisfactory**

**F: Fail**

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

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

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

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

## **EXAM POLICY**

Testing is the major evaluation tool used to measure the student's knowledge and progress in this program. Students are expected to prepare thoroughly for all exams and scheduled quizzes. Exams are listed on the monthly schedule as a courtesy to the student.

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

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

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

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

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

## **EXAM PROTOCOL**

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

When an exam is to be given, you are expected to be in the classroom and seated by 8:00A.M. and ready to begin testing. Complete silence is enforced from the time the instructor enters the room and/or the test answer sheets are distributed and the last test/answer sheet is collected or the last person has completed the exam.

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

There will be no backpacks, books, drinks or food allowed in class while testing is in progress. Computers are normally used for testing unless otherwise requested by the instructor. **It is the student's responsibility to make sure that their computer is fully charged and ready for use at the beginning of the class.** Students will not be allowed to plug the computer in while class is in session. This is a safety issue and a fire marshal guideline that must be adhered to.

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

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

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

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

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

### **At-Home Computer Exam Policy**

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

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

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

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

## **Make-Up Exam Policy**

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

Any student missing an exam or quiz will automatically lose 10% of the grade except for absences excused due to extenuating circumstances and deemed so at the discretion of the program coordinator.

Students have one opportunity to take a make-up test. If you fail to do so it will result in you're getting a zero for that particular exam. It is your responsibility to come to the nursing office prior to going to class and let the instructor know that you need to make up an exam. ***We will not remind you.*** If the student returns later the same day or at the beginning of any day an exam is given they are to report immediately to the nursing office (301) and request to take the exam.

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

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

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

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

If any exams or quizzes were given during this time, the student will be allowed to take these prior to returning to class without penalty. Once you have obtained your pink slip you will report directly to class and sign in on the attendance roster.

Students have one opportunity to take a make-up test. If you fail to do so this will result in you're getting a zero for that particular exam. It is your responsibility to come to the nursing office prior to going to class and let the instructor know that you need to make up an exam.

**\*\*\*We will not remind you!!!**

## **POP QUIZZES**

Pop quizzes **MAY BE GIVEN AT THE INSTRUCTORS' DISCRETION** and cannot be made up. Students will automatically receive a zero for that quiz. In the event that the absence is an excused one the student will be allowed to take the quiz when they first return to class. The student will have only one chance to make this up and it is their responsibility to approach the instructor who gave the quiz.

## **HOMEWORK/ASSIGNMENTS/PROJECTS/PARTICIPATION**

Written assignments and projects are to be submitted prior to the beginning of the first class period (**by 8:00 AM**) on the designated due date. Homework is to be placed in the specified instructor's box. Please place your assignments in a folder with your name on the upper right hand corner of the folder as well as on the assignment itself.

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

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

If you forgot your homework assignment and go home to get it at lunch it must be turned in to the appropriate instructor prior to reporting to the afternoon classes and 10% will be deducted from the assignment grade.

If you forget your homework assignment and turn it in the next day 10% will be deducted from the assignment grade. It must be submitted no later than 8:00 AM the next morning and must be hand delivered to the instructor who assigned it or another one if he or she is not available. **It will not be accepted after that point.**

Written assignments, projects and research must be submitted in **blue or black ink except pencil for Math.** All handwritten work must be legible with correct spelling and grammar. Work that does not meet any of the criteria listed previously will not be accepted and the student will receive a zero for that work.

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

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

The student should contact the instructor if a question arises, however this **does not negate** the student's responsibility for submitting assignments, etc. on the date and at the time **specified**. Students are required to follow the specific directions given to them by an individual instructor for each assignment.

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

## **CONFERENCE REQUEST**

Instructors will conference with students concerning their questions regarding academic and clinical performance by appointment only. Conference times are usually scheduled either before or after school but may be scheduled during lunchtime if that person is available.

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

Students may request a conference by sending the appropriate instructor or program coordinator a message using the Canvas/Schoology messaging platform and stating the reason for your request. They will respond to the message as promptly as possible.

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

## **STUDENT MESSAGES**

Messages are intended solely for the student they are addressed to and will be placed in your personal mailbox. An instructor may write a brief non-personal message to one or more students on the white board in the classroom.

***(EX: This is where a message stating the delay of the class starting time will be written.)***

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

**mailbox daily prior to leaving.**

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

It is the student's responsibility to provide their families with the school's phone numbers. The numbers are as follows:

**PN Secretary 304-766-0369 ext. 114**

**PN Instructor Office - 304-766-0369 ext. 112**

**PN Coordinator's 304-766-0369 ext. 121**

The Nursing Department nor Ben Franklin Career Center is responsible for missed messages. At no time will anyone discuss whether a student is in class or not. We can only offer to take a message.

***\*\*\* Students are not to disclose to anyone the place they are assigned for clinical. This is per HIPPA guidelines.***

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

## **LUNCH**

Students will be given 30-60 minutes for lunch, there are several places nearby for your convenience. You may purchase a lunch from the school cafeteria at the cost of \$4.25.

A refrigerator and microwave are available for use as well. **Any snacks or food stored in lockers will need to be kept in an airtight closed plastic container.**

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

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

## **ELECTRONIC DEVICES PROTOCOL**

**Cell phones, smart watches, etc. are not allowed in the class/clinical setting per Kanawha County Policy and the health care facilities that we utilize.** Students who are caught with their cell phone in class will be asked to leave the classroom in order to place their phone



in their locker on the first offense.

The following disciplinary action will be taken:

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

\*\*\* **Policy changes and notifications will be provided in an e-mail from the Coordinator:**

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

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

A full-time counselor, Mrs. Diana Wood, is available in the Adult office to counsel adult students about personal matters.

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

## **WITHDRAWAL/TERMINATION**

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

Students who leave the program without notification or who are terminated for reasons related to dishonesty, positive drug screen or unacceptable behavior may not be eligible for readmission into the program at any time. Readmission for these offenses will be at the discretion and agreement of the Program Coordinator and ACE Principal.

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

## **PROBATION**

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

Students admitted on a probationary status:

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

## **DISMISSAL /SUSPENSION POLICY**

Suspension or termination can be immediate depending on the severity of the infraction. The student is prohibited from coming on property owned or leased by Kanawha County Schools and or from attending or participating in any event sponsored or sanctioned by Kanawha County Schools.

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

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

- Breach of confidentiality.
- Felony/misdemeanor conduct.
- Falsification of information provided to the school.
- Excessive absenteeism or tardiness.
- Failure to complete admission requirements.
- Failure due to Failing class or clinical grades.
- Adherence to program policies and/or meet goals.
- Indebtedness to the school.
- Failure to satisfactorily complete academic and clinical requirements.
- Failure to report conditions which can jeopardize health, such as pregnancy etc.
- Failure to obtain physicians releases when requested.
- Failure to submit all requested materials or records.

- Failure to submit to a drug screen (including a random screen) when requested.
- Failing a drug screen.
- Harassment, (verbal, written, contact, sexual) in school or in any school related context.
- Bullying
- Breaches of safe practice or safety principles.
- Intemperance, substance abuse
- Hazing
- Vandalism
- Inappropriate classroom or clinical dress as outlined in KCS policies.
- Possession of firearm or deadly weapon (whether real or look- alike) on school or clinical property.
- Smoking, and the use of other tobacco products on school property.
- Discriminatory behavior
- Inability to transfer theory principles to clinical practice.
- Dishonesty:
  - sharing answers to exams or quizzes or the appearance of such.
  - copying the work of other students
  - giving information about test, etc.
  - falsification of information and records
  - plagiarism
- Unethical and/or immoral conduct.
- Slander, Libel, Profanity, Internet misuse
- Failure to notify the instructor of clinical tardiness or absence (more than once during the year).
- Failure to work cooperatively and collaboratively with classmates, faculty, staff or other health care providers.
- Disruptive classroom and/or clinical conduct.
- Insubordination, refusal to follow the reasonable request of an instructor.
- Failure to demonstrate appropriate judgment and self-control.
- Assault and/or battery.
- Behavior disparaging or detrimental to the image of the practical nursing program.

## **APPEAL PROCESS**

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

discuss the complaint/concern with the person or parties in a private, one-on-one situation.

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

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

The student may appeal a Level II decision by submitting his/her complaints in writing to the principal. The student must appeal a Level II decision within five school days. The principal or other designated person will then evaluate and investigate the complaints before rendering a decision. This decision must be rendered by the end of five school days.

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

**(\*\*\*The time period may be extended by mutual agreement. \*\*\*)**

## **LOCKERS**

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

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

Any items remaining in a locker longer than one week after graduation, withdrawal, or dismissal will be disposed of without notification. **The school is not responsible for returning any items remaining in lockers or for any loss or theft.**

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

## **SMOKING**

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

Ben Franklin Career Center (BFCC) follows the policy established by the Kanawha County Board of Education regarding the use of all types of tobacco products.

Policy is located at <https://kcs.kana.k12.wv.us/Document/109>.

Summarized parts of the policy that impact adult students are as follows:

1. Adult students are prohibited from distributing or using any type of tobacco and/or nicotine product, including but not limited to smokeless tobacco and e-cigarettes, while on school property.
2. Adult students carrying tobacco/nicotine products will be required to keep them out of sight while on school property.
3. Adult students may leave school property during breaks and lunch period in order to use these products, but must be back in their classroom at the end of the break or lunch period. Lateness because of taking a smoking break is not acceptable and will be considered as unexcused.
4. Adult students cannot, under any circumstances, give tobacco/nicotine products to secondary students, encourage them to use these products, or use such items in the company of secondary students. Adult students may use tobacco products only with other adults or by themselves. Students must cross the street to be off of school property. The sidewalk is considered part of the property of Kanawha County Schools. Violators of this policy will be referred to the principal and could be suspended. Repetitive violations may be cause for dismissal from a program.

### **DRESS CODE POLICY (CLASSROOM)**

Students are required to adhere to the dress code policies set forth by Kanawha County Schools and the practical nursing program. Students who do not adhere to the policies will be sent home.

**\*\* (See Ben Franklin Student Handbook)**

Students will report to class wearing their school uniform which consists of the gray Ben Franklin t-shirt, navy blue scrub pants and white jacket with photo ID Badge. Any type of shoe may be worn to class per KCS policy except when in the lab area. You may wear a long sleeve shirt (solid color) under your t-shirt or a sweater/sweatshirt (appropriate) when you are cold for lab and class.

***As per KCS policy please adhere to the guidelines found in your Ben Franklin Student Handbook.***

Make up should be tasteful, conservative- no heavy foundation, blush, eye shadow, etc. Teeth should be clean and in good repair. Hair should be clean and neatly arranged.

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

Facial hair, beards, mustaches, clean, closely trimmed daily. *(This is in accordance with the hospitals and the use of protective masks that need to fit properly. Facial hair can prevent this and endanger a student or patient).*

NO ear spacers, tongue rings, eyebrow/ facial piercings or any other piercings visible to the eye allowed per the Kanawha County polices. In the clinical setting, only one pair of small post-type earrings are allowed to be worn. No chain or spiked jewelry.

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

Students may wear **plain solid colored** warm-up jackets with their name tag or ID badge when it is cold instead of the thin white lab jackets.

### **LAB DRESS CODE**

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

Students should keep an appropriate pair of lab shoes in your locker unless you plan to wear them to class each day. ***\*\* (We sometimes have to adjust our schedule for different reasons and may decide to do a lab instead of lecture.)***

Students will be required to wear the Ben Franklin gray t-shirt with their blue scrub pants. Please make sure all uniform pieces fit properly. You will be fitted for these during orientation.

### **DRESS CODE POLICY FOR COMMUNITY ACTIVITIES**

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

### **DRESS CODE FOR CLINICAL ROTATIONS**

Students will report to class wearing the official school uniform, clean, neat, pressed and well-fitting with appropriate undergarments.

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

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

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

Shoes are to be white and can be leather or any non-porous material (no canvas) and kept clean and polished. Heel no higher than one inch. Clinical shoes are to be worn during clinical practice only.

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

**Socks or stockings must be worn – socks should match and neutral colors preferred.**

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

Tattoos must be covered as per hospital policy as well as ours. Tattoos that are visible must be covered. (Skin-tone bandage tape works well to cover.)

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

**\*\*\**(No purple or blue for example)***

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

Jewelry that can be worn consists of wedding band or only. Any engagement ring or wedding band with a raised set such as a diamond is an infection control issue as well as a safety issue. One pair of small post type earrings (no hoop/dangling earrings) in white, blue, gold or silver tone can be worn. **\*\*\* No necklaces or bracelets may be worn. Ear gauges, tongue, nose, eyebrow, and lip piercings may have clear, white, or a skin-tone stud/stabilizer in place.**

Nails are to be no longer than one-fourth inch, clean, manicured. No artificial nails, French nails, or nail extension can be worn. Only clear nail polish is allowed.

Make up is to be tasteful as stated per classroom policy. No perfume, cologne, heavily scented aftershave, hand lotion or hair spray. These can be very irritating to those who are ill. Free from unpleasant mouth or body odors.

No heavy scent of smoke on uniform or breath. You should not smoke while in uniform in route to the clinical site. If you can't refrain from a cigarette while driving, please do not put your lab jacket on until you arrive. This will prevent the smoke odor as well as prevent it getting wrinkled. **If there is a heavy smoke odor on your clothing, you may be asked to leave. These odors are sometimes very irritating to those that are sick.**

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

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

Gum cannot be chewed while in uniform.

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

Clinical watch with sweep second hand must be worn, watch band cannot be made of cloth due to infection control.

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

## **CLINICAL SUPPLIES**

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

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

## **OUTSIDE EMPLOYMENT**

Be mindful of the rigorous requirements of the program. Class or clinical schedules will not be altered to accommodate work schedules or to lessen program requirements for any student.

## **NAME, ADDRESS OR PHONE NUMBER CHANGE**

Report any change in name, address, phone numbers or emergency numbers in writing to the program secretary or the coordinator.

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

## **OFFICE TELEPHONE**

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



## **LIABILITY INSURANCE**

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

## **TRANSPORTATION**

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

## **PARKING PASSES**

Each student will receive a parking pass which denotes that he or she is a student at Ben Franklin Career Center. This pass must be displayed in the back window/glass for easy visibility. Any vehicle not displaying this pass may be subject to towing.

If you lose your pass, a replacement can be purchased in the main office.

**\*\*\*There is a \$10.00 fee for any parking pass that has to be replaced. \*\*\***

## **BUILDING APPEARANCE/CLEANLINESS**

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

Desks and lockers are to be cleaned daily. No trash, papers, books, notebooks, pencils/pens, personal clothing etc. are to be left on the desk or in the room at the end of the day.

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

***\*\*\*Please do not put stickers, pictures or anything else on the outside of your locker. This is for your protection and confidentiality as well as preventing the defacing of school property.***

## **SAFETY/CRIMINAL ACTIVITY**

Ben Franklin staff will cooperate with local law enforcement agencies in regard to criminal activity.

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

- Possession of controlled substances, substances represented to be controlled substance or paraphernalia that has obviously been used with controlled substances.
- Possession of firearms, weapons, ammunition or explosive devices;
- Bomb threats/false alarms;
- Serious physical assaults, including student/teacher assaults;
- Sexual abuse or assaults.

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

Any contraband discovered as a result of a search may be confiscated.  
***(\*\*\*See Ben Franklin Career Center Student handbook)***

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

## **LIBRARY / COMPUTER LAB**

A student library is available to students and is located within the classroom in room 103.

The library is equipped with internet accessible computers and printers.  
***\*\*\*Students are not allowed to download anything onto any computer.***

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

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

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

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

## **SOCIAL MEDIA POLICY**

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

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

grounds for immediate dismissal.

**(\*\*\*Please refer to KANAWHA COUNTY SCHOOLS COMPUTER AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY**

## **COMPUTERS**

I understand that upon graduation, withdrawal, or termination from the program, the personal computer must be returned to the Practical Nursing Department in usable condition. The computer will be considered my property if damaged or lost/not returned, and I further understand that I will be responsible for/billed for replacement costs (\$902.77/computer).

**\*\*\*You are expected to read, know and adhere to the following guidelines.\*\*\***

### **Class Room / Clinical Computer**

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

Student will sign school computer contract.

Student is responsible for keeping computer charged. No computers are allowed to be in use and charging during class. This is in accordance with the Fire Marshal regulations.

Student should only access the Internet during class time at the direction of practical nursing instructor.

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

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

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

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

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

**1<sup>st</sup> offense** - Verbal Warning

**2<sup>nd</sup> offense**- Written Warning

**3<sup>rd</sup> offense** - Principal/ Program Coordinator Conference

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

## ILLNESS / INJURY

The school is not responsible for any illness or injury occurring as a result of school or clinical assignments. Accidents or injuries occurring on school or Kanawha County School property must be reported to the instructor or principal and recorded on an accident form which can be obtained in the main office.

Each student is responsible for his/her own medical care if illness occurs during the school year. It is recommended that each student carry medical/hospital insurance. Students are required to submit a copy of their health insurance coverage or sign a waiver if they do not have any.

Students absent more than two days are required to provide a slip from their physician stating that they're able to return to class and/or meet the clinical requirements of the program.

Students who become ill or injured while at school, will be released to seek appropriate medical attention and will be counted absent. An ambulance will be called if necessary for the situation. **IT IS THE STUDENT'S and/or THE INSTRUCTOR'S RESPONSIBILITY, TO DECIDE IF THEY ARE TOO ILL TO MEET CLASS/OR CLINICAL EXPECTATIONS.**

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

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

## PREGNANCY POLICY

Students are advised that the nature and exposure to a variety of illnesses in the clinical experiences included in the practical nursing program could pose a potential threat to the pregnancy and/or a fetus. Students who become pregnant prior to or during the school year may wish to withdraw from the program and return the following year in accordance with readmission policies.

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

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

- This release shall be signed by the student and the coordinator and dated with the release form the physician attached and shall be kept in the student's permanent file.

## **VISITORS**

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

## **OFFICE COPIER**

The nursing department's copier is not for student use. Instructors are not responsible for reproducing material presented during the student's absence, or for lost paperwork, etc. There are printers located in the library that students are allowed to print only those materials relevant to class. Do not print chapters or an extensive number of pages (this is copyright infringement).

## **WEST VIRGINIA STUDENT NURSES ASSOCIATION**

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

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



## CLINICAL WARNING/PROBATION

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Notice to Student:

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

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

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

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

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

### Notes:

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Erica Collins/Program Coordinator



***Practical Nursing Program  
COUNSELING/WARNING/PROBATION***

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**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notice to Student:**

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

**NOTE:**

The following applies in regards to the above concerns:

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

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

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

_____	<b>Date</b> _____
<b>Student Signature</b>	
_____	<b>Date</b> _____
<b>Instructor Signature</b>	
_____	<b>Date</b> _____
<b>Erica Collins/Program Coordinator</b>	

cc: \_\_\_ Clothier    \_\_\_ Financial Aid Secretary    \_\_\_ Counselor    \_\_\_ Principal    \_\_\_ Student File/Student



## Practical Nursing Program (LPN) *Attendance Probation Notification Form*

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Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Notice to Student:

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

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

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

### Student Signature

\_\_\_\_\_

### Instructor Signature

\_\_\_\_\_

### Program Coordinator Signature

\_\_\_\_\_

_____ Hours available to date
_____ Total hours missed to date
<b>Note:</b>

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

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**Practical Nursing Program**  
**ACADEMIC WARNING/PROBATION**

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**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notice to Student:**

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

- a) \_\_\_ are being given a warning at this time
- b) \_\_\_ are being placed on Academic Probation until such a time that your grades improve.
- c) \_\_\_ are being given an academic plan of improvement with the following stipulations:

This will be lifted at the end of the current semester. You must maintain an 80% in each subject area to pass the class as stated in your BFCC LPN Handbook and as required by the WV State Board of Nursing.

**Your grades at this time for the current semester are:**

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

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

**Causes for Deficiency:**

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

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

\_\_\_\_\_  
**Student**      Date \_\_\_\_\_

\_\_\_\_\_  
**Instructor**      Date \_\_\_\_\_

\_\_\_\_\_  
**Program Coordinator**      Date \_\_\_\_\_

cc: \_\_\_ Clothier    \_\_\_ Financial Aid Secretary    \_\_\_ Counselor    \_\_\_ Principal  
    \_\_\_ Student File/Student

**PRACTICAL NURSING PROGRAM  
STUDENT BEHAVIOR/WEAPONS POLICY  
2023-2024 Class**

**Weapons and/or Explosive Devices**

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

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

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

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

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

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

\_\_\_\_\_  
**Student’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Practical Nursing Program  
Student Computer Contract  
2023-2024 Class**

I \_\_\_\_\_, acknowledge I have received a personal laptop computer  
(Print Name)  
for educational use during my admission to the practical nursing program at Ben Franklin Career Center.

Serial Number: \_\_\_\_\_.

**Class Room /Clinical Computer**

Student will sign school computer contract.

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

Student will sign school computer contract.

Student is responsible for keeping computer charged.

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

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

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

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

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

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

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

1<sup>st</sup> offense - Verbal Warning

2<sup>nd</sup> offense- Written Warning

3<sup>rd</sup> offense - Principal Conference / Program Coordinator Conference

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

I have read and agree with the rules concerning personal computer use during classroom and clinical hours.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Instructor Signature

**BEN FRANKLIN CAREER CENTER  
Practical Nursing Program**

**2023-2024 Class**  
**Individual Student Loaner Computer Contract**

I, \_\_\_\_\_ (Print Name), acknowledge I have received a loaner personal computer for educational use for the Practical Nursing program at Ben Franklin Career Center. I will return the loaner computer to Ben Franklin Career Center, Practical Nursing department at the end of the program session.

Serial Number: \_\_\_\_\_KCS

Number: \_\_\_\_\_

**Classroom/Clinical Computer:**

Student will sign a school computer contract.

The following rules will apply for computer use during the classroom and clinical setting:

Student is responsible for bringing the computer to class daily and keeping computer charged.

Student will access the World Wide Web only on the direction of the Practical Nursing instructor.

Student will not download any computer program/App/movie/file to their personal computer unless instructed or permitted to do so by the Practical Nursing instructors.

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

Student is not to download/upload any pictures or music unrelated to class curriculum/assignments to their personal computer.

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

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

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

**1<sup>st</sup> offense – Verbal Warning**

**2<sup>nd</sup> offense – Written Warning**

**3<sup>rd</sup> offense – Principal Conference/Program Coordinator Conference**

**4<sup>th</sup> offense – Disciplinary actions will be taken as set by the principal/program coordinator and may include suspension and/or dismissal from the Practical Nursing program.**

I also understand that, upon graduation, withdrawal, or termination from the program, the personal computer must be returned to the Practical Nursing Department in usable condition. The computer will be considered my property if damaged or lost/not returned, and I further understand that I will be responsible for/billed for replacement costs (\$902.77/computer). I have read and agreed with the rules concerning the personal computer use during classroom and clinical hours.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

**Practical Nursing Program  
2023-2024 Class**

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

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

**School Name:** \_\_\_\_\_

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

**Student Name (Please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

**Teacher's Name:** (Please print): \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SCHOOL INTERNET WEB SITE STUDENT INFORMATION**

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

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

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

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

**Ben Franklin Career Center**

**Practical Nursing Program  
2023-2024 Class  
RELEASE OF INFORMATION**

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

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Ben Franklin Career Center  
Practical Nursing Program  
2023-2024 Class**

**AUTHORIZATION TO OBTAIN INFORMATION**

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

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**BEN FRANKLIN CAREER CENTER  
PRACTICAL NURSING PROGRAM  
CONFIDENTIALITY STATEMENT FOR STUDENTS  
2023-2024 Class**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**BEN FRANKLIN CAREER CENTER  
PRACTICAL NURSING PROGRAM  
2023-2024 Class  
DISCLAIMER FORM**

**DATE:** \_\_\_\_\_

**STUDENT'S ID #:** \_\_\_\_\_

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

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**



**Ben Franklin Career Center**  
**Practical Nursing Program**  
**STUDENT CONTRACT AND RELEASES**  
**2023-2024 Class**

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

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

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

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

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Coordinator/Faculty Signature**

\_\_\_\_\_  
**Date**

**BEN FRANKLIN CAREER CENTER  
PRACTICAL NURSING PROGRAM  
CONFIDENTIALITY STATEMENT FOR STUDENTS  
2022/2023 Class**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**BEN FRANKLIN CAREER CENTER/ADULT EDUCATION  
STUDENT LOCKER AGREEMENT  
2023-2024 Class**

**Student:** \_\_\_\_\_

**Locker #/Location:** \_\_\_\_\_

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

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

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**STUDENT GOVERNEMNT**

# **BY-LAWS FOR STUDENT GOVERNMENT**

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

## **BY-LAWS OF STUDENT GOVERNMENT**

### **ARTICLE-I**

#### **NAME**

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

#### **PURPOSE**

The purpose of the Ben Franklin Career Center Practical Nursing Program Student Council is to serve the needs of its members, by:

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

### **ARTICLE II**

#### **MEMBERSHIP**

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

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

### **ARTICLE III**

#### **OFFICERS**

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

## **DUTIES**

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

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

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

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

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

## **ELECTION OF OFFICERS**

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

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

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

## **TENURE**

**Section 4.** Officers shall serve a one (1) year term. Officers can be removed from office for misconduct,

failing to carry out the duties of office, breaches in ethics, failure to accurately present class concerns, or causing confusion and dissension. Removal will be by two-thirds majority vote of the student's body present on that day.

## **VACANCIES**

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

## **ARTICLE-IV**

### **MEETINGS**

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

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

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

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

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

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

## **ARTICLE V**

### **COMMITTEES**

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

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

## **ARTICLE VI**

### **DUES**

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

## **ARTICLE VII**

### **PARLIAMENTARY AUTHORITY**

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

## **ARTICLE VIII**

### **AMENDMENTS**

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

# COVID Protocol

## ***Masks***

Masks remain optional. We will still have disposable masks available to anyone wanting one in our schools and on buses. Students and staff may also bring masks from home, if preferred.

## ***Prevention, Detection & Monitoring***

Please continue to monitor symptoms daily and **do not come to work or school if you are experiencing symptoms of COVID-19**.

Information on testing and the vaccine is available at: [https://kcs.kana.k12.wv.us/covid-19/vaccinations\\_testing](https://kcs.kana.k12.wv.us/covid-19/vaccinations_testing). KCS school-based clinics and our testing partners can help support students and staff who wish to be tested. We specifically encourage athletes and those students participating in extra-curricular activities to be sure to take advantage of these opportunities.

Schools have received additional funds this school year specific to COVID-19 related supplies, including but not limited to: Clorox wipes, masks, hand sanitizer, air purifiers, and more. We will still talk as often as needed with the Kanawha-Charleston Health Department about special cases and any concerning trends in classrooms or schools.

## ***Positive Case Procedure***

If a student or staff member does test positive, regardless of masking or vaccination, they should stay home for at least five days and isolate from others. Day 0 is the first day of symptoms or positive test if asymptomatic. They may return on day 6 if symptoms are improving and they've been fever free for 24 hours without use of fever reducing medication. It is then recommended to mask for days 6-10. Household exposures do not need to stay out unless they are experiencing symptoms.

Policy retrieved from: <https://kcs.kana.k12.wv.us/cms/One.aspx?portalId=24999415&pageId=30741042>