WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING

SCHOOL CATALOG
2011 – 2012 School Year

Willoughby-Eastlake City School District
Tech Center
25 Public Square
Willoughby, Ohio 44094

www.weschools.org/nursing
Office hours: 7 AM – 3:30 PM
OUR MISSION is to…

DEVELOP EACH INDIVIDUAL TO BECOME A PRODUCTIVE CONTRIBUTING MEMBER OF THEIR COMMUNITY.

GOALS

TO DEVELOP RESPECT
TO DEVELOP RESPONSIBILITY
TO DEVELOP A POSITIVE WORK ETHIC
Dear Student:

We are very happy that you have decided to pursue a nursing career at the Willoughby-Eastlake School of Practical Nursing. We hope that the time spent with us will be an exciting and challenging learning experience.

Please take a few moments to read through this handbook, so that you are aware of procedures, policies, and responsibilities specific for nursing students. We would appreciate your signing and returning the last page of this handbook to your instructor.
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The Willoughby-Eastlake City School Board of Education has established policies and procedures that pertain to students, staff, and school operations. These policies and procedures are available for review on the district web site.

District Administration

Steven Thompson, Superintendent
Cliff Reinhardt, Treasurer
John Adams, Assistant Superintendent
Becky Quinn, Director of Curriculum Instruction and Assessment
Rolanda Schonauer, Director of Pupil Services

District Web Site: http://www.weschools.org

Nursing Faculty
Lori Klonowski, Director of Nursing
Cindy Adams, BSN, RN
Krista Angell, M. Ed., BSN, RN
Lisa Hayward, M. Ed., BSN, RN
Lori Koncsol, M. Ed., BSN, RN
Kim Nye, M. Ed., BSN, RN
Sharon Stockwell, MSN, RN
Lisa Vesel, RN
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<th>Event</th>
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<td>Monday, August 29, 2011</td>
<td>Teacher Orientation</td>
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<td>Tuesday, August 30, 2011</td>
<td>Classes Begin</td>
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<tr>
<td>Monday, September 5, 2011</td>
<td>Labor Day (No School)</td>
</tr>
<tr>
<td>Friday, October 14, 2011</td>
<td>NEOEA Day (No School)</td>
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<td>Thursday, Nov. 24- Monday, Nov. 28, 2011</td>
<td>Thanksgiving Break (No School)</td>
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<td>Tuesday, November 29, 2011</td>
<td>Classes Resume</td>
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<td>Wednesday, Dec. 21 – Tues., Jan. 3</td>
<td>Winter Break (No School)</td>
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<td>Wednesday, January 4, 2012</td>
<td>Classes Resume</td>
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<td>Thursday, January 19, 2012</td>
<td>Nursing Program Graduation</td>
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<td>Friday, January 20, 2012</td>
<td>End of First Semester</td>
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<td>No School</td>
</tr>
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<td>Spring Break (No School)</td>
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<td>Monday, April, 16, 2012</td>
<td>Classes Resume</td>
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<td>Monday, May 28, 2012</td>
<td>Memorial Day (No School)</td>
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<td>Thursday, June 7, 2012</td>
<td>Last Day for Students Nursing Program Graduation</td>
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WILLOUGHBY-EASTLAKE SCHOOL OF PRACTICAL NURSING
25 Public Square - Willoughby, Ohio  44094
440-602-5094
TUITION & EXPENSES
August 2011 – June 2012 Enrollment
January 2012 – January 2013 Enrollment

I TUITION - $9800.00
A. 1st Semester $4,900.00
   2nd Semester $4,900.00
B. Financial Aid/Cost Difference: Balance Due:


| TUITION | $4,900.00 |
| TEXTBOOKS | *$ 580.00 (Includes shipping) |

UNIFORMS & OTHER EXPENSES

<table>
<thead>
<tr>
<th>Uniforms: (1st Semester)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory Packet</td>
<td>$ 40.00</td>
</tr>
<tr>
<td>2 Uniforms for Clinical Area</td>
<td>$ 120.00</td>
</tr>
<tr>
<td>White Shoes</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Total Uniform &amp; Other Expenses</td>
<td>$ 235.00</td>
</tr>
</tbody>
</table>

TOTAL FIRST SEMESTER EXPENSES $5,715.00


| TUITION | $4,900.00 |
| GRADUATION/MISC. EXPENSE | |
| Background Check – (FBI & BCI) ** | $ 45.00 (Required for Licensure) |
| Photos | $ 20.00 |
| Licensing Fee (Ohio)** | 75.00 |
| Testing Registration Fee (NCLEX)** | 200.00 |
| White Graduation Uniform | 35.00 |
| Total Graduation/Misc. Expenses | $ 375.00 |

**Required for Ohio Licensure - Payment made directly to Ohio Board of Nursing & NCLEX

TOTAL SECOND SEMESTER EXPENSES: $5,275.00

TOTAL PROGRAM EXPENSES $10,990.00

***ALL FEES SUBJECT TO CHANGE***

PAYMENTS: Willoughby-Eastlake School of Practical Nursing
Students are responsible for their own transportation expenses.

If you have any questions, please call the school at 440-602-5094

Revised

May 2011
ADMISSION REQUIREMENTS

1. All candidates for admission to the Willoughby-Eastlake School of Practical Nursing are considered on individual merits, without discrimination on the basis of age, creed, national or ethnic origin, race, color, sex, marital status, handicap, political affiliations or beliefs.

2. Education
   a. Candidate must have a high school diploma or passing G.E.D. scores for Ohio

3. Pre-entrance Tests
   a. Passage of the NLN’s PAX-PN Exam with a minimum composite score of 50 percentile for students entering the program after September 1, 2010.

4. Personal Qualifications
   a. References from two persons, preferably from an employer, guidance counselor or teacher.
   b. Integrity, responsibility, honesty, emotional stability, and a commitment to the well being of others are personal qualities that, to a great extent, determine the ability of a student to succeed in nursing.
   c. Evidence of such characteristics is drawn from information provided in the application form, high school record, and from the personal interview.

5. Health Requirements
   a. A physician’s report of physical examination before entrance to school.
   b. Immunization as required by the program.
   c. Satisfactory results of skin test for tuberculosis. (All health forms must be on file before beginning hospital experience.)

American Disability ACT (ADA)

The Willoughby-Eastlake School of Practical Nursing supports the concepts embraced in the American Disability Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Enrollees must be able to successfully complete the academic and clinical objectives of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the enrollee.
ADMISSION REQUIREMENTS (Continued)

American Disability Act (ADA) (continued)

The following are the minimal physical and mental qualifications necessary to function as a practical nursing student within this vocational educational program.

- The ability to lift, move, or assist in moving clients of all age groups and weights up in the bed, into wheelchair, into bathroom and elsewhere within the healthcare organization.
- The ability to move around the client’s room and in work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe and assess client’s behavior, prepare and administer medications, and accurately read monitors.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breathe sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- Tactile ability sufficient for physical assessment, safe medication administration, and implementation of client care.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public.
- The ability to speak, write and comprehend the English language proficiently.
- The ability to communicate via computer in the classroom and at clinical sites.
- Critical thinking ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

The enrollee must be able to perform these essential functions with efficiency, accuracy, safely, and in a timely manner to successfully complete the program outcomes.

*Physical and mental expectations are provided as a sampling and in no way is meant to be limited to or an inclusive listing of expectations.*
<table>
<thead>
<tr>
<th>Performance</th>
<th>Standard</th>
<th>Examples of Necessary Activities (Not all inclusive)</th>
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<tr>
<td>Physical Strength</td>
<td>The ability to assist in lifting or moving clients of all age groups and weights</td>
<td>Lift up to 35% of recommended body weight, lifting up to 20# equipment and supplies, lift up to 50# position client, over 50# when transferring client</td>
</tr>
<tr>
<td>Mobility</td>
<td>The ability to move around the client’s room and in work areas</td>
<td>Stand and/or walk 6-8 hours a day; walk rapidly for a period from one area to another; bend or squat frequently; provide care for a client in an elevated hospital bed or stretcher; provide nursing care for client in a variety of positions requiring standing, stooping, bending, reaching and handling; perform one-man</td>
</tr>
<tr>
<td>Visual Acuity</td>
<td>The visual acuity sufficient to observe and assess client behavior, prepare and administer medications and read monitors</td>
<td>Observe client responses at a distance and close at hand; visually perceive three dimensional relationships and spatial relationships or objects; able to differentiate to color spectrum for color coding of charts and monitoring equipment.</td>
</tr>
<tr>
<td>Auditory Acuity</td>
<td>Auditory acuity sufficient to hear instructions, requests and monitoring alarms, breath sounds and bowel sounds</td>
<td>Hear sufficiently to detect subtle changes in client’s conditions; hear sufficiently to interpret various equipment signals</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
<td>Perform physical assessment techniques including: inspection auscultation, palpation and percussion. Safely implement nursing procedures/skills in a timely and efficient manner. Calibrate and use equipment. Position and turn clients including pinch, grip, pushing and/or pulling carts/wheelchairs. Assisting in movement of clients, medical files and moving equipment. Preparation and administration of medications.</td>
</tr>
<tr>
<td>Performance</td>
<td>Standard</td>
<td>Examples of Necessary Activities (Not all inclusive)</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>Perform palpation, auscultation, percussion and functions of physical examination.</td>
</tr>
<tr>
<td>Touch</td>
<td>Ability to handle and manipulate; offer client care.</td>
<td>Those related to therapeutic interventions to and when offering standard nursing care measures.</td>
</tr>
<tr>
<td>Communication</td>
<td>The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public; the ability to speak, write and comprehend English proficiently.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses. Give oral and written reports to other members of the health care team charting client data. Operate communication methods at the clinical site. Includes finger presses when keyboarding.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause and effect relationships in situations; develop nursing care plan for assigned client(s)</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, groups, faculty, staff and peers from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Establish effective rapport with clients, team members, peers and faculty.</td>
</tr>
<tr>
<td>Social Behavior</td>
<td>Compassion, integrity, interpersonal skills, interest and motivation.</td>
<td>Develop a mature, sensitive and effective relationships with clients, peers, faculty and staff</td>
</tr>
<tr>
<td>Ethical Behavior</td>
<td>The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.</td>
<td>Demonstrate behavior consistent with the practical nurse code of ethics</td>
</tr>
<tr>
<td>Stress Management</td>
<td>Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner</td>
<td>Effectively practice personal and professional behaviors in a therapeutic and constructive manner.</td>
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ACCEPTANCE OF STUDENTS

is based upon:

1) Admissions Committee, which reviews:
   a) High School Transcripts or G.E.D. equivalency
   b) Pre-Entrance Test Requirement
   c) Completed application form
   d) Student Orientation or Interview
   e) Satisfactory medical examination
   f) Two letters of reference
   g) Payment of tuition prior to entry into the program
   h) Current Mantoux Skin test or Chest X-ray, current immunizations
   i) BCI & I background check
   j) Review from Advisory Committee and Director of Nursing, Member of Advisory Board, if available and two or more nursing faculty members

2) Admissions Committee Responsibility:
   a) Director shall present acquired information on applicant to Admissions Committee.
   b) The committee shall accept, reject, place on probation, or defer all applicants submitted.

STUDENT HEALTH PROGRAM

The student health program is operated for the purpose of promoting and maintaining the health of the students. In order to better serve the health needs of the students, the following policies are in effect:

1. Pre-admission
   Physical examination - student’s own physician will do this examination. All tests at the discretion of the examining physician. The doctor's decision is final regarding unusual health problems of the student. Exams and tests are at the student's expense.

   Immunization - Immunization for tetanus, diphtheria, rubella, and polio. Immunization for smallpox is not required. Hepatitis B vaccine is highly recommended. Two-step mantoux or chest x-ray is required prior to clinicals. Student must be responsible for the cost of the required immunizations and/or x-rays.

2. General Health Policies
   Students will assume the financial responsibility for their own medical and dental care during the nine-month period.

   It is advisable that students are covered by individual hospital health insurance.

   In the event you have an accident or injury at home, on duty, at school, or while traveling to or from school, and are sent to the Emergency Room, you are to report this to the school in writing, giving a detailed explanation of the incident. Injuries incurred on duty
STUDENT HEALTH PROGRAM (continued)

are to be reported to the instructor who will insure that a written report is sent to the school and the nursing supervisor. The student will be responsible for all liabilities. Both the school and affiliating agency are free of all liabilities.

Illnesses, injuries, and pregnancies are to be reported to the school immediately in writing. A physician's written statement is required to return/remain in school.

Emergency health care is available at the hospital, if necessary. However, this emergency cost and subsequent follow-up care through a private physician is at the student's expense.

When a student is treated by any physician, the student is to bring a statement from that physician as to the, limitation, and/or permission to return to duty.

Pregnant women must have written medical permission to remain in the program.

Any health situation which could influence the effectiveness of the student must be brought to the attention of the faculty, i.e., diabetes, resistant infections, use of tranquilizers, sedation, etc. for the continuing welfare of the student, patient, and the school.

3. Liability Insurance—Students are required to have liability insurance of no less than $300,000/$1,000,000. The liability insurance is covered in the cost of the tuition/High School fees.

ADVANCED PLACEMENT

Individuals who have previously obtained education and/or experience in nursing care may be eligible for advanced placement. The purpose of granting advanced placement is to prevent repetition of, and grant credit for, subjects in which the student is already proficient.

A. REQUIREMENTS

The Admissions Committee and Faculty reserve the right to evaluate past education and/or experience of the applicant(s) on an individual basis. The applicant(s) must meet the same requirements as all other students being admitted to the program.

The requirements include:

1. Completed application form
2. High school transcripts or G.E.D. equivalency
3. Transcript(s) of any additional education as related to nursing
4. Student Orientation or Interview
5. Satisfactory medical examination
6. Two (2) letters of reference
7. Payment of tuition prior to entry into the program.
ADVANCED PLACEMENT  (continued)

Prerequisites for eligibility and consideration for advanced placement may include any one of the following:

1. Previous nursing education in an approved school of nursing
2. Previous satisfactorily completed coursework in the health care field with a grade of "B" or better.
3. Payment of tuition prior to entry into the program

The student who is interested in requesting advanced placement must be at a "Satisfactory" level clinically.

B. GENERAL POLICIES

1. Credit by Examination and evaluation of Clinical Skills/Procedures must be completed to instructors' satisfaction.
2. Tuition must be paid in full prior to admission.
3. A transcript of nursing courses completed must be on file in the student’s record.
ANTI-HARASSMENT, INTIMIDATION, AND BULLYING

This Board of Education believes that all employees and students are entitled to work and study in an environment that is free from harassment. Therefore, harassment based on sex, color, race, national origin, religion, age or handicap, or other types of harassment, intimidation, or bullying, as herein defined, is prohibited. Employees and students who engage in such conduct are subject to disciplinary actions.

Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation, or persistent abuse of another, whether physically, verbally, or in writing, which is directed at an individual's sex, color, race, national origin, religion, age, or handicap.

I. Sexual harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or
B. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or
C. Such conduct has the purpose or effect of interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive work or school environment.
D. Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; unwanted body contact; sexually degrading words used toward an individual or to describe an individual; and the display in the workplace of sexually suggestive objects, pictures, or literature. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees or prospective employees.

II. Racial/ethnic harassment

Racial harassment includes, but is not limited to, racially/ethnically oriented verbal or written graffiti, “kidding” or demeaning racial/ethnic innuendoes or threats, teasing, jokes, or remarks of a racial/ethnic nature.

District employees have a positive duty to recognize and be alert to incidents of harassment of all kinds, including racial/ethnic harassment, particularly among students, and to intervene appropriately to prevent recurrence of such incidents. All incidences of harassment should be reported at once to the building principal or supervisor or the assistant superintendent, rather than presume the incidents to be unworthy of attention. Any report or complaint by a parent of a student that harassment is occurring shall be regarded as equivalent to a student complaint, and should be handled in the same manner as any other harassment complaint.
ANTI-HARASSMENT, INTIMIDATION, AND BULLYING (continued)

III. Other forms of harassment, intimidation, or bullying

Harassment, intimidation, or bullying, as defined in Ohio revised code, means any intentional and multiple written, verbal, graphic, or physical acts, including electronically transmitted acts, such as, by use of internet, cell phone, personal digital assistant, or wireless hand-held device, either overt or covert, by a student or group of students toward other students or school personnel, including volunteers, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate them. Such conduct, on or immediately adjacent to school grounds, at any school-sponsored activity, on school transportation, or at any official school bus stop, which can reasonably be considered to have the effect of causing mental or physical harm to the other student(s) or school personnel, including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and which is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s) or school personnel, is strictly prohibited, and may result in disciplinary action, including suspension and/or expulsion/dismissal from school.

Beyond addressing complaints, staff are encouraged to be alert to such behavior by students, and help eliminate such through appropriate discussions, counseling, and reinforcement of desirable behavior, as well as prompt interventions in observed incidences of bullying. To the extent funds may be available, the district should conduct training for staff in anti-bullying programs.

IV. Procedures for investigation of complaints under policy Sections I and II

In the event any employee or student believes he/she has been subjected to harassment as described in this policy, the offended party should bring the matter to the attention of the building principal or the offender’s supervisor, who should in turn inform the Assistant Superintendent of the allegations. The building administration should keep a log of all such reported incidents, and send a report to the assistant superintendent at the end of each school year. An initial investigation should be conducted by the building principal or appropriate supervisor for the purpose of establishing the facts of the situation and presenting a recommendation for any needed action to the Assistant Superintendent. Upon a review of the facts and allegations, the Assistant Superintendent will conduct such further investigation as he/she may consider warranted, and advise the person bringing the complaint on how to attempt to resolve the matter directly and informally, or to present the complaint in writing with such supporting details as may be necessary for an investigation of the charges to be made. The Assistant Superintendent shall investigate the claims and pass his/her findings on to the Superintendent, who shall complete such further investigation as is deemed necessary, and take such final action as is deemed appropriate. If the Assistant Superintendent is the alleged harasser or a witness to the incident(s), the Superintendent shall conduct the investigation. If the complaint is filed against the Superintendent, an outside party selected by the President of the Board shall be secured to conduct the investigation. At any stage of the investigation or resolution process, the complainant may appeal the decision of an administrator to that administrator’s immediate superior. If the decision is made by the superintendent, the complainant may appeal to the board of education.
ANTI-HARASSMENT, INTIMIDATION, AND BULLYING (continued)

Information regarding an investigation of harassment of any kind shall be
c confidential to the extent possible, and those individuals who are involved in the
investigation shall not discuss information regarding the complaint outside the
investigation process.

In cases of allegations of harassment by one student against another, the
charging student should report the situation to the building principal, who will
investigate the allegations and report his/her findings and any recommendations to the
appropriate Director of Instruction, who will in turn order such remedies as may be
needed to resolve or control the issue.

Any individual who reports harassment in bad faith or participates in any
harassment investigation in bad faith will be subject to disciplinary action, up to and
including discharge consistent with the applicable collective bargaining agreement and
law.

V. Procedures for other forms of harassment, intimidation, or bullying

A. Complaint process:
Informal: Students, parents/guardians, or staff may present an
informal, oral complaint or report to a building administrator of behavior they regard to
be harassment, intimidation, or bullying. When a staff member observes such
behavior, he/she should intervene to stop it, and should also report the incident(s) to
the building administrator. Such a report, regardless of its origin, needs to be
sufficiently specific about the nature of the behavior, the persons involved, the place(s)
and time(s) of the alleged behavior, the target(s) of the behavior, the names of possible
witnesses, and such other information as to reasonably allow the person receiving the
report to investigate it. The person who receives such a report should record the
specifics in writing and send it to the building administrator within one school day. In
the event the complaint is against an administrator, the report should be sent to the
administrator’s immediate supervisor.
Formal: Instead of, or in addition to, an oral complaint, a written report
may be submitted, and should contain the same specifics as described in the informal
procedure, above. If the written complaint is filed with any person other than the
building administrator, it should be forwarded to him/her within one school day. As
necessary, staff should assist a complainant in preparing the written complaint.
Refusal by a party to file a written complaint should not be taken as evidence the
complaint is groundless.
B. Confidentiality
As with any form of harassment, one who reports a violation of section v
may request confidentiality, and, to the extent that action may be taken that does not
reveal the identity of the student or other source of the complaint, and is consistent
with the due process rights of the alleged violator, such request is to be observed.
When a complainant requests confidentiality, an investigator should not provide
obvious clues to the identity of the complainant, especially to the alleged perpetrator,
during the verification process.
ANTI-HARASSMENT, INTIMIDATION, AND BULLYING (continued)

C. Investigation and reporting
Complaints under section iii of this policy should be investigated promptly, particularly when they are seen by the complainant and/or staff member to constitute a danger to any of the student(s) involved, including the alleged offenders and, when concluded, a written report shall be prepared by the investigator, including findings of fact, witness statements as appropriate, actions taken to address the complaint, and recommendations for further action that should be taken. The report shall be delivered to the building administrator’s immediate supervisor, who shall, at the conclusion of each semester, forward a summary report of all such cases to the superintendent, who shall forward the report to the board of education, and the summary shall be published on the district’s web site.

D. Corrective actions
Disciplinary action may not be taken when a charge is unverified. Upon corroboration of a charge, the building administrator may suspend the offender(s) from school for a period of one to ten days, and may recommend expulsion, observing normal due process rights. The same penalties may be imposed when a person is shown to have retaliated against another for having filed a complaint, or against a person who knowingly files a false complaint. The administrator may also confer with the Director of Pupil Services and such other members of the district’s staff as deemed appropriate, or with community police departments or other agencies external to the district as may be useful. In addition to or in lieu of disciplinary procedures, intervention programs may be instituted to resolve and prevent future problems.

VI. Proscribed behaviors
As defined in this policy are prohibited while on school property, while in transit to or from school or school activities, or while at school activities.

VII. Publication
The Superintendent shall issue such Regulations pursuant to this policy as may be needed for execution of its intent. This policy and pursuant regulations shall be posted in all district buildings, placed in student and staff handbooks, incorporated in whole or in part or by reference in the student code of conduct (with reasonable penalties), and be the subject of at least one faculty, administrator, and support staff meeting annually in each building. At minimum, such meeting shall include a discussion of staff duties to report incidents of harassment and explain the procedures for reporting such incidents. Students shall be advised, as a part of the normal procedures for informing them of the contents of their handbooks, to become familiar with the anti-harassment policy and procedures.

Practical Nursing Program
Bullying, harassment, intimidation, disruption of classes and violations will result in dismissal from the practical nursing program.
ATTENDANCE

Punctuality to class is a must. If a student is unavoidably detained for more than 15 minutes, the student must report this fact to the school secretary or instructor, giving the reason for tardiness. Tardy is defined as one (1) hour or less. Three tardies constitute an absence. Over one (1) hour is counted as a full day absence.

During clinicals, report absence to the nursing instructor at least ONE hour before assigned starting time. Each nursing instructor will provide you the phone number to contact in the event you will miss a clinical experience. If a phone number is not provided, please leave a phone message in the practical nursing office at (440) 602-5094.

Absence during classes at the Tech Center do not need to be reported to the School.

Daily attendance during both semesters is encouraged for maximum student achievement. Absences can lead to deficiencies in satisfying minimum requirements of the course. Failure to meet these requirements will prevent a student from progression into the next level. Participation in the classroom and the hospital experience is incorporated in the grades. More than 5% of absenteeism is unacceptable. A grade below B in any class or clinical will be reason for dismissal from the program. Consideration is on an individual basis.

Dental and doctor appointments should not be made on school time.

Absence due to attendance of a funeral must be followed up with a copy of the obituary notice.

ATTENDANCE PROCEDURE

Each student in the practical nurse program should miss no more that a total of 4 days per semester. Regardless of grade point average a student will be dismissed from the practical nursing program if they miss more than four days per semester. Regardless of grade point average, a student absent from a clinical day without proper notification (no call/no show) will meet with the director of nursing and clinical instructor. Two no call/no shows will result in automatic dismissal from the program.

CALAMITY DAYS

In the event Willoughby-Eastlake City Schools should close the Tech Center due to an unexpected calamity, hours missed from the practical nursing program will be made up within a reasonable time period. These make-up hours will be determined by the individual instructor or as clinical sites are available. The addition of hours may be added before or after class/clinical or Saturday hours if necessary.
CARE OF THE BUILDING

We are all responsible for keeping the building clean. Your cooperation toward maintaining the building and the equipment will make your experience here more pleasant and will assure availability for future classes. If you find an area that is in need of attention, please contact the main office.

This school meets the requirements of the Ohio Department of Education for facilities and equipment for all programs being taught.

CELL PHONE POLICY

Cell phones are not permitted in the classroom or hallways of the Tech Center. A student found with a cell phone will be asked to have the cell phone stored in the practical nursing office until the end of the day for their first offense. More than one offense will require the student to leave school for the day and an absence will incur. There are absolutely no cell phones allowed in the clinical area.

CHEMICAL ABUSE

Chemical/alcohol use and/or abuse, and/or a drug conviction are grounds for dismissal from the Practical Nurse Program.

A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant, any of the drugs of abuse defined by Ohio Revised Code Section 3719.011 or any controlled substance defined by Ohio Revised Code Section 3719.41, or counterfeit controlled substance (as described in H.B. 535) on school grounds, at school sponsored or related functions or activities off school grounds or at any other time the student is subject to school authority. Examples of drugs of abuse and controlled substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, or other substances that could modify behavior.

Use of drugs authorized by medical prescription from a licensed physician shall not be considered a violation of this rule.

A student shall not possess, use, transmit, sell or conceal any drug of abuse on school grounds, at school sponsored or related functions or activities off school grounds or at any other time the student is subject to school authority.

In conjunction with Willoughby-Eastlake City Schools and Willoughby Police Department, drug dogs may be used to search any and all cars parked in the schools parking lots.

Smoking

Smoking is not permitted at the hospital or the Tech Center. There is to be no smoking in the clinical area, locker room, on grounds, and going to or from in a vehicle of transportation.
CONDUCT – STUDENT

It is expected that all practical nursing students interact with each other, faculty, clients, staff and community-based preceptors in a professional manner. Students are expected to demonstrate professional values such as:

- Assuming personal responsibility and being dutiful
- Interacting with peers, faculty, clients, staff and community based preceptors with courtesy and respect
- Work with peers in providing safe effective care
- Exhibiting a high standard of moral and ethical behavior

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client’s response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each client.

(5) A student shall delineate, establish, and maintain professional boundaries with each client.

(6) At all times when a student is providing direct nursing care to a client the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
CONDUCT – STUDENT (continued)

(b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a client’s property or:
   (a) Engage in behavior to seek or obtain personal gain at the client’s expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.

   For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:
   (a) Engage in sexual conduct with a client;
   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

   For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
   (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

(14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

(18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.
EQUAL EDUCATIONAL OPPORTUNITY

Willoughby-Eastlake City School District’s policy prohibits discrimination on the basis of race, color, sex, national origin, religion, veteran status, disability or age in its educational programs, activities, services or employment policies. If you are having a problem or have questions or concerns regarding compliance with the Title IX of the Education Amendments and Section 504 of the Rehabilitation Act of 1973, contact: Assistant Superintendent: John Adams at 440-975-3759.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student’s educational records. FERPA gives parents certain rights with respect to their children’s education of records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Eligible students have the right to inspect and review all of the student’s educational records maintained by the school. Schools must have written permission from the eligible student before releasing any information from a student’s record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained court order or subpoena
- Persons who need to know in case of health and safety emergencies
- State and local authorities within a juvenile justice system, pursuant to state law

FIRE & TORNADO DRILLS

Fire and Tornado Drills will be held at various times during the school year. Correct procedures are posted in each classroom. Students will proceed to areas designated during such drills.
GRADING AND EVALUATION POLICIES

1. A satisfactory level of achievement (84% minimum) is expected of all students throughout the program. Students receiving less than satisfactory grades will be considered for dismissal.

2. Grading includes:
   a. Compliance with the standards of the school and meeting the course objectives.
   b. The attainment of skills in the performance of nursing care, and meeting the acceptable standards for safe patient care.
   c. Meeting the acceptable standards of nursing ethics in regards to general conduct, attitude, and adjustment to the program.

3. Grading System:

   93% - 100% = A  
   84% - 92% = B  
   71% - 83% = C (Unsatisfactory if below 84%)  
   63% - 70% = D  
   Below 63% = E

Student input is important for continued course improvement. Each student is encouraged to complete a course evaluation at the end of each course. This information is completed anonymously via a web based survey/evaluation.

GRADUATION/COMPLETION

Students may repeat only one of the two semesters for a maximum of three semesters. Students who have satisfactorily completed the requirements of the course and met the school's objectives are recommended for graduation from the Willoughby-Eastlake School of Practical Nursing. Diplomas will be presented at Commencement Exercises.

All tuition fees and school expenses must be paid in full before a graduate receives a diploma and authorization to take the NCLEX-PN.
GUIDANCE AND COUNSELING

Conferences are held between the instructor and student as soon as the student's grade average falls below B in any subject. These conferences are to help the student examine various study strategies to improve grades.

Conferences are held among the director of nursing, the instructor, and the student if grades fall below B for a six-week grading period or if grades fall below B in two or more subjects at any time.

The student may request a conference with the director of nursing or instructor as the need arises. The director of nursing will see any student at any time.

Special problems can be referred to the principal of the high school. Appointments are required for these special meetings.

JOB SEARCH ASSISTANCE

Job search techniques, cover letter development, resume writing, interviewing skills, and general work ethic instruction is offered to each student in the practical nursing program. Although many contacts are made directly to local employers by the practical nursing program regarding employment opportunities, employment is not guaranteed to any student.

LIABILITY

Certain risks may be involved in the practical nursing program. The Tech Center shall not be liable for any losses or injury whatsoever to persons or property arising from enrollment in any course. The Tech center assumes no responsibility for lost or stolen items. By registering for a course, the registrant acknowledges the assumption of those risks and releases The Tech Center from any liability whatsoever.

LIABILITY INSURANCE

Student Malpractice Blanket Liability provided by: Marsh Affinity Group Services
1440 Renaissance Drive
Park Ridge, IL 60068
a service of SEABERY & SMITH
PARKING PERMITS

Due to the limited number of parking spaces at Tech Center, it is necessary to regulate who is allowed to park on campus. Parking stickers will be issued to all students.

YOU MUST HAVE A PERMIT TO PARK ON THE TECH CENTER CAMPUS AND AT LAKE WEST HOSPITAL

PARKING PERMIT RULES AND REGULATIONS:

1. Parking permit applications are available at the main office in Building "A". Students must show that vehicles are insured.

2. Parking at the Tech Center is a privilege, not a right. Students must follow all traffic ordinances and drive their cars in a safe, mature manner. Radios should be turned off on entering the parking lot. Students who don't follow this policy will have parking privileges revoked.

3. Parking spaces are filled on a first-come, first-parked basis every day.

RE-ADMISSION

Former students who wish to apply for re-admission to the school must submit, in writing, their request to the director. The letter should include a summary of work and/or educational activities undertaken since the last date of enrollment. The faculty will consider each request on an individual basis. The school reserves the right to require repetition of courses regardless of the student's previous level of achievement.

Re-admission is dependent upon available space within either hospital. Tuition will be adjusted according to rate of re-entry year. Tuition will be payable in full upon readmission.

SAFETY STANDARDS

Industry safety standards and procedures should be maintained at all times. These standards apply to all students, instructors, staff, and visitors. For liability reasons, no adult student is to be working or in the skills lab or clinical area without the presence of an instructor.

STUDENTS WITH DISABILITIES

The Tech Center is accessible to disabled students with mobility impairment. Students should contact the main office prior to arrival for parking and entrance instructions.
TUITION POLICY

Prior to Enrollment - If you feel that you might qualify for public funding for your education, you should visit your local employment office in your county of residence to obtain information regarding available programs for assistance.

A **non-refundable** deposit of two hundred dollars ($200) is required for enrollment into the program and will be applied towards tuition. This deposit is due by June 1st for the August classes and November 1st for the January classes.

Tuition is charged on a semester basis. The total tuition, less expected financial aid is due on August 1st for the first tuition payment and December 1st for second tuition payment.

Students will not be permitted to repeat a semester unless all prior financial obligations have been met.

If payment is not received in accordance with established deadline date, you will be removed from the class enrollment.

Tuition refunds for each semester are granted according to the following guidelines:

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st and 20th day of classes</td>
<td>100% (less $200 non-refundable deposit)</td>
</tr>
<tr>
<td>21st and 40th day of classes</td>
<td>50%</td>
</tr>
<tr>
<td>After 40th day of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Direct Loans & Pell Grants:**

**Direct Loan and Pell Grants - the Treasurer at the Board of Education office receives Pell Grant money.**

The School does not receive the first Loan payment until at least 30 days after the first day of school. Loan money is received electronically by the Willoughby-Eastlake City School Treasurer Department. Surplus loan money is **not refunded to the student until all tuition, fees, and charges are paid in full.**
UNIFORM POLICY

Students in nursing should dress and maintain favorable personal appearance so that it will reflect in a positive manner upon themselves and the school. Students are to wear a scrub uniform, clean and in good repair, to the Tech Center daily. This includes white closed shoes. A long sleeve T-shirt or turtleneck may be worn under uniform or a scrub jacket or cardigan sweater may be worn over the scrub uniform while at the Tech Center. The program clinical uniform must be worn during clinical experiences.

UNIFORM REGULATIONS FOR THE CLINICAL AREAS

- Clean, in good condition, wrinkle, tear and stain free, and zipper entirely closed.
- If uniform becomes too tight, it must be replaced at the student’s expense.
- Emblem of nursing school visible on uniform tunic
- ID badge on left chest. Replacement of ID badge is responsibility of the student.
- Plain white T-shirt or royal blue long sleeve T-shirt under uniform tunic.
- Uniform pants, length must reach top of shoes.
- Black or white belt.
- White shoes – vinyl or leather (no colors on either side) that are closed. No clogs, sandals, canvas sneakers or clogs. Clean laces in good repair are required.

Hose/Socks

- White or royal blue, clean, free from runs or holes.

Hair

- Worn off the collar
- Long styles, ponytails, and braids must be secured up on head and remain up while in uniform. Hair must be under control at all times.
- No extreme hairdos. Pieces of solid white or blue fabric allowed in hair.
- Males - Beards and mustaches must be neat and well trimmed.

Cosmetics

- Deodorants are essential
- Perfumes, colognes and body powder are not permitted.
- Makeup in moderation and with discretion, regardless of current styles.

Jewelry - The following is permitted:

- Wedding ring
- Watch with sweep hand
- One pair of post earrings--gold, silver, pearl, white, or blue. are the only allowed visible body piercing. All other piercings must be removed, not covered, this includes tongue piercing.
- Medalert bracelet or Medalert necklace
- No neck chain may be worn.

Tattoos – Must be covered.
UNIFORM REGULATIONS FOR THE CLINICAL AREAS (continued)

Fingernails
- Nails are to be short, well groomed, and clean.
- Clear polish may be worn. **No artificial nails are permitted.**

Students that are in non-compliance with uniform regulations will not be permitted to remain on duty, and that day will be considered on the unexcused absence list. Also, they will receive a score of "0" for the clinical experience for that day.

VISITORS

It is important to emphasize that even though the school is open to the public, we do not welcome unauthorized visitors or loiterers. Any visitor with a valid reason to be in class must have prior approval from the office. All persons who are not regular staff members, employees, or adult students of the School District should come to the main office and obtain authorization and permission to be in the building. Adult students are not expected to have people meet them at school or to conduct personal business at school.

WITHDRAWAL

Voluntary withdrawal from the program must be stated in writing and presented to the director of nursing. Withdrawing from the Nursing Program prior to reaching 60% completion of the semester will eliminate the payment of Title IV money to the student and/or school. The student will be responsible for payment of all unpaid institutional charges due to the school at the time of the withdrawal. Students are eligible to apply for Title IV funds no more than three semesters to the practical nursing program.

WORK KEYS

Students are assessed in two areas including; locating information and applied mathematics. These assessments evaluate skills that are necessary and desirable in all areas of employment.