

Columbiana County Career and Technical Center  
Practical Nurse Program

**Student Handbook Guidelines**

**2024-2025**

**Cohort**

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School Website: [www.ccctc.k12.oh.us](http://www.ccctc.k12.oh.us)

## **WELCOME**

The Columbiana County Career and Technical Center Practical Nurse Program welcomes students to the school and will do everything possible to help them reach their goals.

This handbook is compiled so that you, as a student in our school, will fully understand our policies. Please read it carefully and keep it as a reference.

The faculty and administration of CCCTC reserve the right to modify, delete, or change any program or policy outlined in this handbook. All such changes will be published and given to the students.

We wish you success.

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## **ADMINISTRATION**

### **SUPERINTENDENT**

Mr. Jeremy Corbisello

### **SCHOOL BOARD MEMBERS**

Gary Althiser - Wellsville Local

John Campbell - Beaver Local

Larry Duko – Leetonia

TK Hiscox - Lisbon

Justin Medure - United Local

Brian Moore – East Palestine City – Board President

Linda Morris – Southern Local

Anthony Roncone – Columbiana

Charles Wellman – Crestview Local

## **ADMINISTRATION**

### **Adult Education Director**

Dr. Kelly S. Darney, EdD

### **Adult Education Assistant Director**

Terry Hutson M. Ed.

### **Student Services Coordinator**

Kevin Clark, B.A., M. Ed.

### **Financial Aid Coordinator**

Alex Porter, B. BA

### **Adult Education Administrative Assistant**

Marsha Henrich

### **Technology Director**

Ryan Rotuna, BA

### **Practical Nurse Program Administrator**

Emily Deack, MSN, RN

## **Faculty & Teaching Assistants**

Shannon Allen, BSN, RN

Ann Cope, MSN, RN

Rebecca Freeman, BSN, RN

Lynne Guappone, BSN, RN

Keli Jones, RN

Sandy Mele, BSN, RN

Rosa Pritchard, BSN, RN

Casey Coie, BSN, RN

Nina DeLullo, MSN, RN

Ellen Frost, BSN, RN

Destiny Hissom, BSN, RN

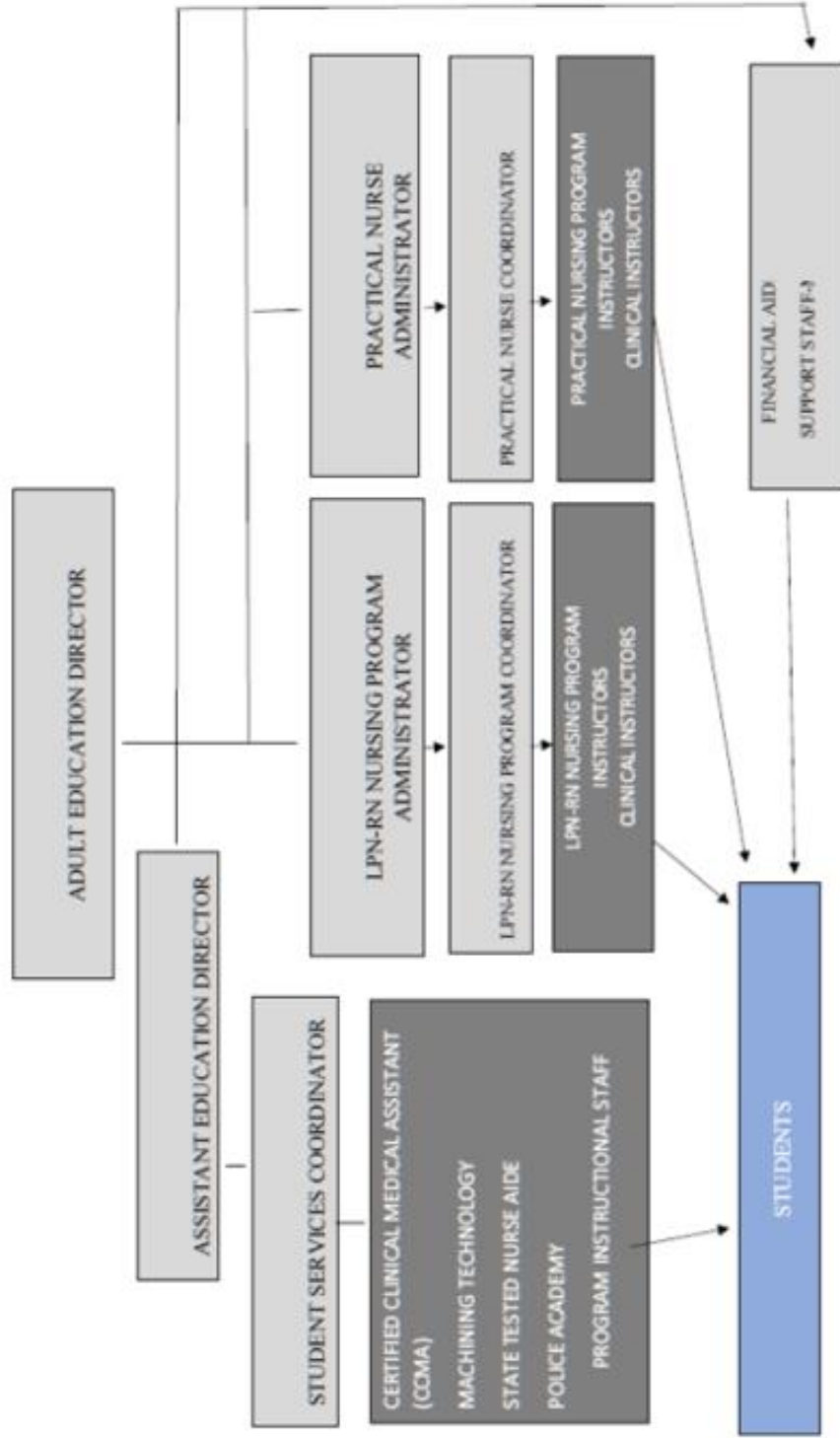
Amberly McNemar, MSN, APRN, FNP-C

Ruth Ann Mullen, MSN, MSHI

Jaimie Williams, BSN, RN

ORGANIZATIONAL CHART

CCCTC ADULT EDUCATION



## **PHILOSOPHY**

We, the Director and Faculty of the Columbiana County Career and Technical Center, Practical Nurse Program believe that:

The individual is a unique, holistic, and ever-changing human being. The individual person is to be cared for, valued and respected. Individuals have basic needs that they attempt to meet. These needs are in a hierarchy ranging from physiologic needs to self-actualization. Individuals make decisions that affect their lives as they continually adapt to their environment. Individuals exist as part of families, groups, the community as well as society as a whole.

The environment is the world within and around the individual. The changing environment stimulates the individual to make adaptive responses.

Health is a state of complete physical, mental, and social well-being and not merely the absence of disease. It reflects successful adaptation to the changing environment. Health is a continuum ranging from peak wellness (integrity and wholeness of person) to extreme illness and death.

Practical nursing is a profession that uses basic knowledge to meet the health care needs of individuals, families, and/ or groups in society by promoting successful adaptation to changes in health status. It is both an art and a science. Using the principles of the biological and behavioral sciences and nursing theory, nursing acts to promote, maintain, and restore health and well-being and to prevent disease throughout the lifespan and to facilitate death with dignity. The nursing process is the framework by which nurses function to minimize, or prevent actual or potential health problems.

Nursing education prepares nursing students to become part of the nursing profession. It is a continuous process designed to integrate practical (clinical) experience with formal (classroom) learning. Scientific and nursing principles are taught in a manner so as to foster problem-solving and critical thinking skills. Students are given a variety of learning experiences with patients (clients) of diverse ages. The faculty is available as a resource for students in the classroom, lab, and clinical settings.

The practical nurse is an important member of the health care team and practices at the direction of a registered nurse, licensed physician, dentist, or podiatrist. Practical nurses are able to meet the needs of clients of all ages in a variety of health care settings

## **MISSION STATEMENT**

The mission of the Columbiana County Career and Technical Center, Adult Education Department is to provide high quality educational opportunities for adults to increase their skill set.

## **CONCEPTUAL FRAMEWORK**

The Columbiana County School of Practical Nursing is organized within a conceptual framework that implements the Philosophy and Program Objectives. The curriculum is based on the following themes chosen by the faculty.

1. The Health-Illness Continuum Throughout the Lifespan
2. Maslow's Theory of the Hierarchy of Basic Human Needs
3. The Roy Adaptation Model
4. The Nursing Process

The curriculum is designed to begin with teaching about the well individual and preventive health care. Abraham Maslow's Theory of the Hierarchy of Basic Human Needs is used to explain how individuals attempt to meet their needs. Maslow felt that humans are motivated by unsatisfied needs and that lower-level needs must be met before higher level needs can be satisfied. The hierarchy places physiologic needs on the bottom and progresses to safety and security need, love and belonging needs, esteem, and self-actualization needs at the top.

Health concepts are taught from the health-illness continuum throughout the phases of the life span. The continuum ranges from peak wellness to disease and death. Nursing instruction progresses from the well individual to the seriously ill and from the simple to the complex. Basic skills are taught first and are built upon as the program continues.

Theory instruction is integrated with clinical practice. Student's progress by learning first about the individual, then the family, and finally the community.

Nursing's goal is to promote the health of individuals and society. Sister Callista Roy in her Roy Adaptation Model describes the way that nurses do this. Nursing acts to enhance the interaction of the person with the environment – to promote adaptation. Nursing intervention is needed when unusual stresses or weakened coping mechanisms make the individual's usual ways of adaptation ineffective. In promoting adaptation, the nurse contributes to the person's health, quality of life, and dying with dignity. The student nurse with the guidance of the instructor utilizes the nursing process within the practical nurse scope of practice to enhance the coping skills of the individual.

Through the use of the four themes, the Health-Illness Continuum throughout the Lifespan, Maslow's Theory of Hierarchy of Needs, the Roy Adaptation Model, and the nursing process, practical nurse, students learn how to relate to and care for patients.

They learn to provide nursing care within the PN scope of practice as defined by the Ohio Board of Nursing.



## **PROGRAM OBJECTIVES**

Upon successful completion of the practical nursing program at the Columbiana County School of Practical Nursing, the graduate will be able to:

1. Identify each individual as a unique holistic being with basic human needs.
2. Utilize the nursing process to provide nursing care, relating theory to practice.
3. Incorporate patient teaching into an individualized plan of patient care.
4. Organize nursing care effectively.
5. Perform nursing procedures within the realm of the licensed practical nurse.
6. Demonstrate professionalism.
7. Collaborate with other members of the health care team.
8. Incorporate critical thinking into clinical practice.

**COLUMBIANA COUNTY CAREER AND TECHNICAL CENTER**  
**CCCTC PRACTICAL NURSE PROGRAM CALENDAR**  
2024-2025

August 2024

- Orientation Time TBD

August 2025

September 2024

4 – First Day of Class – Quarter #1

September 2025

11 – End of Quarter #4 & Graduation

October 2024

2 – Start Clinicals on Wednesdays &  
Fridays

November 2024

23 – End of Quarter #1  
25 – Start of Quarter #2  
27-29 – Thanksgiving Break – No Classes

December 2024

2 – Thanksgiving Break – No Classes  
23 – Winter Break Begins – No Classes

January 2025

6 – First Day Back from Winter Break  
20 – Martin Luther King Jr. Day – No  
Classes

February 2025

17 – President’s Day – No Classes

March 2025

8 – End of Quarter #2  
10 – Start of Quarter #3

April 2025

17-25 – Spring Break – No Classes

May 2025

26 – Memorial Day – No Classes

June 2025

7 – End of Quarter #3  
9 – Start of Quarter #4  
19 – Juneteenth – No Classes  
30 – Summer Break – No Classes

July 2025

1-4 – Summer Break – No Classes

<ul style="list-style-type: none"><li>• Subject to Change* 8/2024</li></ul>
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## Columbiana County Career and Technical Center Practical Nurse Program

### Curriculum Plan 2024-2025

Nursing Course Name	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Course Clock Hours
<b>Quarter 1 09/04/2024 - 11/23/2024</b>				
Nursing N101 (Foundations)	73	40	54	167
Anatomy and Physiology	60	0	0	60
Pharmacology I	73	0	0	73
<b>Quarter 2 11/25/2024 - 03/08/2025</b>				
Nursing N102 (Med/Surg)	103	0	72	175
Pharmacology II (includes IV Therapy)	94	31	0	125
<b>Quarter 3 03/10/2025 - 06/07/2025</b>				
Nursing N103 (Med/Surg)	142	0	80	222
Maternal Child Nursing (Obstetrics & Pediatrics)	60	12	6	78
<b>Quarter 4 06/09/2025 - 09/11/2025</b>				
Nursing N104 (Med/Surg and Professional Development)	152	0	148 (64 hours clinical + 84 hours precept)	300
<b>Total Clock Hours</b>				
	757	83	360	
<b>Total Program Clock Hours</b>				1200

# Practical Nursing Fees and Expenses

The following are the fees and other expenses for the **2024-2025** LPN Program.

**Tuition..... \$11,400.00**

<i>Itemized:</i>	
1 <sup>st</sup> quarter	\$2850.00
2 <sup>nd</sup> quarter	\$2850.00
3 <sup>rd</sup> quarter	\$2850.00
4 <sup>th</sup> quarter	\$2850.00

**Program Fees: ..... \$4,227.00**

<i>Itemized:</i>	
Books	\$560.00
Uniforms	\$420.00
Graduation Fee	\$62.00
School Pin	\$50.00
Liability Insurance	\$24.00
ATI Kit	\$1980.00
Safe Medicate	\$70.00
Supply Kit	\$150.00
BCI & FBI Background Check (2)	\$140.00
Compliance	\$140.00
Consumables	\$255.00
Urine Drug Screen	\$57.00
NCLEX Exam	\$200.00
Ohio Board of Nursing	\$79.00
Remote Proctoring Fee	\$40.00

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**Total Program Expense: \$ 15,627.00**

All of the above fees must be paid in the CCCTC Adult Education Office. Please keep all receipts for your record of payment. Fees are due at the beginning of each quarter. Fees and tuition may be divided into payments by contacting the Financial Aid Coordinator. Non-payment of tuition or fees will result in dismissal from the program.

\* TUITION & FEES MAY BE SUBJECT TO CHANGE PRIOR TO JULY 1, 2024 \*

**\*There will be an additional fee of \$25.00 for any student that chooses a Multi-State Compact License\***

**Additional Items Required for Class:**

Certain items necessary for the class are not covered by tuition and fees and will need to be provided by the student. Examples include:

- Earbuds
- A basic calculator
- Safety glasses

These items will be at the student's own expense.

## PAYMENT PLAN

The following are payment options for the program:

1. Full Payment: A student can pay all fees and tuition at the beginning of the program. See refund schedule for specific details about refunds.
  2. Quarter by Quarter Payment: A student must pay for tuition each quarter before the quarter begins. For example, all of First Quarter tuition will be due by the first night of class unless the student is on the payment plan below. Second Quarter tuition won't be due until the second quarter begins, etc. The exception is the first quarter when half of the tuition or the cost that is accrued is due at orientation and the remainder by the first day of class except with the payment plan below.
  3. Payment Plan: A student can make payments on balances by quarter following the below steps:
    - 50% of balance due must be paid by the beginning of the quarter.
    - Bi-monthly payments must be made on balance. (Payment schedule will be given to students by Financial Aid Coordinator).
    - All balances must be paid in full by the end of the quarter for the student to advance to the next quarter. Any exceptions to this must be approved by the Adult Education Director.
- 

## REFUNDS AND WITHDRAWALS

Full refund if program is cancelled by CCCTC.

100% refund minus \$75.00 administrative fee if withdrawing prior to first class meeting less costs accrued by CCCTC prior to first night of class.

This includes BCI check, drug testing, uniforms etc. as these items need to be paid for and therefore no refund for those costs accrued if student doesn't attend the first night of class.

If a student must withdraw from a course, he or she must do so in person in the main office. Students wishing to withdraw must fill out a withdrawal form and a refund form. Telling an instructor or staff member does not constitute an official withdrawal. Students who do not notify the main office will receive a grade of "F" and forfeit all fees paid. No refunds can be made until the withdrawal is official. The date of withdrawal determines the rate of refund and charges due.

Refunds of tuition are based on the following schedule:

*Before First Third of Quarter:* 50% credit is issued

*Before Second Third of Quarter:* 25% credit is issued

*In the Last Third of the Quarter:* No refunds will be issued

Refunds are mailed within 30 days after approval.

## TUITION REFUNDS

Registration does not automatically carry with it the right or reduction of indebtedness in cases of inability to attend class or in cases of withdrawal. Refunds will be issued under the following circumstances:

1. **Refunds for Classes Canceled by CCCTC (the Institution).** If tuition and fees are collected in advance of the start date of a program and CCCTC (the institution) cancels the class, the institution refunds 100% of the tuition and fees collected. A refund of 100 % will be made within 30 days of the planned start date.

2. **Refunds for Students Who Withdraw On or Before the First Day of Class** If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on or before the first day of classes, CCCTC (the institution) retains no more than \$100.00 of tuition and fees. Appropriate refunds for such student will be made within 30 days of the class start date.

After the first day of classes, if it is necessary to withdraw from the Practical Nurse Program the student must contact the Adult Education Office to begin the refund process. Refunds will be mailed within 30 days after written notification by the student of “officially withdrawing”

*\*Please Note: Items issued to the student and in the student’s possession, including new or used textbooks, tools, uniforms and supplies are non-refundable. Loaned textbooks must be returned to the office to avoid being charged. Students wishing to withdraw should contact the Adult Education Office. The date of withdrawal determines the rate of refund and charges due. When a Student withdraws with a balance on his or her account, the student will be held responsible for full payment of the balance due.*

3. **Refunds for Students Enrolled Prior to Visiting CCCTC, (the Institution)** If tuition and fees are collected in advance of the start date of classes and the Student has not visited the school facility prior to enrollment the student will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. If the student requests to withdraw the institution will refund 100% of the tuition and fees collected.

4. **Refunds of full-time tuition for the Practical Nurse Program are based on the following Board Policy:**

5. **Students who withdraw during the first two weeks of a full-time program are refunded all tuition paid. After the first full two weeks of classes, a student will be assessed as follows:**

- Withdrawing before the first third of the semester or course: 50% credit is issued
- Withdrawing on dates after the first third and before the last third of the semester begins: 25% credit is issued.
- Withdrawing on dates after the last third of the semester or course date: NO REFUNDS WILL BE ISSUED.

CCCTC students are only obligated for the semester in which they are enrolled. A student withdrawing or exiting prior to or at the end of the current semester is not obligated for future semesters.

## **ADMISSION POLICY**

The Columbiana County Career and Technical Center maintains an "open admission" policy that states any person 18 years or older who can provide physical proof of a high school diploma or GED certificate issued by an appropriate state education agency may enroll in an adult education program or course. The Practical Nurse program has additional entrance admission requirements.

### **Initial Admission Acceptance Requirements for Practical Nurse program:**

1. Entrance Exam is required:  
Workkeys Entrance Exam scores of 5-4-5 or higher, with a minimum of 4 in graphic literacy, 5 in workplace documents, and 5 in applied mathematics;  
(Workkeys must have been taken within the last five years to be applicable). The student has the opportunity to retest one additional time per section, for a fee of \$33.00 per exam, if scores are unacceptable.
2. Attendance at an Information Session is required:  
At the informational session the student will be presented with general program information in a transparent manner, thus allowing students to make an informed decision prior to enrolling.
3. Application Fee:  
Pay the \$100 nonrefundable application fee. Until the registration fee is paid students are not guaranteed a seat in the program; All students must pay the registration fee to be accepted. This includes students requesting readmission. A seat in the class is not guaranteed until the application fee is paid.

The final selection of candidates for admission will be based on meeting initial admission criteria and available seats. Enrollment is limited.

### **ADDITIONAL REQUIREMENTS UPON ACCEPTANCE**

- Provide proof of citizenship of the United States or have a permanent residence card;
- Provide a High School diploma or transcript or a G.E.D. Certificate;
- Provide official prior college transcripts (if applicable);
- Physical examination, documented on a school form, by a licensed practitioner within 6 months of the first day of class. Must provide proof on a school form.
- Proof of immunizations (See "Health Records" pg. 18).
- Negative drug screen (A positive drug screen will prevent admission to the program, \* Students will have to produce scripts for positive screens.
  - Medical marijuana. Testing positive for marijuana will prevent admission regardless of prescription status.
- Criminal background check –(background violations/offenses, see pg. 20-27)
- Current American Heart Association: Healthcare Providers (BLS) CPR
- Complete Registration form and verification of payment of \$100 non-refundable application fee.

**\*\*All requirements must be met prior to class start date.**

CCCTC is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, ancestry, marital status, creed, gender, disability, age or national origin.

Students must be able to perform the following activities to progress through the program:

1. Frequently work in a standing position and do frequent walking.
2. Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
3. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers
4. Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR
5. Respond and react immediately to auditory instructions/requests, monitor equipment, and perform auditory auscultation without auditory impediment
6. Physically perform up to an eight-hour clinical laboratory experience
7. Perform close and distance visual activities involving objects, persons, and paper work, as well as discriminate depth and color perception.
8. Discriminate between sharp/dull and hot/cold when using hands.
9. Manual dexterity required for preparing and administering medications.
10. Ability to read medication labels and patient records.
11. Perform mathematical calculation for medication preparation and administration.
12. Speak English clearly enough for most patients to understand, and understand the verbal communication of English-speaking clients.
13. Communicate effectively in writing, using appropriate grammar, vocabulary, and word usage.
14. Make quick decisions under stressful situations.
15. Carry out procedures that prevent the spread of infection, e.g., frequent hand-washing, using mask and gloves, etc.

Orientation will be scheduled prior to the start of classes. Orientation is **MANDATORY**.

### **Medical Marijuana**

Students must have a negative drug screen prior to the beginning of the program and any subsequent drug screens must also be negative. Although the student may possess a medical marijuana prescription, CCCTC does not permit use of such prescription while in our program. Many of our clinical facilities have stated they are following the federal government guidelines and therefore do not recognize the medical marijuana prescription. Use of such prescription would make it difficult to complete required clinical rotations, and therefore clinical objectives. Students may not be under the influence of a Schedule I controlled substance. Therefore, CCCTC will not make any exceptions for a positive drug screen.

It is the student's responsibility to complete the above requirements. If the student starts in the program and then is unable to complete the requirements the student will be dismissed and a refund as explained in the PN Fees and Expense policy will be processed. The final selection of candidates for admission will be based on meeting admission criteria and available seats. Enrollment is limited.



**Enrollment is contingent on meeting all of the admission criteria and requirements. Should it be revealed through any documents, that the student does not meet all of the criteria, such student will be immediately withdrawn. Such student will be responsible for any costs incurred. The withdrawal reason will be documented as non-academic.**

### **Non-Discrimination Policy**

In accordance with Title VI, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the School District's policy prohibits discrimination on the basis of sex, race, color, age, national origin, veteran status or disability in its educational programs, activities, services or employment policies. CCCTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual due to the inability to meet their financial obligations to CCCTC due to delayed disbursement of funding from Dept. of Veterans Affairs under chapter 31 or 33. CCCTC Adult Education provides admission to all qualified applicants regardless of age, religion/creed, and ethnic origin, marital status, race, gender/sex, veteran status or disability which does not interfere with attainment of program objectives.

CCCTC is committed to providing support needed for equal access and equal educational opportunity for each student. If a student has a documented disability that could affect his/her pursuit of an education, he/she may receive appropriate accommodations. A reasonable accommodation means any reasonable modification of the institute's rules, policies or practices, environmental adjustments (such as the removal of architectural or communicative barriers) or auxiliary aids and services. An accommodation is not reasonable if it would result in an undue financial or administrative burden or hardship; require a fundamental alteration to the program, service or activity; violate accreditation requirements; or require the waiver of essential program or licensing requirements Title II of the Americans with Disabilities Act of 1990 prohibits any government body, including CCCTC Adult education, from denying any qualified individual with a disability an equal opportunity to participate in any program, service or activity offered.

In addition, an institution must provide reasonable accommodations, when necessary, to allow an individual with a disability the opportunity to participate in the institution's educational programs, service and/or activity. In addition to providing accommodations CCCTC may deny requested accommodations if providing it would impose an undue financial and administrative burden on CCCTC Adult Education or fundamentally alter the nature of our operations. CCCTC is a small rural adult education facility offering certification program and diploma programs. CCCTC does not have a standalone student accessibility services office, and students requesting accommodations will work with our Adult Education Director to ensure any agreed upon plans are followed. Requests for reasonable accommodations must be handled on an individualized basis.

- If denied any request, you will be provided with a letter stating the reasons.
- If the requested accommodation poses an undue financial and administrative burden or a fundamental alteration to the nature of CCCTC operations, a meeting will be scheduled at a mutually convenient time to discuss possible alternative accommodations. CCCTC will ask you to accept an alternative, only if you agree, it meets your disability-related needs. We recognize that an individual with a disability is generally in the best position to know whether or not a particular accommodation will be effective in meeting his or her needs.
- If agreement on an alternative accommodation is not reached, a letter will be sent

providing CCCTCs decision on your requested accommodation and a detailed explanation of our reasons for a denial or decision to grant alternative accommodation.

In providing an academic adjustment, CCCTC is not required to lower or effect substantial modifications to essential requirements. For example, although your school may be required to provide extended testing time, it is not required to change the substantive content of the test. In addition, your postsecondary school does not have to make modifications that would fundamentally alter the nature of a service, program or activity or would result in undue financial or administrative burdens. CCCTC does not have to provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring or typing.

The accommodation process should be an interactive process which provides for give-and-take between the institution and the student. However, remember that, while the student's preference should be considered, the institution has the ultimate discretion to determine what accommodation will be provided. The institution does not have to choose the best accommodation, but rather the accommodation that is sufficient to effectively meet the program-related needs of the student.

All records concerning student disabilities are protected by the Family Education Rights and Privacy Act (FERPA). A student's disability documentation and records of accommodations are kept completely separate from his/her academic records and under normal circumstances are not shared with any persons outside of CCCTC (exceptions usually involve danger to yourself or another person or compliance with court orders). Disability records do not follow a student when he/she transfers to another institution, nor are records shared with employers.

Accommodations must be handled by the Adult Education Director. Accommodations must be requested as soon as possible to ensure timely timeliness can be met. Appointments can be made through the adult education department.

## HEALTH RECORDS

Before beginning the program, it is highly recommended that students must have the following completed forms. These are required to verify that the student complies with health requirements of each clinical facility.

1. Report of a physical examination completed by a licensed physician, nurse practitioner, or physician's assistant within the last six months. \*
2. Completed health record on the form provided by the school. \*
3. Proof of tetanus booster within the last ten years. \*
4. Proof of positive rubella, rubeola, and measles titers or administration of the MMR vaccine. (Two doses are required) \*
5. Proof of Hepatitis B Vaccine series; either 2 dose series or 3 dose series is acceptable.
6. Proof of varicella titer or administration of vaccine. (Two doses are required)
7. Results of the two step Mantoux tuberculin skin test if no current Mantoux within the past year. If a current Mantoux test within the past year the two step is not required, however, documentation is required of current and previous year's test. A negative titer on a blood test is also accepted. \*
8. Chest X-ray report if the Mantoux test was positive. \* If negative, chest x-ray then student will have to complete a check list annually to screen for symptoms.
9. Flu vaccination is required. The student has the option to receive any current flu vaccination approved by the CDC. The flu vaccination is required by Oct. 1 to be active through flu season.
10. The COVID vaccination is recommended.

\* It is the student's responsibility to keep all vaccinations and requirements current.

\*\* Clinical facilities may require additional immunizations/vaccines and CCCTC students will be required to comply with the facilities' policy.

It is the student's responsibility to complete the above requirements. If the student starts in the program and then is unable to complete the above requirements, the student will be dismissed.

## LATEX ALLERGY POLICY

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock.

Latex free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the carrying of an epi-pen by the individual or other precautions as advised by the student's health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education, fieldwork, and healthcare career, even when reasonable accommodations are made and to regularly consult with his/her health care provider.

CCCTC will provide latex-free and powder-free gloves upon notification by the student to the Program Administrator. Notification must be made **prior** to program start to ensure availability of supplies when needed.

## CRIMINAL HISTORY RECORD CHECK

A BCI/FBI check via fingerprinting is required of all students. The cost of the record check is the responsibility of the student and is included in the program's fees. The results of the check will be sent directly to the school.

According to contractual agreements with clinical sites, students who have a criminal record in the last five (5) years may not be able to participate in clinical experiences.

By law, health care providers are required to investigate the background of employees. Many offenses preclude people from obtaining employment in healthcare facilities.

Compliance with the law is necessary so the CCCTC Nursing Program can assure the clinical sites that its students are not a risk to patients, staff, and visitors.

The Program Administrator is available by appointment to discuss student concerns about the law. The final decision regarding taking NCLEX is from the Ohio Board of Nursing. See following criminal history fact sheet from the Ohio Board of Nursing Website.

**If students have any offenses above a misdemeanor traffic violation, any offense that will appear on their background BCI/FBI background report, they must disclose to the program administrator or designee and such disclosure will be documented and signed off on the Background Check Agreement form by the student.**



## LIST OF POTENTIALLY DISQUALIFYING OFFENSES

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any the following crimes **may be disqualified** from being licensed as a registered nurse, licensed practical nurse, advanced practice registered nurse, dialysis technician intern, dialysis technician, certified community health worker, or medication aide. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties/responsibilities of the licensed occupations:

**1. Any Offense of Violence as defined in 2901.01(A)(9), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

- (a) 2903.01 Aggravated Murder, 2903.02 Murder, 2903.03 Voluntary Manslaughter, 2903.04 Involuntary Manslaughter, 2903.11 Felonious Assault, 2903.12 Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21 Aggravated Menacing, 2903.211 Menacing by Stalking, 2903.22 Menacing, 2905.01 Kidnapping, 2905.02 Abduction, 2905.11 Extortion, 2905.32 Trafficking in Persons, 2907.02 Rape, 2907.03 Sexual Battery, 2907.05 Gross Sexual Imposition, 2909.02 Aggravated Arson, 2909.03 Arson, 2909.24 Terrorism, 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2917.01 Inciting to Violence, 2917.02 Aggravated Riot, 2917.03 Riot, 2917.31 Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04 Intimidation of attorney, victim, or witness in criminal case or delinquent child action proceeding, 2921.34 Escape, 2923.161 Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function, 2903.34(A)(1) Patient Abuse, 2911.12(A)(1), (2), or (3) Burglary, 2919.22(B)(1), (2), (3), or (4) Endangering Children, and Felonious sexual penetration in violation of former section 2907.12 of the Revised Code.
- (b) A violation of an existing or former municipal ordinance or law of this or any other state or the United States, substantially equivalent to any section, division, or offense listed above in 1.(a).
- (c) An offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons.
- (d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 1. (a) – (c).

**2. Any Sexually Oriented Offense as defined in 2950.01(A), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

- (a) 2907.02, Rape, 2907.03, Sexual battery, 2907.05, Gross sexual imposition, 2907.06, Sexual imposition, 2907.07, Importuning, 2907.08, Voyeurism, 2907.21, Compelling prostitution, 2907.22, Promoting prostitution, 2907.32, Pandering obscenity, 2907.321, Pandering obscenity involving a minor or impaired person, 2907.322, Pandering sexually oriented matter involving a minor or impaired person, or 2907.323, Illegal use of minor or impaired person in nudity-oriented material or performance of the Revised Code.
- (b) A violation of section 2907.04, Unlawful sexual conduct with minor, of the Revised Code when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct, the other person did not consent to the sexual conduct, and the offender previously has not been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, Unlawful Conduct with minor, or a violation of former Section 2907.12 of the Revised Code.
- (c) A violation of section 2907.04, Unlawful Conduct with minor, of the Revised Code when the offender is at least four years older than the other person with whom the offender engaged in sexual conduct or when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct and the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, or a violation of former Section 2907.12 of the Revised Code.
- (d) A violation of section 2903.01, Aggravated murder, 2903.02, Murder, 2903.11, Felonious assault, of the Revised Code when the violation was committed with a sexual motivation.
- (e) A violation of division (A) of section 2903.04, Involuntary manslaughter, of the Revised Code when the offender committed or attempted to commit the felony that is the basis of the violation with a sexual motivation.
- (f) A violation of division (A)(3) of section 2903.211, Menacing by stalking, of the Revised Code.
- (g) A violation of division (A)(1), (2), (3), or (5) of section 2905.01, Kidnapping, of the Revised Code when the offense is committed with a sexual motivation.
- (h) A violation of division (A)(4) of section of section 2905.01, Kidnapping, of the Revised Code.
- (i) A violation of division (B) of section 2905.01, Kidnapping, of the Revised Code when the victim of the offense is under eighteen years of age and the offender is not a parent of the victim of the offense.
- (j) A violation of division (B) of section 2903.03, Voluntary manslaughter, of division (B) of section 2905.02. Abduction, of division (B) of section 2905.03, Unlawful restraint, of division (B) of section 2905.05, Criminal child enticement, or of division (B)(5) of section 2919.22, Endangering children, of the Revised Code.
- (k) A violation of section 2905.32, Trafficking in persons, of the Revised Code when either of the following applies: (a) The violation is a violation of division (A)(1) of that section

and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in a performance that was obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that was obscene, sexually oriented, or nudity oriented; (b) The violation is a violation of division (A)(2) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain a person who is less than eighteen years of age or is a person with a developmental disability whom the offender knows or has reasonable cause to believe is a person with a developmental disability for any purpose listed in divisions (A)(2)(a) to (c) of that section.

- (l) A violation of division (B)(4) of section 2907.09 Public indecency, of the Revised Code if the sentencing court classifies the offender as a tier I sex offender/child-victim offender relative to that offense pursuant to division (D) of that section
- (m) A violation of any former law of this state, any existing or former municipal ordinance or law of another state or the United States, any existing or former law applicable in a military court or in an Indian tribal court, or any existing or former law of any nation other than the United States that is or was substantially equivalent to any offense listed in above in 2. (a) – (l).
- (n) Any attempt to commit, conspiracy to commit, or complicity in committing any offense listed above in 2. (a) – (m).

### **3. Registered Sex Offender Status**

**An applicant who is required to register as a sex offender as defined in Section 2950.01, ORC, under the law of Ohio, or under the substantially equivalent law of another jurisdiction or the federal government, may be denied a license.**

### **4. Any Drug Abuse Offense as defined in Section 2925.01(G), ORC.**

**A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

- (a) 2913.02(A) Theft of Drugs, 2925.02 Corrupting Another with Drugs, 2925.03 Trafficking, Aggravated Trafficking in Drugs, 2925.04 Illegal Manufacture of Drugs – Illegal Cultivation of Marihuana-Methamphetamine Offenses, 2925.041 Illegal Assembly or Possession of Chemicals for Manufacture of Drugs, 2925.05 Funding, Aggravated Funding of Drug or Marihuana Trafficking, 2925.06 Illegal Administration or Distribution of Anabolic Steroids, 2925.11 Possession of Controlled Substances, 2925.12 Possession of Drug Abuse Instruments, 2925.13 Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23 Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31 Abusing Harmful Intoxicants, 2925.32 Trafficking in Harmful Intoxicants – Improperly Dispensing or Distributing Nitrous Oxide, 2925.36 Illegal Dispensing of Drug Samples, 2925.37 Counterfeit Controlled Substance Offenses, of the Revised Code.



- (b) A violation of an existing or former law of this or any other state or the United States that is substantially equivalent to any section listed above in 4. (a).
- (c) An offense under an existing or former law of this or any other state, or of the United States, of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element.
- (d) A conspiracy to commit, attempt to commit, or complicity in committing or attempting to commit any offense listed above in 4. (a) – (c).

**5. Any Theft Offense as defined in Section 2913.01(K), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

- (a) 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2911.12 Burglary, 2911.13 Breaking and Entering, 2911.31 Safecracking, 2911.32 Tampering with Coin Machines, 2913.02 Theft, 2913.03 Unauthorized Use of a Vehicle, 2913.04 Unauthorized Use of Property – computer, cable, or telecommunication property, 2913.041 Possession or Sale of Unauthorized Cable Television Device, 2913.05 Telecommunications Fraud, 2913.06 Unlawful Use of Telecommunications Device, 2913.11 Passing Bad Checks, 2913.21 Misuse of Credit Cards, 2913.31 Forgery -Forging Identification Cards or Selling or

Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33 Making or Using Slugs – misdemeanor only, 2913.34 Trademark Counterfeiting, 2913.40 Medicaid Fraud, 2913.42 Tampering with Records, 2913.43 Securing Writings by Deception, 2913.44 Personating an Officer, 2913.45 Defrauding Creditors, 2913.47 Insurance Fraud, former Section 2913.47, 2913.48 Workers’ Compensation Fraud, former Section 2913.48, 2913.51 Receiving Stolen Property, 2915.05 Cheating-Corrupting Sports, 2921.41 Theft in Office.

- (b) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to any offense listed above in 5. (a).
- (c) An offense under an existing or former municipal ordinance or law of this or any other state, or of the United States, involving robbery, burglary, breaking and entering, theft, embezzlement, wrongful conversion, forgery, counterfeiting, deceit, or fraud.
- (d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (a) through (c).
- (e) Section 2913.30, ORC, Counterfeiting.
- (f) Section 2913.49, ORC, Identity Fraud.
- (g) Section 2923.32, ORC, Engaging in Corrupt Activity.

(h) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (e) through (g).

## **6. Other Criminal Offenses**

- (a) Section 2909.22, ORC, Soliciting or providing support for an act of terrorism;
- (b) Section 2909.23, ORC, Making terroristic threat;
- (c) Section 2909.26, ORC, Criminal possession of chemical, biological, radiological or nuclear weapon or explosive device;
- (d) Section 2909.27, ORC, Criminal use of chemical, biological, radiological or nuclear weapon or explosive device;
- (e) Section 2909.28, ORC, Illegal assembly or possession of chemicals or substances for manufacture of prohibited weapons;
- (f) Section 2909.29, ORC, Money laundering in support of terrorism.
- (g) Section 2917.33, ORC, Unlawful possession or use of a hoax weapon of mass destruction;
- (h) Section 2917.47, ORC, Improperly handling infectious agents;
- (i) Section 2919.12, ORC, Unlawful abortion;
- (j) Section 2919.121, ORC, Unlawful abortion upon a minor;
- (k) Section 2919.123, ORC, Unlawful distribution of an abortion-inducing drug;
- (l) Section 2919.13, ORC, Abortion manslaughter;
- (m) Section 2913.14, ORC, Abortion trafficking;
- (n) Section 2913.15, ORC, Dismemberment feticide;
- (o) Section 2919.151, ORC, Partial birth feticide;
- (p) Section 2919.17, ORC, Terminating or attempting to terminate a human pregnancy after viability;
- (q) Sections 2919.193 through 2919.195, Performing or inducing an abortion before determining whether there is a detectable fetal heartbeat; or without informed consent when there is a detectable heartbeat; or after detection of a detectable heartbeat;
- (r) Section 2919.201, ORC, Abortion after gestational age of 20 weeks;
- (s) Section 2921.12, ORC, Tampering with evidence;
- (t) Section 2921.13, ORC, Falsification;
- (u) Section 2921.22, ORC, Failure to report a crime or knowledge of death or burn injury;
- (v) Section 2921.36, ORC, Illegal conveyance of weapons, drugs or other prohibited items on to the grounds of a detention facility or institution;
- (w) Section 2921.41, ORC, Theft in office;
- (x) Section 2923.16, Improperly handling firearms in a motor vehicle;
- (y) Section 2923.161, Improperly discharging a firearm at or into a habitation, in a school safety zone, or with the intent to cause harm or panic to persons in a school building or at a school function;
- (z) Section 2923.17, ORC, Unlawful possession of dangerous ordnance; illegally manufacturing or possessing explosives;

- (aa) Section 2923.20, ORC, Unlawful transaction in weapons;
- (bb) Section 2923.21, ORC, Improperly furnishing firearms to a minor;
- (cc) Section 2923.24, ORC, Possessing criminal tools;
- (dd) Section 2923.32, ORC, Engaging in a pattern of corrupt activity;
- (ee) Section 2923.42, ORC, Participating in a criminal gang;
- (ff) Section 2927.01, ORC, Abuse of a corpse; Gross abuse of a corpse;
- (gg) Section 2927.11, ORC, Desecration;
- (hh) Section 2927.12, ORC, Ethnic intimidation;
- (ii) Section 2927.13, ORC, Selling or donating contaminated blood;
- (jj) Section 2927.15, ORC, Unlawful collection of a bodily substance;
- (kk) Section 2927.17, ORC, Advertising of massage services;
- (ll) Section 2927.24, ORC, Contaminating substance for human consumption or use or contamination with hazardous chemical, biological, or radioactive substance – spreading false report of contamination;
- (mm) Any criminal offense that is based on (a) engaging in a profession that requires a license, without holding a current, valid license, or (b) that is another criminal offense, set forth in Ohio Revised Code Sections: 4715.99, 4723.99, 4725.99, 4729.99, 4730.99, 4731.99, 4732.99, 4734.99, 4759.99, 4760.99, 4761.99, 4762.99, 4765.99, 4774.99, 4778.99, or 5747.99.
- (nn) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 6. (a) through (mm).

### **Review of Applicant’s Offense History by the Board of Nursing**

**The above listed crimes are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure. The factors considered may include, but are not limited to the following:**

- The nature and seriousness of the offense;
- Passage of time since the crime was committed and whether all terms ordered by the court were successfully completed;
- Whether any other offenses were committed since the crime;
- Relationship of the crime to the ability, capacity, and fitness required to perform the duties and responsibilities of the occupation;
- Any evidence of mitigating rehabilitation or treatment successfully completed, including whether a certificate of qualification for employment under Section 2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained;
- Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to conduct an investigation of an individual who has not applied for a license or certificate. If an applicant has a criminal history, the Board conducts a thorough investigation and considers the above factors and others, including the facts and circumstances underlying the offense; and the total number and pattern of offenses.

## **Determination by Board Whether a Crime is on the List of Potentially Disqualifying Offenses**

You may request a letter from the Board of Nursing stating whether a crime is on this list of potentially disqualifying offenses by emailing: [disqualifying-offense-requests@nursing.ohio.gov](mailto:disqualifying-offense-requests@nursing.ohio.gov). A credit card payment of \$25.00 is required.

## **Other Consequences of Criminal History - Not Regulated by Board of Nursing**

Although the Board may grant a license or certificate to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code 173-9-07; 3701-60-07; 5123:2-2-02; 5160-45-07.*

## **Enrollment in Education Programs**

**The Board cannot answer questions regarding one's eligibility to attend nursing, dialysis, medication aide, or community health worker schools, or participate in clinical instruction.**

Nursing and other programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing or other program to determine whether you are eligible to enroll. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history.

**Note that it is fraudulent for a third party, such as a nursing program faculty or admissions director, to submit a license application attesting to be the license applicant.**

From OBN website April 12, 2021 [List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf \(ohio.gov\)](#)

## ADVANCED STANDING POLICY

An applicant may be considered for admission with advanced standing if the applicant withdrew at the end of the term in a previous nursing program. (Must have been within the last twelve (12) months. Applicants shall be admitted with advanced standing only if there is an opening in the program and a plan can be developed for assuring that all the program objectives are met.

1. A minimum of nine (9) months or 75% of program hours shall be spent at Columbiana County Career and Technical Center, Practical Nurse Program to receive a diploma from the program.
2. Students requesting admission to the school for advanced standing via transfer from another approved school of Practical Nursing, shall meet the school's current admission requirements and current curriculum requirements, required of all admitted students.
3. Submit an official college transcript or transcript from your nursing school.
4. Submit copies of course outlines for which applicant is requesting credit. The Program Administrator will review transcripts and course outlines to determine admission. The student will then be notified to review options.
5. Only courses with a grade of B or higher will be considered.
6. The transfer student will be required to take an examination and skills assessment to assess competencies.
7. Tuition and fees will be determined by the financial aid department and are based on clock hours and prorated books and lab fees.
8. CCCTC does not accept direct transfers.
9. A \$100 registration fee, as required of all students, is required for official acceptance.

**\*Please keep in mind that transferring credit may result in going below minimum hours to maintain financial aid eligibility. See the financial aid coordinator for a case review.**

## **ADVANCED STANDING FOR MILITARY EXPERIENCE**

To apply for advanced standing for individuals with military experience, an applicant must provide appropriate documentation of education or skills training while serving in the military or armed forces appropriate to curriculum requirements.

Columbiana County Career and Technical Center, Practical Nurse Program is committed to awarding program credit for training and experience earned in the United States Armed Forces or National Guard, as long as it has been approved by the American Council on Education or a regional accrediting body, such as the Higher Learning Commission.

Credit will be determined on an individual basis.

## **READMISSION POLICY**

A student who withdraws or is dismissed from the program may petition CCCTC for readmission to the program. This petition will be considered if a vacancy exists within the program. In order to be readmitted to the program, a student must meet the current admissions requirements effective at time of readmission. Readmittance to the program will be at the discretion of the Program Administrator and will occur toward the end of the admission cycle.

A student who withdraws, goes on leave of absence, or is dismissed from the program for academic reasons or attendance may request readmission to future programs. Students dismissed for the following nonacademic reasons, found to be cheating, lying, falsifying records, abusing patients, breaching confidentiality, stealing, abusing alcohol or drugs, improper use of social media, or behaving in a disorderly manner, all violations deemed as unethical conduct, or unprofessional behavior. in the school or on the clinical site, while enrolled in any program at CCCTC, will not be eligible for readmission to CCCTC. Reentry to the program is allowed one time only. If the student leaves the program a second time, for any reason, a third try is prohibited.

The following conditions must be met in order for a student to be readmitted to the program the following year:

1. Student must write a letter to the Program Administrator explaining the changes to the situation that caused them to leave the program and how the same problem will be alleviated this year. This letter must be received by the Program Administrator requesting readmission to the program.
2. A student who left the program, for any reason, will be required to start over in the next cohort.
3. Space must exist for the returning student. If the program is full, then reentering students will be denied admission.
4. If several students wish to return to a limited number of slots, priority will be given first to the students who have all reentry requirements met; and to the students with the highest grades and best attendance from the previous year's studies.
5. All admission criteria must be met as stated under Admission Policy.
6. A \$100 registration fee, as required of all students, is required for official acceptance of those requesting readmission.

## ATTENDANCE POLICY

All attendance is tracked and documented for Theory, Lab and Clinical hours. Students are required to sign in and out, representing the actual time spent. Failure to do so personally is dishonest and student may be subject to dismissal. Students have a professional responsibility to take their education seriously.

### **Theory Hours:**

Students are expected to attend all planned learning experiences and maintain a minimum of 90% theory hours for each quarter. A student missing more than 10% of theory hours will be dismissed from the program. There are no excused absences. Time not present for theory, are absences.

### **Lab Hours:**

Students missing lab hours will be required to make up the missed time, hour for hour. The student will be required to pay \$40.00/hour for the make-up time. All make up lab hours must be made up by the end of the quarter. All fees must be paid prior to start of the next quarter. The student will need to meet with the financial aid coordinator for an invoice. The fees are the responsibility of the student. Students must fulfill the lab attendance requirements of the program to progress to the next quarter or graduate

### **Clinical Hours:**

Students missing clinical hours will be required to make up the missed time, hour for hour. There is a MAXIMUM of two clinical absences permitted per quarter. Students missing a third clinical, will be dismissed for attendance. The student will be required to pay \$40.00/hour for the make-up time. All fees must be paid prior to start of the next quarter. The student will need to meet with the financial aid coordinator for invoice and payment options. The fees are the responsibility of the student. Students must fulfill the clinical attendance requirements of the program to progress to the next quarter or graduate.

All clinical make up hours must be made up prior to the end of the quarter to progress to the next quarter. Makeup clinical hours will be at the discretion of the Program Administrator or designee; sites are not guaranteed. Make-up clinicals are set up by the Program Administrator and assigned. Staying over at the end of clinical does not constitute make-up hours. Missed clinical hours must be made up on the day as assigned and scheduled. It is the student's responsibility to attend on the assigned make-up day. Failure to attend on assigned make up day will result in the student being marked absent for clinical. If this results in your third clinical absence you will be dismissed form the program.

In addition, students reporting to the clinical area late will be sent home. Students are expected to be at the facility and on the unit ready to start prior to the start time. Any student leaving the clinical experience early will be counted as absent for the entire clinical day. These missed hours will also be required to be made up as outlined above.

There is never a guarantee of a clinical site, a clinical time or a specific clinical group. Clinical sites are at a premium for all of the educational programs in our area; therefore, scheduled clinical may not follow your school schedule and can be scheduled during morning or afternoon shift or on a weekend. **No student will be accommodated due to outside obligations.**



## Reporting Absences

### **Classroom:**

A student who misses theory hours is responsible for all missed material and **must notify the instructor to arrange make up for any missed exams or other work within 24 hours.**

### **Lab:**

A student who misses lab must notify the Program Administrator/Designee to report the absence. A student who misses lab hours is responsible to **notify the Program Administrator/designee to arrange a make-up lab within 24 hours.**

### **Clinical**

A student who is unable to attend clinical must notify the clinical instructor by phone. No texting. If no answer, please leave a message for the instructor so that a date and time is recorded of the call off. The instructor will return your call when available. Student must call off at least 1 hour prior to clinical to their instructor. **A “no call - no show” to the instructor will result in a write up.** See Exhibit A. Students are not to contact the clinical sites for any reason. All questions concerning clinical rotations or preceptorship must be addressed by the instructor or school administrator.

### **Absence for Illness and/or Injury**

A student whose absence is due to hospitalization or injury will be required to submit a doctor's statement of fitness with no restrictions before being permitted to return to the classroom/lab/clinical portion of the program.

In accordance with school policy, if a student is taken from the classroom or clinical by ambulance or loses consciousness for any reason, a doctor's excuse must be provided before the student can return to class. All hours missed will count against attendance and must be made up hour for hour if clinical or lab.

### **Student Illness In Classroom And Clinical Setting**

- It is the responsibility of the student to cover all health care costs while enrolled in the program.
- Therefore, it is strongly recommended that each student carries adequate health insurance coverage.
- Except in cases of extreme emergency, physician or clinic appointments must be scheduled to not interfere with class or clinical experiences.
- Any student who loses consciousness for any reason during class, lab or clinical will have an ambulance called for them, this is at the student's expense. The student must produce a doctor's excuse before returning to the classroom or clinical.

- A student who becomes ill or is injured during school hours must report immediately to an instructor. Depending on the symptoms, the student may be sent home, referred to his/her personal physician, or may be taken to the emergency room for immediate treatment. In the event of an emergency, the instructor shall use his/her best judgment in seeking appropriate medical care. The student will bear the cost of any such necessary treatment. If an ambulance is called, the student must assume the cost.
- A student who requires emergency care while in the clinical area will be treated at the affiliating hospital. However, the student will assume financial responsibility for the care given. If admission to the hospital becomes necessary, the student will be admitted in the same manner as any other person. The missed clinical time will be recorded as missed clinical hours.
- Any student who has an accidental injury while in the clinical area or in class will be required to complete the accident form for that institution on the day the accident occurs, if possible.
- The School may require follow-up care in the presence of infection or illness to determine if and when the student may return to the patient care area. A physician statement of diagnosis and treatment as well as clearance for the student to resume clinical duties will be provided to the Program Administrator to be placed in the student's health record.

## SCHOOLGY

Schoology is the platform used for any online work students are assigned. In addition, Schoology is used for all quizzes and exams in class with the exception of Medication Math tests. Quizzes and exams are opened to the class on the day and time they are scheduled.

The instructor monitors the exam or quiz while students are answering questions. The program is designed so the instructor can monitor student progress. The student has only one attempt to take the quiz or test.

If the student is absent on a quiz or exam day, the student is not permitted to log on to Schoology remotely. The instructor is able to see if the student accessed Schoology and whether a quiz or test has been viewed.

Therefore, if an exam or quiz is accessed during an absence, this will be interpreted as a form of cheating and the student will be disciplined or dismissed from the program.

In the event an instructor needs to contact you, they will message you through Schoology and/or your assigned school email account. Students are responsible to regularly monitor both their school email and Schoology accounts for communications. It is the responsibility of the student to read all communications sent from the school staff, faculty and administration. Failure to open your email or Schoology messages, does not exempt you from the knowledge being conveyed or the action requested in the communication. Rather, such communication transmission and receipt thereof are assumed as received.

When using Schoology, as in all communication with the faculty and administration at CCCTC, professionalism in communication is expected. All communication requires an opening and closing salutation.

Netiquette, a social code that defines “good” online behavior. Keep “Netiquette” in mind during your virtual course interactions, and follow these guidelines

- **BE SCHOLARLY**  
**Do:** Use proper language, grammar, and spelling. Be explanatory. Justify your opinions. Credit the ideas of others; cite and link to scholarly resources.  
**Avoid:** Misinforming others when you may not know the answer. If you are speculating (guessing) about something, clearly state that you do not have all of the information.
- **BE RESPECTFUL**  
**Do:** Respect privacy. If you have an issue that is specific to a question or comment, or opinion leave it off of the Schoology public or class feed. Rather send you questions or comments privately to the proper party. Send all comments regarding a test or course assignment via private message to your instructor and not posted to the group feed.  
**Avoid:** Sharing too much personal information.
- **BE PROFESSIONAL**  
**Do:** Represent yourself well at all times. Be truthful, accurate, and run a final spell check. Type in a legible, black font, and limit the use of emoticons.  
**Avoid:** Using negativity, profanity or participating in hostile interactions.
- **BE POLITE**  
**Do:** Address others by name or appropriate title, and be mindful of your tone. Be polite as you would in a face-to-face situation.  
**Avoid:** Using sarcasm, being rude, or writing in all capital letters (shouting). Written words can be easily misinterpreted, as they lack facial expression, body language, and tone of voice.

## STUDENT DRESS CODE STANDARD POLICY

The purpose of the dress code is to ensure that the attire of all students reflects a professional image at all times. Students will be required to purchase and wear the regulation school uniform. The clinical uniform must be worn to and from the health care facility.

The CCCTC Nursing student uniform will be worn to class and all off campus clinical assignments unless otherwise directed by the course faculty. The uniform is purchased at student orientation and is part of student lab fees.

The CCCTC Nursing uniform consists of a scrub top and pants or skirt. A warm up jacket is included. Students must purchase replacements from the Student Services Department at CCCTC for uniforms that are stained or are ill fitting.

Should a student, for whatever the reason, no longer be a student of the CCCTC Practical Nurse Program, they will not be allowed to wear the regulation student uniform as it represents the school of nursing and their actions could be construed as representing the school.

Please understand that some clinical sites may have additional requirements that students must follow if assigned to that facility. Each student is to be neat, clean and well-groomed at all times during school hours.

Students are not permitted to wear school uniforms outside of classroom/clinical hours. Students are expected to maintain professionalism while in uniform. Students engaging in unprofessional behaviors while in uniform will be subject to disciplinary action. In addition, absolutely no smoking is permissible while in uniform, including in the parking areas. Do not wear in a social setting. No consumption of alcohol while in uniform.

### GENERAL

Any student who shows up to **classroom, lab/ simulation or clinical** in violation of the below uniform codes will be sent home and it will be counted as an absence. The student will be responsible for any fees related to the make-up clinical or lab/ simulation.

- **Uniforms** and other clothing worn in the classroom and/or to the hospital or other community-based healthcare settings will be freshly laundered and unwrinkled. A uniform or warm up jacket should not be worn two days in a row without laundering. Students are not to alter uniforms in any way such as narrowing legs, etc.
- **Uniform** fit must be consistent with a professional appearance. Uniforms must be sized adequately to allow for all movements necessary for patient care without exposing any torso skin or chest cleavage. Additionally, uniforms must not fit so tightly that movements are hampered or reveal unnecessary body form or undergarment lines.
- Students are **NOT** permitted to wear hoodies, sweaters, jackets over uniform while in class, lab, or clinical. Students are issued warm up jackets to wear when uniforms are required. Students can also purchase an optional fleece jacket from the school that may be worn in classroom but not clinical.

- **Undergarments:** For Class, Lab and/or Clinical: Undergarments will not be exposed. A neutral-colored (gray, black, or white) shirt may be worn under uniform top. If wearing navy scrubs, a navy-colored shirt may be worn.
- **ID Nametag:** An official CCCTC Nursing program nametag will be worn to all clinical assignments and class. The ID nametags are required to be at chest level. Replacement **ID nametags** must be purchased (\$10.00) and paid to financial aid coordinator. Clinical sites may also require a separate ID.
- **Hair** must be a “natural” hair color (i.e., not bright red, green, blue, pink, orange, or purple); unnatural hair color extensions are not allowed.
- Headbands or hats are not allowed in classroom, lab, or clinical setting.
- **Hygiene:** Good personal hygiene including a neutral smelling deodorant is expected. Perfume, cologne, cigarettes, cannabis, or other strong-smelling substances or odors are not allowed.
- **Fingernails** are to be clean, short, and smoothly rounded. Nail polish and/or artificial nails are not allowed in the clinical/lab setting.
- **Hair (in lab)** must be clean, off the collar, neat, and contained away from the face.
- **Body Piercing:** Earrings should be modest. **No other body piercings can be visible, including facial or tongue piercings.** Clear spacers must be worn with gauges.

**Clinical (note all above general requirements apply; plus additional below requirements)**

Any student who shows up at clinical in violation of the uniform codes will be sent home and it will be counted as an absence. The student will be responsible for any fees related to the make-up clinical.

- **Shoes:** Clean, white, non-porous that fully enclose the foot are worn with the uniform.
  - Open heel clogs are unacceptable.
- **Socks/Stockings:** White socks are required. White or neutral-toned hose are required to be worn if wearing the uniform skirt.
- **ID Nametag:** In addition to the school issued ID Nametag, if a facility requires their own ID Nametag, students will be required to wear the issued badge. Failure to have the required badge can result in being sent home. If any hospital badge is not returned to the appropriate designee at the end of a clinical, you will be required to pay a \$50 fee.
- **Fingernails** are to be clean, short, and smoothly rounded. Nail polish and/or artificial nails are not allowed in the clinical setting.
- **Makeup:** Neutral colored makeup is permitted. Makeup must not be excessive.
- **Eyelashes:** False eyelashes are prohibited at clinical.
- **Jewelry:** Other than the jewelry mentioned below, no other visible jewelry is allowed.
- **Rings:** Students may wear one ring as long as it does not pose a threat to patient skin integrity. A wedding set constitutes one ring. Settings that are not flat are acceptable but are at instructor’s discretion.
- **Body Piercings:** Earrings: One pair of inconspicuous pierced earrings is acceptable. For your own safety, hoops or dangling-off-the-earlobe earrings are not allowed. **No other body piercings can be visible, including facial or tongue piercings.** Clear spacers must be worn with gauges.

- **Tattoos:** Tattoos on any exposed body part must be covered in a neat and professional manner. Students must wear the most appropriate undershirt to cover the exposed tattoo.
- **Hair** must be clean, off the collar, neat, and contained away from the face. Hair should not be falling in your face or into your field when working with a patient. Long hair must be secured up and off the collar. Hair must be a “natural” hair color (i.e., not bright red, green, blue, pink, orange, or purple); unnatural hair color extensions are not allowed.
- Headbands are not allowed in classroom, lab, or clinical setting.
- **Facial hair** should be kept clean, trimmed, and neat. Some facilities may not allow facial hair and students must adhere to facility guidelines.

**The final decision on any questionable apparel rests with the Program Administrator /Designee. Students who wear improper clothing will be sent home and will be counted as an absence.**

# EVALUATION OF STUDENT PROGRESS CLASSROOM EVALUATION

## GRADING SCALE

A 93 – 100

B 84 – 92

C 75 – 83

Failing- 74 and below

Students must maintain a passing score in each course and in clinical, simulation laboratory, and preceptorship in order to remain in the Practical Nurse Program and progress to the next succeeding quarter. Tutoring, study skills, and reading and math assessments can be provided upon request.

Course grades are based on quizzes, tests, and class assignments and/or participation. All assignments are expected to be turned in on time. No late assignment will be accepted.

All students must achieve a 75% as an average in the test/quiz category. They must also achieve a 75% cumulative overall average. An average score below 75% on tests (including the final) and cumulative overall course average will result in a failing grade for the course. If a student scores below a 75% on any test, it is the student's responsibility to schedule an appointment with the instructor for academic counseling.

*The only exception to the above, is the Pharmacology I course in Quarter I. Students must achieve an 80% on the final math exam to pass this course. The student has a total of three chances to pass the medication math test. If unable to pass within three attempts, the student will be dismissed.*

A student will receive an academic warning if the student's test average or cumulative average in any course falls below 75% at midterm. Students will be required to sign that they are aware of their standing and a plan of action to correct the failing grade.

Evaluation of each course and simulation laboratory-or clinical performance is dependent upon the student meeting the objectives of the course or clinical assignments as determined by the evaluation methods utilized in the course.

The instructor or student may request an evaluation conference at any time. An evaluation of academic achievement and progress in the simulation laboratory-or clinical area will be provided for each student by the faculty assigned each term.

All course work, including clinical and simulation laboratory make-up days must be completed prior to the last day of the quarter in order for the student to progress to the next quarter. If the student fails to complete the course work or make-up days as assigned, they will receive a failing grade and will be dismissed from the program.

If you are having difficulty in a course, meet with the instructor promptly. You may contact them by calling their office phone or by a private message through Schoology or through email to schedule a meeting. You are encouraged to meet with your instructor regarding any questions or concerns.

# CLINICAL and LABORATORY PROGRESSION

## Grading Scale

.....S Satisfactory (meets all objectives)

.....U Unsatisfactory (not meeting (1) or more objectives)

Clinical and simulation laboratory experience evaluations are based on the student's performance. For a student to be evaluated as "Satisfactory" all objectives for that course must be met. Students must be "Satisfactory" to proceed to the next quarter. Laboratory evaluations will be conducted at the end of the lab. Clinical experience evaluations will be based on the student's performance within the clinical area. Clinical evaluations will be conducted at the end of each clinical rotation and on an individual basis each clinical week

Clinical is an experience for the students to work directly with patients in the clinical setting after learning the material in class and lab if applicable. The clinical instructor is there to facilitate the student's learning experience

During school hours, students may not visit ill family, students, or friends in the clinical facilities without permission from their clinical instructor. If permitted by the clinical instructor, students may visit friends or family members only during their lunch break period. Children or other family and friends are not permitted in the classroom or clinical area.

## Required Supplies and Equipment at Clinical/Lab

**Clinical:** When reporting to the clinical area, all students must wear name badge and bring the stethoscope and scissors from the lab kit provided by the school. In addition; student must bring:

- Black ball point pen (non-erasable)
- Watch with a second hand (no smartwatch)
- Corrective eyewear (if necessary)
- Any other specific items requested by instructor

If not prepared with these, the student may be dismissed from the clinical area and counted absent.

**Skills Labs:** When reporting to lab, all students must wear name badge and bring the entire lab kit provided by the school. This includes any other specific items requested by instructor. Failure to bring your lab kit resulting in additional supplies being issues to you, will result in a change to your school account. Financial services will then send you an invoice.

## **Clinical/Preceptorship**

- Students will be assigned to clinical groups each quarter. Once assigned to a group, student may not request to be placed in another group or site.
- Once clinical groups are assigned, a student may not trade with another student.
- Students will be required to complete a preceptorship in the fourth quarter. A student working long term care may not precept in the facility in which they are employed. If a student is employed at an acute care facility, it is preferred that they do not precept at that facility. However, in the event that the student must precept at that facility, they are not permitted to precept on the unit(s) where they are normally scheduled to work
- Any students who falsify preceptor hours will be dismissed from the program



## **PROGRESSION POLICY**

At the end of each quarter, the student must meet the following criteria in order to proceed to the next quarter:

1. All students must achieve a 75% as an average of all tests and quizzes in each course and a 75% overall average for all assignments. If a student scores below a 75% on any test, it is the student's responsibility to meet with the instructor for academic counseling. The only exception is the Medication Math Exam. The student has a total of 3 chances to pass the medication math exam. If unable to pass with 3 attempts, at an 80% or higher, the student will be dismissed.
2. Satisfactorily achieve course objectives in laboratory and clinical area.
3. Demonstrate professional attitudes showing evidence of growth equivalent to increased learning and experience.
4. Abide by school/program policies. (See dismissal policy page 54).
5. Meet the objectives of each course.

Clinical objectives will be shared with the student at the beginning of each clinical rotation. The student must be eligible to participate in the clinical experience and satisfactorily meet those objectives to progress to the next level.

Students who do not meet clinical objectives will receive a clinical failure for the clinical and will therefore fail the course. Students who fail clinically will not be permitted to repeat the course and will be dismissed from the program.

## **SCHOOL CLOSING POLICY**

Going to school in Northeast Ohio has its challenges. Inclement weather is one of them. Please make a copy of this policy and keep it in a place that you can refer to it with questions.

1.     **The 2 HOUR DELAY:** If the school is on a 2-hour delay, there are **NO CHANGES** to adult education clinical or classroom schedules. Students and staff report as usual.
  
2.     If you see on TV or hear on radio that CCCTC is closed, this means the building is closed. If you have a **CLASS**, your **CLASS** may be held via **ZOOM** during regular class hours or may require to be made up on another day of the week. You will be notified by email and/or Schoology message from the program administrator/designee with detailed instruction regarding the event.

**If the school is closed on a clinical day, you are to report to your clinical site, regardless of school closure, unless directed differently by your program administrator/designee.**

# GENERAL STUDENT PROGRAM STANDARDS

## I. Absences, Make-Up Work and Tests/Assignments

Classroom doors will be closed at the start of class each day and after any given breaks. If a student is late to class, they must remain outside the classroom until the next break.

If a student is late on test day, the test must be taken upon return to class.

If a student is absent, the test(s) must be made up on the day of return. It is the student's responsibility to report to program administrator/designee to set up time.

If a student is absent, it is the student's responsibility to obtain all course related material and assignments. Arrangements will need to be made to complete all missed work and tests and the time missed will count as missed class time/hours, and will be documented against the student's attendance.

In order to minimize distractions, students will remain in the classroom after completing a test or quiz unless instructed otherwise. Students will use this time to read, study, or review quietly.

Failure to take a makeup test at an arranged time will result in the grade of a zero.

Follow all course requirements as outlined on your syllabus.

## II. Instructor Feedback

As with all communication with faculty, administration and other students at CCCTC, professionalism in communication is expected. If you are having difficulty in a course, meet with the instructor promptly. You may email, call their office or message them through Schoology to schedule a meeting. You are encouraged to meet with your instructor regarding any questions or concerns.

- The instructor will respond and address your concerns and/or provide feedback on your assessments in a timely manner:
- The instructor will typically respond to your written contact within 24 working hours during the week and within 48 hours during weekends or over holidays. Again, please allow time for an answer before sending additional messages.
- The instructor will typically provide feedback on assignments within 7-10 working days starting with the due date, or 10-12 days during holidays. Some assessments may take longer to evaluate and provide feedback.
- In the event an instructor needs to contact you, they will message you through Schoology. Or through your school email. Please check regularly for communications. You are responsible for the information contained in the communication, regardless of if you do not you open.

- When communicating with instructors try to word your correspondence clearly. Ask for specific assistance and not general statements such as “I don’t understand anything”, or “I don’t get it”. Also speak only on your own behalf and not for others or the entire class. CCCTC, requires professionalism in all communication, including opening and closing salutation. Any communication without a signature will not be addressed.

Please allow your instructor adequate time to respond before sending additional communication. Always make sure you have read instructions and followed guidance thoroughly before asking for assistance. Instructors have a heavy load and receive many communications that require responses. Be sure your communication is necessary and cannot wait until face to face with the instructor at class or clinical.

### III. Technology

- **Electronic Devices:** Electronic devices such as computers, iPad, tablets, iPods, smart watches, etc. should only be used for educational learning purposes.
- **Cellphone and Smartwatches:** During class and lab, phones and watches are to be kept in bookbags and on silence. They are only to come out during breaks or with permission for emergencies. During tests/lab time, cellphones and smartwatches must be stowed in cell phone locker.
- During **clinical**, cell phones and smartwatches, are not permitted in the clinical area and should be placed in the break room or employee lounge. Prior approval from the clinical instructor is needed if the student has a family emergency, child illness, etc. in order to have the cell phone on their person. In any case the phone should be on silent or vibrate.
- **Texting** is prohibited during class/lab and clinical. Your cell phone is not to be used for looking on the internet or used as a calculator unless approved by the clinical instructor or classroom faculty, etc. Faculty has the right to take cell phones off students and they will be returned at the end of class/lab or clinical. No pictures or videos are to be taken with the cell phone in class/lab or clinical.
- **Student use of equipment:** Students using equipment belonging to the school or clinical agencies are responsible for proper care of that equipment. When damage or loss of equipment is due to a student's negligence or carelessness, the student must assume the cost of repair or replacement.
- No tape-recording of lecture or during class without express written permission.

#### **IV. Social Media**

Social Media is defined, for the purpose of this handbook as, personal websites, blogs and/or personal pages on the internet including but not limited to Facebook, My Space, Twitter, Instagram, TikTok, Snap Chat, or YouTube will be referred to under the general term "social media."

- CCCTC strictly prohibits students from engaging in the use of social media during class, lab or clinical hours.
- Social media is a form of public communication. Students are prohibited from divulging confidential information through social media or a third party regarding CCCTC without prior approval from the Adult Education Director. Any breach of confidentiality may result in dismissal from the program
- No school logo may be used without prior written consent from Adult Education Director. This includes CCCTC logos or images from school or clinical on social media, clothing, signage etc.
- Students may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive or hateful to another person or entity connected to the school, its employers, board of education, clinical sites or competitors.
- See Below -Professionalism and Student Conduct per OBN, #11, #12 & #13. Failure to comply can result in discipline and/or dismissal

#### **V. Professionalism And Student Conduct**

1. Student nurses are important members of the health care team. It will be expected that students will conduct themselves in the following manner.
2. Students are expected to act in a professional manner at all times. This includes the classroom, clinical and anytime you are representing CCCTC. This includes dress, attitudes, language, and actions while interacting with faculty, fellow students, patients, and clinical staff.
3. Students are never permitted to witness any legal document for a patient.
4. Confidential information about a patient acquired while caring for the patient must remain confidential. No names shall be used when referring to patients either in conversation or in writing (care plans, notebooks, etc.). This is an ethical and legal obligation of all health care providers.
5. In the clinical area, students are never permitted to care for family members or close personal friends. If such an assignment is made, it should be brought to the instructor's attention immediately.
6. No chewing gum permitted in the clinical area.
7. No tape recorders (unless prior permission from Program Administrator) or cell phones are permitted in the classroom or during test review. Any student caught with a recording device will have the device confiscated, material erased and not returned until the end of class. Please see cell phone policy.

In addition, the Ohio Board of Nursing requires that we inform students of the following rules that regulate student conduct while in school, and can be found in Chapter 4723-5 of the Administrative Code. The program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723 of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

(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 patient, and the patient'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 patient 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, 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 patient.

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

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient 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 and standard 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 patient;

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

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient 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 patient;

(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 patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient 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, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use 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 the use of drugs, alcohol, or other chemical substances.

(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 misappropriate or attempt to misappropriate 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 administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

## **VI. Unethical Conduct, Unacceptable Behavior, or Attitude**

Nursing ethics delineate how nurses must conduct themselves in relation to their profession, their patients, other members of the healthcare team, and the community. The American Nurse Association Standards Code of Ethics reflects the high ideals of the registered nurse. Students are expected to comply with these standards.

Unethical behavior is any behavior that violates the Code of Ethics. It includes, but is not limited to: cheating, lying, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients, or behaving in a disorderly manner in the school, hospital or other clinical agencies.

Undesirable behavior is defined as the inability to get along with coworkers, continual antagonism of instructors or classmates, and /or repeated dissension among classmates or coworkers.

It is illegal to take photographs in a public bathroom, public locker room, or medical office/facility, or any location that has a reasonable or assumed expectation of privacy.

These behaviors are unprofessional and may be grounds for dismissal from the program.

The use of vulgarity/profanity by students is considered to be unprofessional and may be grounds for dismissal from the program.

### **Zero-Tolerance**

Action of a student or students that are determined by the administration to be inappropriate behavior, disruptive, and or/or violent in nature while on school property, and/or during official functions will have discipline intervention consistent with established district policy and the Ohio Revised Code.

## **VII. Guidance And Counseling**

1. The Adult Education Administrative Staff does provide pre-admission guidance for all students seeking admission to the Practical Nurse Program.
2. Students may request a conference with the assigned instructor or Program Administrator at any time.
3. All members of the faculty act as counselors in planning activities or classes and are available to counsel students in matters concerning their academic problems. A counselor is available for counseling in other areas either at the school or in the community. This information is posted in the classroom.
4. Each faculty member does educational counseling in their area of specialty.
5. The Program Administrator will have individual conferences as needed.
6. Contact the instructor for available office hours.
7. All conferences are to be written and placed in student file.
8. If a student is having a crisis or issue that is not able to be handled by the available faculty, available community resources will be utilized.

## ATI and NCLEX REVIEW POLICY

### Scheduled ATI Practice and Proctored exams:

- Mandatory and must be made up.
- It is the student’s responsibility to contact the course instructor within 24 hours of the missed exam to make arrangements to retest. Failure to do so will result in a written warning.
- Dates for retesting will be decided upon at discretion of course faculty.
- Exams may be averaged in as a test or quiz grade.

### ATI Comprehensive Predictor proctored exam:

- In quarter 4, students **must** pass the mandatory ATI Comprehensive Predictor proctored exam before graduation with at least an 80% on the Predicted Probability of Passing the NCLEX-PN.
- If a student fails to do so, the student may attend graduation, but will **not** receive a diploma or have a letter of completion sent to the Ohio Board of Nursing **until** an 80% on the Predicted Probability of Passing is achieved  
(Walking at graduation is based on the program administrator/designee documenting that the student is in the process of completing all graduation criteria or is working toward meeting all criteria).
- Refer to the following table if an 80% on the Predicted Probability of Passing is not achieved the first time taking the exam:

1 <sup>st</sup> failed attempt	2 <sup>nd</sup> failed attempt	3 <sup>rd</sup> failed attempt	4 <sup>th</sup> failed attempt	5 <sup>th</sup> failed attempt
Must wait <b>30 days</b> to retest	Must wait <b>45 days</b> to retest	Must wait <b>60 days</b> to retest	Must wait <b>60 days</b> to retest	After the fifth attempt students may contact the school to pick up diploma and have letter sent to OBN
Meet with the Program Coordinator	*Must pay for 3 <sup>rd</sup> exam Must continue VATI program and receive a green light from coach	*Must pay for 4 <sup>th</sup> exam	*Must pay for 5 <sup>th</sup> exam	FINAL ATTEMPT- students are encouraged to remediate and sit for their NCLEX once they feel prepared.
	Recommended that student purchases review course	Recommended that student purchases review course	Recommended that student purchases review course	

\* The cost of exam will be the price that ATI charges at the time of the exam.

Students need to remediate and prepare for each testing period. Failure to retest or remediate, will result in the student still following the same timeline for meeting all ATI testing policy requirements to graduate. After the fifth and final attempt or on that date as outlined above, the student will be considered as meeting the ATI testing policy for graduation requirements.

NCLEX Review: ALL NCLEX review courses are mandatory including, but not limited to, Capstone, Virtual ATI, and Live Review and are part of the required course content. If an unexpected absence occurs during this review, the student will be required to complete an ATI assignment equivalent to the course content missed and the **exact** hours missed. The missed work will need to be completed at the school on the student’s own time and may not be completed at home. The assignment will be at the discretion of the instructor and must be completed to receive a final grade in N104 and to meet the ATI Attendance policy for all review courses.

## **FACULTY RESPONSIBILITIES TO STUDENTS RELATED TO SUPERVISION**

The school wants to provide the best education for each student and to obtain this, the faculty have the following responsibilities to the student:

1. A faculty member of a nursing education program is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty, teaching assistants or preceptors shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.
2. Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-10 of the Ohio Administrative Code for a registered nursing education program, and 4723-5-11 of the Ohio Administrative Code for a practical nursing education program.
3. All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall:
4. The student's practice is under the auspices of the program.
5. The student acts under the supervision of a registered nurse serving as a faculty member or teaching assistant.
6. Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled;
7. Communicate clinical objectives or outcomes to:
8. The student;
9. The teaching assistant and preceptor, if utilized; and
10. The staff at the clinical site;
11. Provide for orientation of each student to the clinical site, including introduction to staff;
12. Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;
13. Provide for supervision of each student in accordance with this chapter; and
14. Evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.
15. The faculty member may assign an observational experience as appropriate to meet course objectives.

16. The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.
17. The teaching assistant or preceptor providing supervision of a nursing student shall at least:
18. Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;
19. Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
20. Clarify with the faculty member:
21. The role of the teaching assistant or preceptor;
22. The responsibilities of the faculty member;
23. The course and clinical objectives or outcomes;
24. The clinical experience evaluation tool; and
25. Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.
26. A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.
27. The above is from rule 4723-5-20 (Ohio Administrative Code) Responsibilities of faculty, teaching assistants and preceptors in a clinical setting and Chapter 4723.32 of the Ohio Revised Code.

## PROGRAM COMPLETION POLICY

All students must attend 90% of the theory in each quarter to fulfill the attendance requirements of the program. All lab and clinical hours must be completed at 100%. Therefore, missed hours, will be made up, hour for hour at a cost to the student.

Students with incomplete (I), in any course, clinical, or preceptor assignment, will have no longer than 90 days after graduation date to complete coursework. After 90 days, such grade(s) will be changed to fail (F). All courses must be completed with a minimum score of 75% to meet academic graduation criteria.

### **Graduation Criteria:**

To qualify for graduation, students must:

#### Academic Eligibility:

- Achieve a grade of 75% or higher in the test/quiz category.
- Maintain a cumulative grade of at least 75% across all courses.

#### Non-Academic Eligibility

- Student must have satisfied all financial obligations to the school; and
- Students must achieve Program Attendance requirements of 90%; and
- Students must meet all ATI testing policy requirements; and
- All clinical objectives must have been met in a satisfactory manner; and
- Students must complete all preceptor hours and submit the required documentation; and
- Students must meet the ATI Attendance policy for all review courses.

Students who have completed all of the above requirements, will be permitted to participate in graduation exercises and will receive a transcript and diploma. Should a student elect to not participate in the graduation exercises, please note there will be no reimbursement of the graduation fee, that is billed to the student as program fees.

A letter of completion evidencing completion of all of the above graduation requirements, both Academic and Non-Academic, is required to be sent to the Ohio Board of Nursing, to make students eligible for taking NCLEX. This letter will not be sent until all requirements of graduation, both Academic and Non-Academic are met.

Students shall be allowed to attend graduation exercises; including walking across the stage, if the program administrator/designee documents that the student is in the process or working toward completing all graduation criteria. Being allowed to participate in graduation exercises does not establish your right to be treated as a graduate. Also, the release of graduation documents is contingent on meeting all of the Graduation Criteria, both Academic and Non-Academic requirements. Once all criteria have been met, the student will receive official graduation documents, and be treated as a graduate. Upon a determination that all Graduation Criteria, Academic and Non-Academic, have not been met, a student will not be awarded a diploma or official transcript in Good Standing or treated as a graduate. Such student will then be responsible for any cost incurred in working toward meeting graduation criteria.

If a student achieves a 3.7-4.0 GPA will graduate with highest honors.

If a student achieves a 3.5-3.6 GPA will graduate with honors.

*No student who has been written up for violation of any school policy during their program of study shall be eligible for graduation awards or special recognition during graduation exercises, regardless of GPA.*

## **DISMISSAL OF STUDENT**

**Although not an exhaustive list, students may be dismissed from the program for the following:**

- Academic: Failure to achieve a 75% in the test/quiz category and maintain a cumulative grade of at least 75% across all courses will result in an academic failure.
- Attendance: Failure to attend 90 % of the theory hours per quarter will result in attendance failure.
- Clinical/Lab: Failure to meet all the clinical or lab objectives at the end of each course will result in a clinical failure. All lab and clinical hours must be made up.
- Safety Violation: Placing the patient at risk (improper use of restraints, improper bed position or bed rail position, incorrect transfer techniques, negligence in patient care or procedure, patient abandonment, leaving the clinical are without permission, etc. will result in a safety violation, possibly resulting in clinical failure.
- Non-Academic: Any student who is found to be cheating, lying, falsifying records, abusing patients, breaching confidentiality, stealing, abusing alcohol or drugs, improper use/of social media or behaving in a disorderly manner, all violations deemed as unethical conduct, or unprofessional behavior in the school or on the clinical site will be subject to dismissal.

**In Addition:**

CCCTC reserves the right to request random drug screens from any student at any time during the program at the student's expense. Some clinical facilities require pre-clinical drug screens before students begin clinical experiences at their facilities. A student testing positive on any random or pre-clinical drug screen will be dismissed from the program immediately.

Unprofessional behavior of a serious nature or grossly unsafe nursing practices can result in immediate dismissal after the case is reviewed by the student, faculty, and the Program Administrator.

**School Policy Violations: Violations of school policy and/or dress code possibly may result in a course failure.**

Write Ups: Formal write ups go into student's permanent file. On the third write up, for any type of violation, student will be dismissed from the program.

For infractions, a conference with a faculty member and/or Program Administrator /Designee will be held. At this time, the problem will be discussed. Any of several courses of action may then follow including a formal write up:

1. Verbal or written warning with student input of how to correct the problem.
2. Academic or clinical probation/suspension with a discussion of ways to improve.
3. Immediate dismissal can occur if the infraction is serious enough. All incidents will be written up and placed in the student's file. If the student continues to have problems, all write ups will be considered when decisions are made regarding disciplinary action. In addition, any student coming to class or clinical area found to be demonstrating symptoms of alcohol or drug abuse will be removed from that area.

## **WITHDRAWAL**

A student may withdraw from the school voluntarily. Such student must make an appointment with the Program Administrator/Designee to discuss the matter, submit a written letter of withdrawal, and meet with the financial aid officer. The official withdrawal date will be listed on the required school withdrawal form.



## STUDENT PREGNANCY POLICY

CCCTC is committed to protecting the rights of students to an educational environment free from discrimination, including discrimination on the basis of pregnancy, as required under Title IX of the Educational Amendment Act of 1972; the Violence Against Women Reauthorization Act (VAWA); Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act prohibiting institutions of higher education from pregnancy discrimination.

- To protect the health of both mother and unborn child, a pregnant student is required to notify the Program Administrator as soon as the pregnancy is verified.
- A written statement from the student's attending physician stating that the student may remain in the program with no restrictions must be submitted. If the physician indicates that the student cannot continue in the program, the student must withdraw from the school.
- After delivery, a written statement from the attending physician indicating the student's ability to resume clinical responsibilities must be submitted prior to resuming those responsibilities.

Students that report pregnancy, childbirth or any related medical conditions will be accommodated the same manner as other students who are accommodated for a physical condition. Students may request accommodations such as:

- A larger desk or classroom furniture
- Breaks during class, as needed
- A lactation area

Please note: Flexibility may result in the grade of Incomplete until course work or clinical is finished. Due to limited resources, student may have to wait until the next clinical rotation to complete.

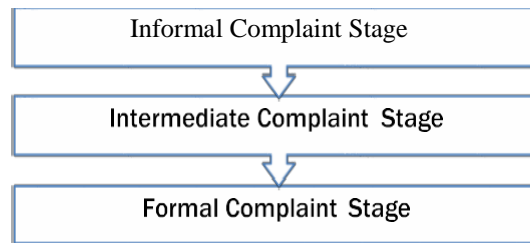
# GRIEVANCE POLICY

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The process to resolve a complaint/grievance is outlined by the following chain of command:

The term “complaint/grievance” applies to a dispute between a student and the school regarding the interpretation, application, or compliance with school policies. CCCTC believes that all students have the right to due process in matters covered by this [Grievance] Policy. To that end, we have outlined the mandatory process to be followed in such matters; a procedure to be followed without fear of retaliation or intimidation. To promote the goal of a process free of retaliation and intimidation, all grievance proceedings will be held in strict confidence by those involved. The student must follow these procedures as written.

In the interest of effective relationships, a procedure is necessary, whereby the student can be assured of a prompt and systematic process for the handling of grievances. Such systematic process includes specific steps making up the Grievance process. These steps are as follows:



It is the policy of CCCTC Adult Education to maintain a complaint process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines.

### 1. Informal Complaint Stage

If a student of CCCTC Adult Education has a question, concern, or complaint regarding attendance, academics, or conduct, they must first attempt to resolve the matter orally or informally by following the chain of command. The student should speak directly with his/her instructor within one (1) active academic calendar day(s) after the act or condition giving rise to the grievance. The instructor would be the person who oversees the course in which you have an issue regarding attendance, academics, or conduct. If the student cannot resolve the matter to his/her satisfaction, the student may go to the next step and an intermediate complaint procedure may be followed:

### 2. Intermediate Complaint Stage

A written grievance shall be submitted within three (3) active academic calendar day(s) following the act or condition, which is the basis of said grievance. (the three days start after the act or condition giving rise and includes the day spent during Informal Complaint Stage). In a timely manner as outlined above, the student shall submit a written grievance containing a concise statement of facts upon which it is based with reference to the specific provision of the rule or regulation allegedly violated, administered or misapplied. It shall state the remedy

requested and shall be signed. A copy of such grievance shall be filed with a Program Coordinator or CCCTC Adult Education Administrator.

**A written notification of the complaint must include the following information:**

1. Name of the complainant.
2. Current address and phone number.
3. Date of written notification.
4. Program in which student is enrolled.
5. Detailed statement of the complaint
6. Details of the result of the informal complaint stage
7. Remedy requested.
8. Signature of the student.

In response to the written request, the Program Coordinator or Designee and an Adult Education Administrator or Designee will:

1. Schedule a conference:  
A conference will be scheduled with the student filing the complaint within three (3) business days of receiving the written complaint once it has been established the proper channel have been followed;
2. Discuss the details and nature of the complaint;  
During the scheduled student conference, facts regarding the investigation of the complaint will be discussed and the results of the inquiry/investigation and recommend action. Program Coordinator or Designee and an Adult Education Administrator or Designee shall also provide a written decision detailing both the ultimate decision reached, as well as the reasons supporting such decision and the actions, if any, to be taken to implement such decision. A copy of such decision shall be furnished to the student within one (1) active academic calendar day(s) of the meeting. If the matter is still not resolved to the student's satisfaction, a formal complaint procedure may be followed and the student may request to meet with the Adult Education Director or Designee as follows:
3. Formal Complaint Stage  
If the action taken by the Program Coordinator or Designee and an Adult Education Administrator or Designee does not resolve the grievance to the satisfaction of the student, such student may file a written appeal of such decision, and within three (3) active academic calendar days of the date he/she receives the copy of the decision or report, with the Adult Education Director or Designee. The Adult Education Director or designee shall take action on the appeal of the grievance within three (3) active academic calendar day(s) after receipt of the appeal. The action taken by the Adult Education Director and the reasons for the action shall be reduced to writing and copies sent to the student. This decision is final.

Documentation of each meeting will be placed in the student file kept until graduation.

If the student wins the appeal/grievance all missed clinical and lab hours will need to be made up. All classroom assignments will be due according to the make-up policy depending on the number of days missed. Depending on the nature of the infraction the student may be allowed to remain in class/clinical during the above process.

All grievances handled through the above steps will not go longer than and shall be finally resolved with a decision of the Adult Education Director within ten (10) active academic calendar days following the act or condition that led to the pursuit of Grievance/Appeal procedure as outlined above.

If any of the above administrative personnel are unavailable due to unforeseen circumstances, another person will be appointed to fill the vacancy. Documentation of each meeting will be placed in the student file and retained graduation.

Any attempted pursuit of a Grievance outside the scope of the procedure outlined above, will be considered invalid and will not be acted upon. Any student attempting to pursue a Grievance outside of the scope of the procedure outlined above will receive written notification that the attempted pursuit of such matter has been deemed invalid.

## **STATE APPROVAL AND ACCREDITATION**

CCCTC Programs are accredited by the Council On Occupational Education, (COE); and approved through the State of Ohio (ODE),

Columbiana County Career Technical Center is accredited through Council on Occupational Education. Contact Information for COE: COUNCIL ON OCCUPATIONAL EDUCATION 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (770) 396-3898 or (800) 917-2081 Facsimile (770) 396-3790 [www.council.org](http://www.council.org). You may call or write to The Council on Occupational Education; they review all formal written complaints.

The Ohio Department of Higher Education (ODHE) is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, the Chancellor's staff will review submitted complaints and work with student complainants and institutions.

### **COMPLAINTS NOT UNDER THE CHANCELLOR'S JURISDICTION**

Complaints filed more than two years after the incident

Grade disputes

Student conduct violations

Criminal misconduct\*

Violations of federal law\*\*

\*Complaints concerning criminal misconduct should be filed with local law enforcement.

\*\*Complaints relating to violations of federal law should be filed directly with the federal agency having jurisdiction over the matter.

To submit a complaint please visit the Ohio Higher Ed, Department of Education website at:

<https://www.ohiohighered.org/students/complaints>. Follow the steps listed for "How To File a Complaint."

## **TITLE IX AND SECTION 504 NONDISCRIMINATORY**

### **NONDISCRIMINATION**

The Department of Education Section 504 regulation prohibits discrimination against qualified handicapped persons in all employment-related decisions and actions in federally assisted programs. The prohibition of discrimination in employment in the Section 504 regulation includes, but is not limited to, recruitment, hiring, promotion, award of tenure, layoff and rehiring, rates of pay, fringe benefits, leave, job assignment, training, and participation in employer-sponsored activities.

A qualified handicapped person is any individual with a handicap who, with reasonable accommodation, can perform the essential functions of a job. The employment prohibitions of the Section 504 regulation apply to decisions and actions made directly by recipients, as well as those made indirectly through contractual arrangements or other relationships with organizations such as employment agencies, labor unions, organizations providing or administering fringe benefits, and organizations providing training and apprenticeship programs.

Under the Section 504 regulation:

- Reasonable accommodation may include making facilities used by employees accessible to and usable by individuals with handicaps, job restructuring, modifying work schedules, acquiring new or modifying existing equipment, or providing a reader for a blind person or an interpreter for a deaf person.
- If a recipient can demonstrate that an accommodation would impose undue hardship on the operation of its program, it is not obligated to provide the accommodation.
- A recipient excused from providing an accommodation may not discriminate against a handicapped applicant or employee who is able and willing to make his or her own arrangements to provide the accommodation.
- Recipients are obligated to make reasonable accommodation only to the known mental and physical limitations of an otherwise qualified handicapped person.

### **NONDISCRIMINATION BASED ON SEX IN ANY PROGRAM**

According to the U.S. Department of Education's Office for Civil Rights, CCCTC will not discriminate and will enforce Title IX's prohibition on discrimination on the basis of sex to include: (1) discrimination based on sexual orientation; and (2) discrimination based on gender identity. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity offered by a recipient of federal financial assistance.

CCCTC supports and upholds the initiative: "The Department of Education strives to provide schools with the support they need to create learning environments that enable all students to succeed, regardless of their gender identity or sexual orientation. Equity in education means all students have access to schools that allow them to learn and thrive in all aspects of their educational experience," said Acting Assistant Secretary for Civil Rights Suzanne B. Goldberg. "As part of our mission to protect all students' civil rights, it is essential that OCR acts to eliminate discrimination that targets LGBTQ+ students." CCCTC

has a zero tolerance for discrimination based on sex. CCCTC promotes a safe and inclusive schools for all students, including LGBTQ+ students. This action is part of the Biden-Harris Administration's commitment to advance the rights of the LGBTQ+ community, set out in President Biden's *Executive Order on Guaranteeing an Educational Environment Free from Discrimination on the Basis of Sex, Including Sexual Orientation or Gender Identity* and the *Executive Order on Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation*.

## **RECORDS POLICY**

### **REVIEW AND RELEASE OF STUDENT**

A student may review their record by submitting a written request to the Program Administrator. The Program Administrator will make this record available to the student for review within two (2) working days. This review must take place in the presence of the Program Administrator or a designee.

A student may have a representative of their choice review the record with them. Student records are maintained in locked files in the school.

### **TRANSCRIPT REQUESTS**

Transcripts will be provided to an employer or to another school only upon written request of the student. Transcripts will only be sent if all financial obligations to the school are met. There is a charge of \$5.00 per transcript. Transcript request forms are available on the school website at [www.ccctc.k12.oh.us](http://www.ccctc.k12.oh.us) Transcripts will be sent upon written request and payment of \$5.00.

Please note the following regarding Academic Standing listed on the Official Transcript:

#### **Transcripts reported as in Good Standing:**

- Student met all Academic and Non-Academic Requirements and Graduated
- Student maintained a 2.5 or above and withdrew for personal/other reasons.

#### **Transcripts reported as in Not Good Standing:**

- Students withdrawn for failure to meet the Grade Progression Policy
- Students withdrawn for failure to meet the Attendance requirement

#### **Transcripts will not be released to any student or other agency or school if:**

- Student who completed the Academic requirements, but failed to complete the Non-Academic requirements. Including financial obligations and ATI Progression.
- Student who completed the Non-Academic Requirements, but failed to complete the Academic Requirements.

\*\*Note: See your program administrator prior to being withdrawn for Academic or Non-Academic Attendance or other violations, to discuss drop date options, prior to being withdrawn by the school. This could help you avoid having your transcript being reported as Not in Good Standing.



## **NOTIFYING STUDENTS OF POLICY CHANGE(S) AND CHANGES IN PROGRAM POLICY**

Program policies are reviewed annually and modified for the incoming class. Upon admission to the program, all students receive access to the online student handbook with policies and procedures that are applied while a student is enrolled in the program.

The Handbook remains available online for students to view any time during their program. Students sign an acknowledgment that they have been advised of handbook policies, and will abide by the policies contained within the handbook. A printed copy is available upon request in the Adult Education Office. It is the student's responsibility to review and be familiar with the policies.

Students will be notified of changes to program policies by the program administrator. Online student handbooks will be updated on the school web site immediately. Program policy changes made during the academic year will include an effective date and indicate if the change impacts currently enrolled students. No program policy changes will be implemented retroactively that could negatively impact student progression or program completion. Students will be provided an acknowledgment to sign that they received the new policy and are responsible for the contents. The signed form will be placed in their student file.

## **PROGRAM RECORD RETENTION POLICY**

The Program Administrator of the program shall maintain the following current student records:

1. Records of enrolled students' admission or transfer documents
2. Grade reports and classroom evaluation tools/ Lab/clinical evaluation tools
3. Immunization records
4. Financial information
5. Transcripts (if applicable)

After graduation, all of the above will be properly destroyed. CCCTC will only retain digitally stored graduate documents, as per our retention policy, such documents include:

1. Completed transcript (including credential granted and date of completion)
2. NCLEX passage date from OBN
3. Certificate of Completion

## **CHANGES IN PERSONAL DATA**

Any student who has a change in name, address, telephone number or email address must report it immediately to the school of nursing Program Administrator/Designee. It is imperative that the school always be able to contact students. Students will be held responsible for missed information if the school is unable to contact students because of out-of-date contact information.



COVID-19 Vaccination Statement of Understanding – Exhibit B

As we review guidelines from the CDC, CCCTC remains committed to adhering to recommended protocols. While we still highly recommend students to have the COVID-19 vaccine, we will no longer require the vaccine. With this update to our COVID-19 vaccination policy, it is vital for prospective students to understand the following key points:

Please Initial:

\_\_\_\_\_ 1. Attendance Policy: Absences due to COVID-19 or any other illness will be counted against the mandatory 90% attendance requirement, with no exceptions granted.

\_\_\_\_\_ 2. Safety Compliance: Students are required to adhere to all safety measures outlined by CCCTC and our clinical partners. Failure to comply will result in removal from clinical sites, hindering progress or leading to disciplinary actions.

\_\_\_\_\_ 3. Randomized Clinical Assignments: Clinical placements are assigned randomly to ensure fairness. CCCTC cannot guarantee placement at specific sites, and students will be required to meet site-specific vaccination criteria.

\_\_\_\_\_ 4. Exemptions: Students seeking exemptions for COVID-19 vaccination must provide their own documentation if requested, though acceptance is not guaranteed.

\_\_\_\_\_ 5. Clinical Site Exemptions: If a clinical site offers its own exemption process, students must follow that process accordingly.

\_\_\_\_\_ 6. Clinical Partner Denials: If a clinical partner denies a student's exemption request, CCCTC will not be able to intervene, potentially resulting in program withdrawal.

I understand that placement at clinical rotations is an essential aspect of the program and that CCCTC does not have control over clinical site vaccination requirements.

By signing this document, I confirm attendance at CCCTC information session and understanding of the COVID-19 vaccination policies. I acknowledge that CCCTC has transparently provided this policy, including expectations and associated risks upon enrollment.

Student Name \_\_\_\_\_

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

# COLUMBIANA COUNTY CAREER and TECHNICAL CENTER PRACTICAL NURSE PROGRAM

## Handbook Signature Page

I have read and understand fully the policies and procedures set forth in the Columbiana County Career and Technical Center, Practical Nurse Program Handbook.

I agree to abide by these policies and procedures and understand that the Practical Nurse Program at Columbiana County Career Technical Center will also follow the guidelines.

Student Name (print)

Student Signature:

/

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DATE

Program Representative (print)

Signature:

/

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DATE

Students are held responsible for understanding and abiding by the policies in the Student Handbook