



PRACTICAL NURSING PROGRAM



Student Handbook

Ocean County Vocational Technical School

**Toms River Center
1299 Old Freehold Road
Toms River, NJ 08753
732-473-3100 x3137 or 3145**

*Revised August, 2023
OCVTS Board of Education approval August, 2023
Effective August 17, 2023*

OCVTS Practical Nursing Program

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Section I: PRACTICAL NURSING PROGRAM

WELCOME

We welcome you to the Practical Nursing Program, a Division of the Ocean County Vocational Technical School. The nursing faculty hopes you will find nursing satisfying and rewarding. Our objective is to help you attain your career goals.

This handbook has been prepared to help orient you to the nursing program. It is a guide to be used throughout the Practical Nursing course. If you are in doubt about any of the information, or need further explanation, ask any of the nursing instructors for clarification.

Best wishes in your studies.

SPECIAL NOTICE

This handbook contains important information and guidelines with which all students must become familiar. Students are responsible for reading, understanding and following all policies and procedures printed in the handbook. Application of these policies and procedures will not be waived because of negligence or other contradictory information received from other sources. Student must be aware that entry into the Practical Nursing Program establishes a contract governed by the policy and procedures discussed in this handbook.

All policies within the student handbook are subject to discretion of administrative decisions based on individual circumstances.

MISSION STATEMENT

The mission of Ocean County Vocational Technical School is to provide an intensive and immersive educational experience aligned with the current and emerging demands of business, industry and advanced education. We instill the knowledge, skills and competencies required for students to experience success in entering the workforce, advancing along a career pathway and achieving career aspirations.

It is the policy of the Board of Education of Ocean County Vocational Technical School not to discriminate in its technical programs, vocational opportunities, activities, employment practices or admission policies and practices on the basis of race, color, creed, religion, sex, ancestry, national origin, affectional and sexual orientation, disability, social or economic status. Lack of English language skills will not be a deterrent to admission to any program at Ocean County Vocational Technical School.

Inquiries regarding affirmative action, discrimination (including Federal Title IX requirements), sexual harassment or equity should be directed to:

Dr. Michael B. Maschi, Title IX/Affirmative Action Office
732.240.6414 x3318
Kevin Dineen, Federal Section 504 Officer
732.473.3100 x3123
Kevin Dineen, Americans with Disabilities Officer
732.473.3100 x3123

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation and gender identification and expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

HISTORY of the PRACTICAL NURSING PROGRAM

The Ocean County Vocational Technical School of Practical Nursing accepted its first class of students in 1959. One year later, these twenty-one (21) graduates became the first of more than 3,700 graduated from the school.

At that time, there was no vocational school building and nursing classes were held in the former nurses' residence of Paul Kimball Hospital. In 1963, the school moved to temporary quarters on Water Street in Toms River.

In 1975, the Toms River Center of OCVTS was built, and Practical Nursing was relocated to that center on Old Freehold and Bey Lea Roads in Toms River. In 1989, we moved again to Route 70 and New Hampshire Avenue in Lakewood. In 1994, we moved back to the Toms River site and became part of the Allied Health Center until 2000 when we moved to the Navy Base in Lakehurst. As all things come 'full circle', we have returned to the Toms River Center on Old Freehold and Bey Lea Roads.

SCHOOL PHILOSOPHY

The practical nurse educators, administration and Board of Education of the Ocean County Vocational Technical School believe that the practical nursing curriculum should provide adult individuals, regardless of race, color, creed, social status, gender, age, national origin, and limited English language skills, with opportunities to acquire the entry level skills and knowledge necessary for passing licensure examinations, accessing additional educational opportunities, and future professional growth. The scope and breadth of all activities associated with the practical nursing program should prepare students to function as safe bedside practical nurses across the spectrum of health care facilities.

OBJECTIVES of the PRACTICAL NURSING PROGRAM

The date of entrance into a class will be based upon the following:

- The submission of a completed application including the essay
- Receipt of official high school transcript or approved high school equivalency exam
- Successful results on the pre-entrance examination
- Negative criminal background check
- Negative drug screening
- Interview with an administrator of the Practical Nursing Program or other appointed personnel
- Physician's report of history and physical and appropriate blood work
- Receipt of necessary tuition and related fees

Upon completion of the Practical Nursing Education program, the student should be able to:

- Meet the licensing requirements of the New Jersey Board of Nursing
- Practice nursing under accepted nursing care and ethical standards, as specified by the Nurse Practice Act
- Practice safe, competent nursing care in accordance with the Nurse Practice Act
- Function as an entry-level practitioner

Section II: PROGRAM DETAILS AND ADMISSION

PROGRAM DETAILS

The program offered at the School of Practical Nursing is a 10-month program (excluding holidays and vacations) and is regulated by the Department of Vocational Education and the NJ State Board of Nursing.

Graduates of the school are eligible to apply to the New Jersey Board of Nursing examinations for licensure as Licensed Practical Nurses. The New Jersey Board of Nursing requires that applicants for licensure be eighteen years of age when they apply for the examination.

Instruction is given by the faculty of the school of nursing which is responsible for the continuous development and evaluation of the curriculum. The faculty selects the learning experiences and methods of teaching that will help the students apply nursing principles and understanding of human behavior to the nursing care of patients.

Clinical experiences are provided at various extended care and sub-acute facilities as scheduling accommodates.

The program is designed to meet the needs of qualified men and women who wish to prepare themselves to practice as Licensed Practical Nurses. The graduate is prepared to give safe nursing care to patients and become a contributing member of the health care team.

The Ocean County Vocational Technical School Board of Education recognizes the need to provide Health Occupation Programs for high school students and adults. The Practical Nursing Program, established in 1959, provides highly skilled Practical Nurses for the expanding health care facilities in Ocean County.

New Jersey's Nursing Practice Act, P.L. 1947, C262 as amended shall serve the legal basis for the Practical Nursing Program design and implementation. Operational procedures developed by the program Administrator and approved by the Superintendent shall be consistent with the Nursing Practice Act and the philosophy of the Ocean County Vocational Technical School.

This program is designed to accommodate post-secondary Ocean County resident-students annually. Out of county residents will be considered on a space-available basis after all eligible Ocean County applicants have been processed.

ENTRANCE CRITERIA

- A. Applicant must be a high school graduate or have completed an approved high school equivalency exam.
- B. Applicant must submit a completed Post-Secondary Admission application with a non-refundable application/filing fee.
- C. Applicant will be required to attend a pre-admission seminar preceding the required entrance exam.
- D. Applicant is required to take an entrance examination which includes Reading, Mathematics, Science and English Language Skills. The applicant must score at the pre-determined percentile in all 4 areas to enter the Practical Nursing Program. The registration and cost of taking the web-based exam is the responsibility of the applicant.
- E. Applicant is required to have a criminal background check performed by submitting online information to the background check company provided by the school. Cost of submission for a background check is the responsibility of the applicant.
- F. Applicant who has been convicted of a felony may be denied admission to the program or permission to sit for a licensing exam by the State Board of Nursing.
- G. Applicant is required to have a drug screening performed through the school-assigned laboratory at a cost of \$35.00 (subject to change).
- H. Applicant will be required to attend an interview with the Administrator or faculty member of the Practical Nursing Program.

TRANSFER OF CREDIT

Successful completion of Anatomy and Physiology (I and II) and/or Nutrition courses on the college level may be accepted, based on the Admission Committee's evaluation of the course source, i.e., Ocean County College, Monmouth University, etc. Courses must show an average of a "B" or better within the past five years.

Section III: TUITION AND PAYMENT

PROGRAM COSTS

- A. There are two scheduled tuition payments. The first payment (half of tuition) is due at registration with a bank check, money order or credit card (Master Card or Visa) only. No personal checks will be accepted. The date for the remaining tuition will be due on February 1st. It is the student’s responsibility to be prepared for this payment in a timely manner.
- B. Tuition rates and other costs - Schedule of Payments - shall be approved by the Board of Education on an annual basis.

PAYMENTS AND REFUND INFORMATION

All post-secondary students enrolled in a course must pay tuition and an application fee, if applicable. Textbooks and supplies are the responsibility of the student.

Tuition payments for financial aid applicants will be deferred providing the admissions office has received a written proposal from the New Jersey Higher Education Student Assistance Authority (Direct Loan) or a Department of Education Student Aid Report (Pell Grant) prior to the start of school.

Tuition is payable by bank check, money order or credit card (Master Card/Visa only). Tuition refunds will only be given during school using the following schedule:

Prior to the first day of class.....	100%
Within the first 15 days of class.....	75%
Within 25 days of class.....	50%
From the 25 th - 40th day of class.....	25%
After the 40th day of class.....	0%

When Direct Loan or Pell Grant monies are received, the financial aid officer will immediately deduct monies owed the school. The remaining funds will be released to the student for payment of items listed in the application. If a student withdraws from a program, the appropriate balance of funds will be returned to the source.

The application, testing, book and registration fees for the Practical Nursing Program are institutional fees and are not refundable.

Students will be required to fulfill all financial commitments for the entire program, prior to graduation.

Section IV: COMPLIANCE

Adherence to the health requirements for all students at OCVTS PN Program is required. Immunization and health testing information must be completed to meet New Jersey law and nursing program requirements. Forms should be submitted as directed in your admission materials. The OCVTS PN Program also requires additional health, criminal background and other compliances as set forth by affiliate clinical agencies. Students must remain 100% compliant with these requirements in order to participate in on and off campus lab experiences. Missed labs/clinical due to non-compliance may result in failure of that particular lab/clinical. Students will not be permitted to attend labs or clinical if they are non-compliant. Additionally, registration holds may be placed on the accounts of non-compliant students, preventing them from starting class and delaying their program progression.

MALPRACTICE LIABILITY INSURANCE

All students, before entering the Clinical setting must show proof of malpractice insurance, with the limits of liability at \$1,000,000.00/\$6,000,000.00. Information regarding online submission for malpractice insurance will be provided by the nursing faculty prior to attending any clinical site. It is the student's responsibility to submit the online application with payment by the date assigned by the nursing faculty. Failure to show proof of malpractice insurance will eliminate the student from attending any clinical affiliation.

TECHNICAL STANDARDS

OCVTS Practical Nursing Program faculty members are responsible for determining, at any point in a student's academic program, whether that student has demonstrated or is able to demonstrate appropriate levels of skills and abilities. Students who fail to demonstrate at the appropriate levels may have their progression interrupted until they are able to demonstrate skills at the appropriate levels. Practice of skills in the nursing lab is essential. Use of the equipment is encouraged. No equipment may be removed from the building.

DISABILITIES AND ACCOMMODATIONS INFORMATION

OCVTS welcomes students with disabilities into all of the school's educational programs. To receive consideration for reasonable accommodations, a student with a disability should feel free to discuss their concerns with the administrator of the program.

HEALTH

It is the student's responsibility to have a complete physical exam done prior to beginning the program, immunizations, titers: Hepatitis B, Mumps, Rubella, Rubeola, and Varicella (follow-up for negative/equivocal titers required), 2-step PPD OR QuantiFERON Gold (current chest x-ray if PPD positive) and seasonal influenza vaccine. If no immunities, student must be re-vaccinated. Documentation of having received a Tetanus injection within 10 years of starting the program is also required.

Pregnant students may remain in the program, providing the student bring in a doctor's note after each pre-natal visit, indicating there are no restrictions.

CPR documentation: Must be American Heart Association or American Red Cross (Health Care Providers/BLS Providers Course), In-person/hands-on course is preferred.

ATTENDANCE

The Practical Nursing Program adheres to the district wide attendance policy that the student is not to exceed 10% of the nursing school calendar's total days during the course of study. If a student exceeds 19 days absence, the student is dropped from the nursing program.

Please Note: Any combination of 5 lates and/or leaving early = 1 absent day.
Late arrival or early departures over 30 minutes and up to 2 hours will count as half day.
Early departure or late arrival of more than 2 hours will count as a full day.
There are no excused absences or lateness.
If a student exceeds 19 days absence, the student is dropped from the nursing program.

Any and all classroom absences MUST be called into the school. 'No call No show' is not tolerated in the program. No call/no show = "0" for that day's grade. It is the student's responsibility to notify the school by 8:00 a.m. that he/she will be absent or late. Student must call each day he/she is absent. Call the Practical Nursing office at 732-473-3100 x3137 or x3145 and state your name, class, and reason for your lateness/absence. On arrival to school, obtain a late slip from the office and present it to your instructor upon quietly entering the classroom.

1st No Call/No Show: will result in the student receiving a written warning.
2nd No Call/No Show: will result in the student being placed on probation.
3rd No Call/No Show: will result in a recommendation to the principal for the student's dismissal from the program

As clinical expertise in the Nursing Program builds upon previous opportunities in the clinical area, it is essential that students not be absent during his/her clinical rotations. Clinical attendance rules are further outlined in the clinical section.

INDEPENDENT HOURS

As part of the requirements for the Practical Nursing Program at Ocean County Vocational Technical School, each student is required to complete independent hours outside of the classroom. **Independent hours are to be completed by the assigned dates.** Proper forms must be used when reporting these hours. Forms will be provided by the instructor. These hours may be met in the following ways:

Clinical Research, Nursing Process, Care Studies, CPR, Seminars, Workshops, Professional Meetings, web-based review of nursing articles (i.e., MedScape Nursing CEU's), completion of subject specific study guides, and volunteering (examples are: lab assistant, open house, medical associations, nursing homes, hospitals, etc.). **Failure to complete all independent hours by the assigned due dates may prevent a student nurse from graduating the nursing program.**

Section V: PROGRAM PROGRESSION

REQUIRED COURSE of STUDY

In keeping with the New Jersey Nurse Practice Act, all students enrolled in the Practical Nurse Program are required to participate in and pass each phase of the required course of study shown below:

The Course of Study shall be a minimum of 10 months in length, excluding holidays and vacations, and shall be designed to incorporate content and concepts relevant to the biological and physical sciences, behavioral sciences, principles and practices of nursing and contemporary issues in health care.

- Biological and Physical Sciences

Anatomy
Microbiology
Nutrition

Physiology
Pharmacology

- Principles and Practices of Nursing

Medical-Surgical Nursing
Pediatric Nursing
Geriatric Nursing

Maternal-Child Nursing
Psychiatric Nursing

- Contemporary Health Issues

Health Care System
In service and Continuing Education Opportunities
Participation in Professional and Community Organization

Cultural Diversity

CLASS TIME

- A. All students will be in class and prepared to begin promptly at 8:30 AM. Class ends at 2:30 PM. Hours are subject to change with advance notice.
- B. Lunches: All students are responsible for their lunches. No cafeteria facilities are available at the Toms River Center. Students will have an assigned lunchtime.
- C. Breaks during class time: Fifteen (15) minute break in AM
Fifteen (15) minute break in PM
- D. Note: Children will not be permitted in class or skills lab while the parent or other responsible caretaker of the child is in class or lab.

CLASS ABSENCES

All absences, whether classroom or clinical, **must** be called into the school. No call/no show = "0" for that day's grade. It is the student's responsibility to find out and complete class assignments, etc. missed during an absence. An appointment can be made with the individual instructor at the end of a class day. Any work not made up will automatically result in a grade of "0" for the missed class work.

CLASS DRESS CODE

All students are expected to dress appropriately for school. Students must maintain a neat, clean appearance at all times.

- Apparel shall not be so tight fitting, sheer, transparent, brief, low cut or revealing above or below the waist as to be indecent, distracting or disruptive to the school environment.
- Tasteful shorts are permitted during school hours. No cut-offs or swim suits are allowed. Dresses, skirts, and shorts shall extend to the fingertips of the pupil when the arms are placed at the pupil's side.
- Tank, tube, halter tops, and spaghetti straps are not permitted.
- Sweatshirts, warm-ups and T-shirts are permitted if they are not torn and if they are not cut or tied to expose midriff or contain questionable slogans or prints.
- Footwear must be worn at all times. For safety reasons, sandals may not be worn in the shop areas. Slippers are not acceptable school footwear. Excessively high heels, flip-flops and open-toed shoes are safety hazards to the wearer and may be prohibited under certain circumstances. Articles which can cause damage to other students and/or property are not permitted.
- Students are not allowed to wear any items that do not meet safety standards and/or are a disruption to the learning environment. Jewelry which is distracting and/or dangerous (such as but not limited to the following: spiked bracelets, necklaces, rings, chains, piercings, etc.) may not be permitted.
- Except for religious and/or cultural purposes, head coverings of any kind worn to school must be removed upon entering the building.
- In addition, any apparel or item which interferes with the identification of a student, i.e. sunglasses, hoods, hats, etc. are prohibited.

PHONES

Students are not permitted to use the school telephones unless authorized by school staff. Cell phones must be turned off while in the school building. If they are found to be in use while in the school building, the cell phone will be removed from the student's possession until class dismissal. Disciplinary action may be taken by the school administrator. Should an emergency arise at home, your family and/or child's school can contact you via the program telephone: 732-473-3100 x3137 or x3145 (Practical Nursing office).

TRANSPORTATION and PARKING

Transportation is the students' responsibility. Regardless of how you travel, it is up to you to be in class/clinical on time. If you ride in a car pool, be sure you have an alternative means of transportation.

Park only in the assigned parking area at the school parking lot. Maintain speed limits as posted. Further parking information is given prior to the start of school.

Parking instructions for clinical sites will be issued when the clinical period begins. Instructions for parking areas will be explained by the instructors. Do not park in areas other than designated parking areas at the hospital or school campus or your car may be ticketed or towed away at your expense. It is your responsibility to know the parking restrictions and adhere to them.

GRADING AND REPORT CARDS

Grading for Subject Areas:	A = 93 - 100	C = 75 - 84
	B = 85 - 92	Below 75 = Failing

Each subject area grading formula will be equal to 50% of quizzes and 50% correlated exam grades. Grading will include mandatory completion of ATI on-line subject-specific practice assessments and successful passing of the proctored ATI and NLN on-line tests. The grade for the proctored on-line tests will be included in the specific subject grade as a 'quiz' grade.

The grading scale for the proctored ATI on-line tests will be equal to the following:

- meets level 3 (exceeds NCLEX standards) = 100
- meets level 2 (readily meets NCLEX standards) = 85
- level 1 (just meets current NCLEX standards) = 75
- below level 1 (does not meet current NCLEX standards) = 60

The grading scale for the proctored NLN on-line test will be equal to the following:

- 100 if exceeds national norm average
- 85 if meets national norm average
- 70 if below national norm average

Failure to achieve a minimum of 75 as a final subject grade will result in dismissal from the Practical Nursing program

Clinical competency is graded separately and will include skills lab competency. Students must pass all subjects to continue within the program. If any subject is failed, including clinical and/or skills lab, the student will be dismissed from the program.

Please Note: An absence on a clinical day results in a "0" for the day's grade.

During the course of this program, students must maintain a minimum of 75 in all individual subjects. It is the responsibility of the adult student to monitor his/her own academic progress and be cognizant of the potential for failing.

At the beginning of each course individual instructors will review a complete grading formula for each course, as well as course requirements.

Report cards will be issued twice during the first 24 to 26 weeks. In order to advance to the next level of theory, a student must maintain a passing average in all subjects by the end of a marking period.

In the practical nursing program, the subject matter of each course builds upon previous knowledge. In the event of failure of two (2) correlated exams or any subject in one marking period, the student will be dismissed from the program. The student must wait for the following enrollment period to be re-admitted to the program. It is the responsibility of the student to submit a request, in writing, to the Practical Nursing Program for re-admission to the program.

Final grades will be issued at the completion of each specialty. If a student is found to have failing specialty grades, he/she may be placed on academic probation. When placed on academic probation, the student is required to utilize the computer assisted, web-based program (i.e., ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment. Probation may extend from 1 to 4 weeks. Failure to improve may result in dismissal from the program.

EXAMINATIONS and TESTS

- A. All correlated/unit/final exams must be taken on the date and time scheduled or the student will receive an automatic "0" until the student takes the test on the first day of return after absence. Students must achieve a minimum passing grade of 75% in each subject. If not taken on the day of return, the student will receive a "0" for a grade. It is the student's responsibility to contact the instructor on the day of return so as to take the exam.
- B. Failure of any subject in any one marking period will result in automatic dismissal from the program.
- C. Tests and Quizzes: It is the student's responsibility to contact the instructor on the day of return so as to take the test/quiz.
- D. All tests and quizzes must be completed by the assigned correlated exam date.
- E. During the course of study, if a student nurse fails the medication administration final exam, the student is required to remediate after regular class/clinical hours.

MEDICATION CALCULATION TESTING POLICY

In the subject of Fundamentals of Medication Administration, a medication calculation test is administered immediately prior to the month long medication administration rotation.

Failure to achieve 75% or better on this test will prevent the student's participation in this rotation, and will mandate the student's attendance at a medication calculation remediation course.

Successful pass grade of this remediation will allow the student to participate in the medication administration rotation and continue in the nursing program. Regardless of passing grade received post-remediation, the highest grade assigned will be a 75.

LEAVE OF ABSENCE/RE-ENTRY

It is not possible for a leave of absence to be granted to students in the nursing program.

A student who must resign because of illness, pregnancy, financial problems, etc. should write a letter of resignation to the Administrator of the Practical Nursing Program.

A student who resigns but plans to return at a later date should write to the Administrator of the Practical Nursing Program. There is no credit for classes previously taken.

RESIGNATION

If a student finds it necessary to leave the program because of circumstances beyond his/her control, and does not plan to re-enter, a letter of resignation should be sent to the Administrator of the Practical Nursing Program.

Section VI: CLINICAL PLACEMENT AND EXPECTATIONS

CLINICAL AFFILIATION

Clinical affiliations are chosen for their learning potential and not for geographical proximity to a student's home. Every effort is made to use facilities in Ocean County.

Due to attrition of students during the school year, students may be re-assigned to other affiliations and/or instructors at other clinical facilities within the system. Advance notice of such a move will be given to the student.

CLINICAL EXPERIENCE

As a student in the clinical area, you are considered a "Category I" exposure determination (per OSHA definition), meaning your job involves activities with direct contact with blood, body fluids, and/or other potentially infectious materials. You are mandated to maintain appropriate standard precautions as demonstrated to you by your instructor.

Students will report any personal accident, however slight, or illnesses to the instructor. The instructor will refer the student for whatever care or examination is necessary. Students do not report to the emergency room without first reporting to the instructor.

Only emergencies will be treated in the hospital. Students are responsible for having their own medical insurance. Neither the school nor the hospital will assume cost.

Routine examinations by the student's personal physician cannot be done while a student is in clinical.

Students are never to seek medical advice from any physician while working in the clinical site. **We do not practice hallway medicine.**

CLINICAL TIME

- A. All students will be in clinical and prepared to begin promptly at 7:30 AM. Clinical hours may vary depending upon the clinical facility and specialty.
- B. During clinical, the six hour daily working hours will include a twenty (20) minute break, conferences, in-service lectures and clinical experiences. All studying and preparation of assignment will be done on the student's own time. Students must be in full dress uniform.
- C. Hours off duty: All students will be expected to leave the hospital grounds immediately after dismissal, unless given special permission by the instructor to remain.
- D. Visiting Patients While on Duty: Students are not permitted to visit friends or relatives who are patients in the hospital without special permission from the instructor, plus permission by the nurse in charge of the department they wish to visit.

CLINICAL ABSENCES

If the student is going to be late or unable to report for duty, the following must be followed:

- Call the clinical instructor and then the school and state your name, class, clinical instructor's name and indicate you will be late/absent for the day.
- Follow directions of your clinical instructor as to how to report your absence to the clinical area.
- Students may be dismissed from clinical for excessive lateness at the instructor's discretion.
- **An absence on a clinical day results in a "0" (zero) for the day's grade.**

As explained in Section IV: Attendance, the Practical Nursing Program adheres to the district wide attendance policy that the student is not to exceed 10% of the nursing school calendar's total days during the course of study. If a student exceeds 19 days absence, the student is dropped from the nursing program. As clinical expertise in the Nursing Program builds upon previous opportunities in the clinical area, it is essential that students not be absent during his/her clinical rotations.

A student cannot miss more than 8 clinical days. If a student nurse exceeds 8 days absence total during all clinical rotations or exceeds 1 day's absence during any specialty rotation, the student will be placed on clinical probation.

Clinical probation is defined as the period of time during which the student is placed under increased observation and scrutiny by his/her clinical educator and an evaluation is performed by an alternate clinical educator within that specialty. When placed on clinical probation, the student is required to utilize the computer assisted, web-based program (i.e., ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment. The student is also required to return to the school's clinical skills lab, after signing in at the Practical Nursing Office, to practice the nursing fundamentals skill. Probation may extend from 1-4 weeks in the clinical area. Failure to improve may result in dismissal from the program. Please note that there are **no** excused absences. Per district policy, any absence of 3 consecutive school days or more requires a physician's note to return to school.

Please Note: Any combination of 5 lates and/or leaving early = 1 absent day.
Late arrival or early departures over 30 minutes and up to 2 hours will count as half day.
Early departure or late arrival of more than 2 hours will count as a full day.
There are no excused absences or lateness.
If a student exceeds 19 days absence, the student is dropped from the nursing program.

LAB AND CLINICAL DRESS CODE AND RELATED PROFESSIONALISM

The regulation scrubs/uniform of the Practical Nursing Program must be worn at all times while the student is in lab or on clinical duty, according to regulations established by the school. The following is a list of "DO's" and "DON'TS" when wearing your lab and clinical uniform:

- DO report to lab/clinical in full clean, ironed uniform and wear clean clinical shoes. NO open back shoes or sneakers are allowed.
- DO be well groomed and dignified. Hair must be off the collar of the uniform.
- DO use appropriate behavior when in uniform or in class (no loud behavior, abusive/foul language).
- DO NOT discuss personal issues or patient information in public areas.
- DO NOT wear elaborate hairstyle, excess make-up, perfume, jewelry, or inappropriate nail polish.
- Tattoos must be covered. NO facial piercings or tongue bars.
- Artificial nails, acrylics and/or 'wraps' are **not** allowed in clinical area. The chemicals harbor pathogens. All facilities with whom we affiliate do not allow artificial nails, acrylics and/or 'wraps'.
- NO jewelry is to be worn other than a wedding ring, watch with second hand, one pair of simple stud-type earrings and name pin. NO hoops.
- DO NOT smoke in public places, in presence of patients, in presence of inflammable or explosive materials or where tobacco odor would linger and become a part of the uniform.
- DO NOT chew gum in uniform.
- DO NOT visit pubs/taverns or any place that may be of questionable reputation in uniform.
- During specialty clinical rotations, especially psychiatry, you may be required to wear "regular street clothes" in lieu of the school uniform. You must adhere to the specific policies of the facility you will be visiting.

- Please note that you will be sent home from your clinical assignment if you do not adhere to the dress code policy as stated in each of the above. This will be noted as an ABSENT clinical day.

CELL PHONES

Cell phones must be turned off while at any clinical site. Under no circumstances are students to use the telephones at any clinical site for making or receiving personal telephone calls. Should an emergency arise at, your family or child's school can contact you via the school telephone: 732-473-3100 x3137/x3145 (Practical Nursing office).

CLINICAL PERFORMANCE EVALUATIONS

At the beginning of clinical experience, the instructor will explain evaluations. At any time if there is a question regarding a student's progress in the clinical area, the student or instructor may schedule a conference. Clinical grades are based on clinical evaluations and nursing processes. **Clinical grade is based on the point system and is a separate subject requiring a minimum of 75% to pass. Failure to maintain a minimum grade of 75% would mandate dismissal from the nursing program.** Should the student not show increased competency in their clinical skills, the student is required to utilize the computer assisted, web-based program (i.e., ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment. The student is also required to return to the school's clinical skills lab, after signing in at the Practical Nursing Office, to practice the nursing fundamentals skill.

STUDENT CONFERENCES

The faculty is available to assist the student in making adjustments and interpretations in connection with professional and personal situations. Faculty members have hours reserved for individual counseling. The student is invited to make an appointment for a conference with the instructors as his/her needs dictate. All conferences will be held after classroom hours. **There are to be no conferences held at break or lunch times.**

Section VII: ACADEMIC POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT

A student shall be dismissed **without** option to return to the nursing program for the following reasons:

- Improper personal or professional conduct including, but not exclusive of dishonesty, cheating, stealing, insubordination, unprofessionalism, etc.
- Verbal and/or physical assault of patients, faculty, staff, et.al will **not** be tolerated and may result in referral to law enforcement

Infraction may result in written warnings, class and/or clinical suspension, and/or immediate dismissal.

ACADEMIC INTEGRITY

Academic dishonesty includes cheating on exams, quizzes, class projects, or papers.

The penalty for cheating in classroom or clinical experience is immediate dismissal.

MANDATORY REMEDIATION

It has been established that the National League of Nursing (NLN) Achievement tests are an indicator for success on the State Boards. If a student achieves low scores on the first two (2) NLN's, it is mandatory that a student:

- Perform required remediation work that will not be reflected in their grade. The student is required to utilize the computer assisted, web-based program (i.e., ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment.
- Re-take the NLN test, at your expense with passing scores.

The purpose of remediation is to provide additional learning opportunities related to clinical judgement and safe nursing practice.

Continued low scores will result in probationary status and possible dismissal from the program. Each case will be discussed with the individual, the faculty and the Administrator of the Practical Nursing Program.

POOR ACADEMIC STANDING POLICY

Students may be dismissed for violation of the Practical Nursing Program policy.

Students may be dismissed from the Practical Nursing Program for violation of an affiliating agency's policies or procedures, if the agency submits in writing a statement concerning the student's deficiencies.

A student will receive a failing grade for any of the following:

- Failure to maintain a satisfactory theory/clinical grade. Failure in theory would constitute being a composite of less than 75%.
- A student would fail the clinical portion of the program if he/she could not apply the principles and concepts presented in the theory portion of the program. Criteria for passing the clinical experience portion of the program are given to students during clinical.
- Absenteeism, greater than 10% of the total nursing calendar school days.
- Failure to complete an incomplete grade obtained in the theory or clinical requirements.

APPEALS

If a student feels there has been an unjust application, interpretation or decision affecting the terms and/or conditions of his/her enrollment in the Practical Nursing Program, the student may appeal the action by using the following procedure:

- A. A student who has a grievance should discuss it first with his/her instructors in an attempt to resolve the problem at that level.
- B. If the matter is not resolved at the instructor's level, to the student's satisfaction, the student should set forth his/her concerns in writing and forward it to the Administrator of the Practical Nursing Program. The statement must include the nature of the problem, the results of previous discussions with the instructors, and his/her dissatisfaction with the decisions previously rendered.
- C. The Administrator of the Practical Nursing Program will carefully review the statement made by the student and will schedule a conference at the earliest possible convenient time for both the administrator and the student. If the student feels that the problem cannot be resolved at this level, the administrator will reply to the student in writing, her/his decisions and the matter will then be transferred by the student in writing, in an attempt to resolve the matter. If the matter is not resolved to the student's satisfaction, he/she may request a review by the Board of Education. The request for the review by the Board of Education shall be made in writing by the student and submitted through the Superintendent's office for his consideration. The Board of Education, or a committee thereof, shall review the problem and may hold a hearing with the student, if deemed necessary.

Section VIII: COMPUTING, TECHNOLOGY AND ACCEPTABLE USE

EQUIPMENT

Computer assisted instruction and media are also an important part of a student's learning experience. Hardware, software nor equipment is to be removed from the building. Students who remove any equipment from the building without written permission will be dismissed from the program, without the option to return.

ACCEPTABLE USE POLICY ELECTRONIC RESOURCE AND ON-LINE TECHNOLOGY

Administrative Procedure and Use (RE: POLICY #2361)

As part of Ocean County Vocational Technical School's commitment to the utilization of new technologies, staff members and students have been provided with access to a variety of electronic resources (i.e. e-mail, OCVTS networked and no networked computer systems, the Internet, and the District Intranet). In order to maintain system integrity and performance, to limit the threat and effect of security threats like hacking and viruses, and to ensure compliance with copyright law, end users of these resources must adhere to strict guidelines. They are provided here so that staff, students, their parents/guardians, and the community are aware of their responsibilities. Your use of these electronic resources is a privilege, not a right.

According to the Federal Electronic Communications Privacy Act (ECPA), an employer/organization provided computer system is the property of the employer/organization. As such, they have the right to monitor all e-mail traffic and Internet surfing on their systems. The District (and its authorized representatives) may access and monitor their electronic resources at any time for any reason, without notice. You should not expect or treat any of these electronic resources, including but not limited to e-mail, as confidential or private. Except for authorized District personnel, no one is permitted to access another person's e-mail, or electronically stored files without prior consent.

The district may modify these rules at any time by publishing the modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Regulations and Requirements

- Network and Internet access is provided as a tool for conducting district business and for specific educational purposes (as stated in the various curricula). The District reserves the right to monitor, inspect, copy, review, delete, and store, at any time and without prior notice, any and all materials, files, information, software, communications, and other content that is created, transmitted, received or stored using any of its electronic resources. All information created, accessed, or stored using OCVTS applications and systems is the property of OCVTS. Users (staff and students) do not have a right to privacy to any activity conducted using the district's electronic resources. The district and its authorized representatives can review, read, access, or otherwise monitor all activities on the district systems, or any other systems accessed by use of the OCVTS system.
- While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The district has and continues to take steps to block objectionable areas, but potential pitfalls remain. The district monitors all websites visited. It is specifically prohibited for employees and students to knowingly visit sites that feature pornography, terrorism, espionage, theft, or drugs. The district's electronic resources are not to be used to send or receive harassing, discriminatory, threatening, or otherwise offensive content. Also prohibited is the use of the District's systems for the operation of any unauthorized commercial enterprise, product advertisement, political lobbying, or any activity prohibited by law.
- Among uses that are considered unacceptable and constitute a violation of this policy are downloading, transmitting, importing, or storing any and all copyrighted materials (i.e. music, pictures, video, text, software) without the expressed permission from the copyright owner. Even if materials on the district's network or the Internet are not marked with the copyright symbol you should assume that they are protected under copyright laws, unless there is clear permission on the materials to use them. Doing otherwise may violate application licensing agreements and/or copyright law.
- Only authorized district personnel are permitted to install, modify, or remove software applications, utilities, operating systems, and system configurations. Hacking tools and any software having the purpose of damaging other user accounts, files, or breaching network security measures is specifically prohibited.
- Theft of district property electronic or physical, as well as any act of vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another, the hardware, software, and files that comprise district systems, or any of the agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to the intentional uploading or creation of computer viruses, worms, Trojan horses, and other mal-ware.
- Although drawing, painting and games (when it conforms to the curricular goals of that program and the district) have legitimate academic use, those activities are prohibited when done for recreational purposes. Game playing over dial-up links or other inter-machine communications is prohibited.

ACCEPTABLE USE GOOGLE APPS AND TOOLS AGREEMENT

Google Apps Education Edition offers a free and ad-free set of customizable tools that allow teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate in a digital educational environment. Students will use Google for educational purposes only. The Google account assigned to OCVTS students was created by OCVTS. No personal information is collected by Google in creating the account. All activities requiring internet access are supervised by an OCVTS teacher while the student is in school. The school is in control of which Google services it provides for student use. Internet safety is a central component to the use of technology. Teacher supervision, school filters, and spot checking of student accounts will be used to ensure that student use of Google Apps follows school rules. Students may use the following Google tools which are available to students at school and at home.

- Email to communicate with teachers and peers
- Calendar to enter school assignments and activities
- Individual or shared word processing, spreadsheet, and presentation documents
- Google Earth and Maps

Google tools help keep students organized, prevent lost homework, and allow students to work collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world cannot participate in the assignment; only people the teacher allows can participate (shared collaborators). OCVTS has a registered Google domain and students will be monitored with using Google Apps and Tools under their OCVTS user ID. OCVTS can turn off a student's services based on violation of any item in this Acceptable Use Agreement. The agreement extends to all students during their enrollment at any OCVTS school. This agreement must be executed before students are granted an OCVTS Google account.

Rules of Etiquette

- Students will be polite at all times
- Students will use appropriate "school" language.
- Students will not type abusive, hurtful, or gossip-type messages.
- Students will respect other students' privacy by keeping names, home addresses, email addresses and phone numbers confidential.
- Students will not share their own password and will not use another's password.
- Students will not delete another student's data without their permission.

The use of my Google account will be in support of and consistent with the educational goals of OCVTS. The use of Google will also follow the guidelines of the OCVTS Acceptable Use Policy. Therefore, students must abide by the following rules.

- Students will not use Google Apps to post any web pages for commercial activities, product advertisements, or political advocacy.
- Students will not use Google Apps to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.
- OCVTS administrators and teachers have the right to monitor all postings, including email.
- Students will only share and collaborate on projects that have been assigned to the student by a teacher.
- Students will respect the collaborative work of OCVTS teachers and peers. Students will not delete the work of others unless permission is granted by the author.

Electronic Mail

Inappropriate language or harassment will result in loss of system privileges and possibly other disciplinary measures. By signing this acceptable use agreement, students agree to the following:

- Email sent via Google Apps will be school related and will abide by the guidelines outlined here. Students will report any inappropriate, threatening, obscene, or harassing email to school staff immediately.
- Google Apps passwords will not be shared with anyone. Students are responsible for email sent from their accounts.
- Email sent through this account may be periodically scanned for content violating the terms of this agreement and will be reviewed by school administrators or teachers.

Plagiarism and Fair Use

In the OCVTS district, a variety of sources are used to conduct research. The purpose of research is to learn more about a specific topic and share information with others in a variety of ways. When participating in research or a collaborative project, students agree to the following:

- Students will not plagiarize. Copying a paragraph and changing a few words is plagiarism as is using someone else's ideas without giving credit.
- All projects must contain a "Works Cited" section.
- Students will receive a zero for work found to be plagiarized. Disciplinary consequences may also occur.

Section IX: PROGRAM COMPLETION

PROGRAM COMPLETION DOCUMENTATION

Students successfully completing the Practical Nursing Program shall receive an official school diploma from the Ocean County Vocational Technical School Practical Nursing Program. Documentation of program completion will also be provided to the NJ Board of Nursing in order for a student to take the NCLEX-PN for licensure.

QUALIFICATIONS NEEDED to TAKE STATE BOARDS (NCLEX-PN)

- A. Has attained his or her eighteenth birthday.
- B. Is of good moral character, is not a user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information, or complaint alleging a violation of any Federal or State law relating to narcotic drugs.
- C. Holds a diploma from an accredited 4-year high school or the equivalent thereof as determined by the New Jersey State Department of Education.
- D. Has completed a course of professional nursing study in an accredited school of professional nursing as defined by the Board and holds a diploma there from.

NURSING PROGRAM AWARDS and SCHOLARSHIPS

Awards may vary from year to year based on funding and availability.

Section X: DELAYED OPENINGS / EMERGENCY SCHOOL CLOSINGS

DELAYED OPENINGS / EMERGENCY SCHOOL CLOSINGS

School closing is not considered as an absence, but the time must be made up.

If severe weather conditions or other emergencies necessitate a school closing, delayed opening or early dismissal of our school, the following radio and television stations will broadcast this information. The announcement will list Ocean County Vocational Technical School (not Toms River Regional Schools).

- WOBN (92.7)
- WJRZ (100.1)
- News 12 New Jersey (TV announcement)

The Ocean County Vocational Technical School District has in place a robo-call system that is used to notify students of delayed openings/closings. This system selects the number, which is provided by the student at registration, for notification. Please do not call the school for information regarding closing as these calls tie up the telephone lines, which are needed for emergencies.

Closings are also posted on our website www.ocvts.org and on social media.

Delayed Opening Time: For 8:30 AM class time start, a 90-minute delay would result in a 10:00AM start time for student.