

**ROCKEFELLER CAREER CENTER SCHOOL
OF
PRACTICAL NURSING**



HANDBOOK

ROCKEFELLER CAREER CENTER SCHOOL OF PRACTICAL NURSING

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TERMINAL OBJECTIVES

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

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

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

Written: 06/02

Revised: 07/03;07/05;07/07;07/09;07/11;07/13;07/14;07/15;07/16;07/17

PHILOSOPHY

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

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

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

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

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

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

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

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

Written: 06/02

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JOHN D. ROCKEFELLER IV CAREER CENTER MISSION STATEMENT

The mission of the John D. Rockefeller, IV Career Center is to provide all students with the academic, clinical and social skills necessary to be productive members of society.

ADMISSION POLICY

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

Educational Requirements:

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

Health Requirements:

1. Immunizations-as recommended and required: 2-step PPD test, Tetanus and Diphtheria vaccine, MMR or Rubella titer, Hepatitis B series (or titer), and each student will be required to have an influenza injection (seasonal). The documentation is part of your physical and due before first day of class. If you do not provide documentation may be not permitted to begin class and will not be able to attend clinical.
2. Pre-entrance dental examination and repairs by family dentist.
3. Pre-entrance physical examination by a healthcare provider with will include a drug screen.

References:

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

Admission Procedure:

1. Interested person should make inquiries to the school by phone or letter.
2. Application must be completed and returned to the school with an application fee of \$25.00.
3. Applicants register for the pre-admission examination. The cost of this exam is \$45.00 Can register at ATItesting.com.
4. Each student is required to have a BCI or FBI fingerprinting/background check. Results must be sent to the school. (East Liverpool City Hospital does these in personnel; but you may have them done somewhere else as long as BCI or FBI and results are sent to the school. (will not accept fingerprint cards)
5. Applicant takes the pre-admission examination on line; a minimal score of 50% is required. You can access a pre test at ATItesting.com.
6. When the pre-admission test results are returned:
 - a. Applicant who did not make acceptable score is notified.
 - b. Applicant with a satisfactory score is notified.
7. Applicant request references and high school transcript to be mailed to the school.
8. Selection committee evaluates the applicant's record.
9. Applicant is notified of the decision of the selection committee.
10. Those recommended for admission will receive the following forms:
 - a. Physical Examination which requires the following diagnostic test: Complete Blood Count, Urinalysis Drug Screen testing and any other test or x-rays that may be necessary to clear your health status
 - b. Immunization form to be completed by his/her physician or health department and to be returned the day of enrollment or date requested
 - c. Dental record- to be completed by his/her dentist and returned the day of enrollment or the date requested
11. Applicant submits completed:
 - a. Physical Examination form, which states applicant is physically and emotionally able to participate in all classroom and clinical experiences
 - b. Immunization form, which indicates that immunizations are up to date
 - c. Dental form, which indicates that dental health is satisfactory or that repairs are scheduled.

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

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

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

Written : 06/02

Revised: 02/03;02/05;02/07; 02/11;0513;05/14;05/15;05/16;05/17

RE-ADMISSION POLICY

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

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RE-ADMISSION WITH ADVANCE STANDING

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

1. Successfully completed the foundations courses within two years.
2. Tuition and all other financial responsibilities of previous enrollment have been met.
3. Enrollment must be at the beginning of a quarter, and in the time span of the curriculum. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.
4. Written record of reason for withdrawal and the desire to be readmitted with advance standing is submitted or on file.
5. Transcript of previous enrollment shows:
 - a. Acceptable grades
 - b. Satisfactory clinical performance
 - c. Evidence of the required hours, subject knowledge, and skills prerequisite to the term of placement.

6. Completion of competency examination of program courses previously completed to demonstrate knowledge and skill of course content with a minimum grade of “C” as defined in the grade policy. If a student is unable to demonstrate this level of competency, he/she will be required to repeat the course requirements by attending lectures and passing the examinations of the course with a minimum of 80%.
7. Applicant submits completed:
 - a. Physical examination form, which states applicant is physically and emotional able to participate in all classroom and clinical experiences;
 - b. Immunization form, which indicates that immunizations are up to date;
 - c. Dental form, which indicates that dental health is satisfactory or that Repairs are scheduled.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;0513;05/14;05/15;05/16;05/17

TRANSFER POLICY

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

Criteria:

Applicant must have on file in the school office:

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

Procedure:

1. Interested person applies to the school by phone or letter.
2. Application form will be available to pick up in the office and also on the web JDRCC.org
3. Applicant will submit to the school:
 - a. Complete application form and \$25.00 application fee
 - b. Transcript of high school grades with evidence of completing the 12th grade or copy of passing results on the GED Test
 - c. Results of pre-admission examination from current nursing program
 - d. Transcript from current nursing school
 - e. Health record from current school of nursing
 - f. Written recommendation from the director/coordinator of the nursing school
4. Fingerprints taken and criminal background search completed. BCI/FBI fingerprints are required.
5. Applicant obtains permission from the West Virginia State Board of Examiners for Licensed Practical Nurses.
6. Physical examination, if records indicate last physical was done more than 12 months earlier. Physical examination components are the same as for enrollment to the program.
7. Completion of competency examination of program courses previously studied to demonstrate knowledge and skill of course content with a minimum grade of "C" as defined in the Rockefeller Career Center School of Practical School of Nursing grade policy.
8. Enrollment must be at the beginning of a quarter. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.
8. Applicant will be notified in writing of acceptance or rejection.

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

Written: 06/0

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ABSENCE POLICY

The nature and training of Practical Nursing makes regular attendance necessary. Fourteen Hundred and forty hours (1440) in the classroom/clinical sites are required for graduation and to be recommended to the State Board of Nursing for the NCLEX.

Acceptable reasons for absences are:

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

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

Counseling for Attendance Problems:

1. A student will have a conference with the Director of the John D. Rockefeller IV, Career Center at 5 days or 30 hours absences and will be placed on probation.
2. Absence over **30 hours** for **ANY** reason constitutes **immediate dismissal** from the program

When you miss a day(s) for each day you will write a **three** page paper related to health care that will be due the first day back in class. The paper should be relative to class theory at the time of absence. For each day you do not provide paper you will be marked half day absent. **DO NOT PLAGERIZE**- this could result in immediate expulsion for the Practical Nursing program.

Make-Up Work:

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

Reporting Absences:

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

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

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

TARDINESS POLICY

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

Written: 02/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

GRADING POLICY

Academic Standards

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

Grading System

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

Anything below 80 - **is not an acceptable grade**

Decimal fractions will not be rounded off.

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

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The John D. Rockefeller IV School of Practical Nursing
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)
2017-18

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

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

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

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

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

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

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

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

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

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

AND

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

STUDENT A	STUDENT B
Attempted 15% Completed 8 53% (did not meet)	Attempted 12 Completed 9 75% (met SAP)
Attempted 6 Completed 3 50% (did not meet SAP)	Attempted 9 Completed 6 67% (met SAP)

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

Financial Aid WARNING

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

Financial Aid **TERMINATION**

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

Financial Aid **PROBATION**

- Status assigned to a student who had their aid Terminated and who have appealed and had eligibility for Title IV aid reinstated.

Financial Aid **ACADEMIC PLAN**

- Status assigned to a student to extend their Probationary period. This is done on a case-by-case basis to address a particular student's situation. An Academic Plan may state that specific conditions must be met such as register for fewer credit hours, certain term grade point average required.

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

The maximum time frame measure includes of the following:

- Repeated coursework
- Withdrawals
- Transfer credit

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

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

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

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

Repeat Courses – Students who fail a course may repeat the course and receive financial aid for the course (as long as they are meeting SAP).

Appeal for Reinstatement of Financial Aid

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

Extenuating circumstances that may be considered include:

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

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

Examples of documentation could include:

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

Students who have an Appeal for Reinstatement of Financial Aid approved will automatically be placed on Financial Aid Probation. This status assigned to a student who had their aid Terminated and who has appealed and had eligibility for Title IV aid reinstated. Students on Probation who successfully complete (quantitative and qualitative standards) their next term will move back to Good Standing. Those who do not progress will be evaluated on a case-by-case basis to see if progression was made to see if they may continue under the conditions of an Academic Plan.

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

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Reinstatement of Financial Aid Eligibility

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

Written: 02/13

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

CLASSROOM BEHAVIOR POLICY

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

BE COURTEOUS: Students will address each person by his or her name and treat them with respect. Students will not interrupt when another person is talking. Students will not belittle another individual, even in a joking manner. Students will not use foul, distasteful, or slang language. Students will not pass notes in class. Students will stay in their seats during class activities. Bullying another student will not be permitted.

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

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

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

DRESS: Students are required to follow program guidelines for uniform in a clinical agency. Remember, our students not only represent themselves, but the instructor, the nursing program, the school and the profession.

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

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

PERSONAL BELONGINGS: Students are not to have purse/wallet and items of value on assigned floors. The items students must have with them at the clinical site are to be stored in the area designated by the personnel at the clinical agency. The school or clinical agency will not be responsible for any lost or stolen articles. 13

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

CHANGE IN ADDRESS: Students are to notify the school office and instructor immediately of address or telephone number.

FOOD AND DRINKS: Students are not allowed to have food or drinks at their desks during instruction.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

CLASSROOM DRESS CODE

Students are expected to be clean and neat at all times. Deodorant is a necessity. Students are to maintain the same professional dress in the classroom as they do in clinical agencies. Uniforms are not to be worn outside the clinical area. Clothes in the classroom are to be neat and clean with no holes or frayed bottoms. Shirts with logos, shirts exposing the navel/abdomen, or short shorts are not permitted. All students will be expected to wear a name tag while at the Career Center.

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

CLINICAL BEHAVIOR POLICY

Hours for clinical rotations are: Time may vary

Fundamental of Nursing; Geriatric Nursing 7:00 a.m.- 2:15 p.m.

Medical Surgical and Pediatric Nursing 7:00 a.m.- 2:15 p.m.

Mental Health 7:00 a.m.- 2:15 p.m.

Clinical Preceptorship as agency policy outlines for nurses

Many of the area health care facilities provide each student the opportunity to play a positive and constructive role in patient care. The student has the freedom to choose a course of action and, therefore, must assume final responsibility for his/her learning and actions. The following are general guidelines:

BE COURTEOUS: Each person is to be addressed by his or her proper title. Nurses are to be addressed as Miss, Mrs., Ms., or Mr. and physicians are to be addressed as doctor. This is an acceptable social format, as well as appropriate professional etiquette.

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

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

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

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

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

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

WRITTEN CLINICAL ASSIGNMENTS: Any written work that is assigned is due on the Monday of the following week. It must be neatly written in black ink. The homework policy applies to clinical assignments also.

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

ILLNESS: Students must use their discretion if sick. If a student has a cold with excessive sneezing and/or fever, you should not be around patients. The clinical instructor has the right to send a student home if she feels the student should not be in contact with patients. This is an important aspect of patient safety. When a student is absent, the patient's care must be reassigned. Therefore, if a student must be tardy or absent he or she is to call the clinical agency by 7: 00 a.m. and leave a message for the clinical instructor. The message should include the reason for the absence and when the student expects to be able to return to the classroom or clinical site.

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

When a student chooses to deviate from the expected behavior of practical nursing students, they will be disciplined. See the disciplinary process and dismissal policy. Written: 06/0 Revised: 02/03;02/05;02/07; 02/11;02/13;02/14;02/15;02/16

SOCIAL MEDIA/CELL PHONE POLICY

CELL PHONES/ELECTRONIC: Cell phones are not permitted to be on in classroom and are to be placed in your desk and only used on breaks and lunch; the instructor may require you to leave cell phone in front of classroom turned off at the beginning of class if the above rule is not adhered to. **THERE IN NO TAPE/CELL RECORDING ALLOWED ANYTIME, ANYWHERE DURING THE LPN PROGRAM DUE TO HIPPA/CONFIDENTIALITY. THIS IS GROUNDS FOR IMMEDIATE DISMISSAL** No cell phone is to be seen during clinical time. You may check phone during lunch and on breaks. **THERE IS NO MESSAGING ALLOWED IN CLINICAL- THERE IS TO BE NO PICTURE TAKING/VIDEO PERMITTED AT CLINICAL: THIS IS GROUNDS FOR IMMEDIATE DISMISSAL!**

TELEPHONE USE AND MESSAGES: Telephone calls to students are discouraged. The instructors have limited time in the office to prepare for learning experiences. All telephone calls will be screened. If an emergency arises and family must contact a student, the family is to call the school and state the emergency. Cell phones and/or pagers are to be turned off during class and are not permitted to be on in the clinical agency. If a student must make a telephone call, the student should ask the instructor and she will direct the student to a phone. (304)564-3337

SOCIAL MEDIA: The use of any social media such as Facebook, Twitter and all others that would identify a patient, the patients family, other students, faculty , staff members, administration , the clinical facility or the school of nursing is not permitted and would be grounds for immediate dismissal.

|Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

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UNIFORM POLICY

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

The complete uniform consists of:

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

Written: 07/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

TESTING POLICY

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

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

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

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

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

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

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

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

Name of Student

Date

Coordinator of LPN Program

Date

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

HOMEWORK POLICY

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

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

PLAGIARISM POLICY

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

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

DISCIPLINARY PROCESS AND DISMISSAL PROCEDURE POLICY

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

Verbal Warning/Conference

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

Written Warning

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

Dismissal

If improvement does not occur, a conference will be scheduled for the student to meet with the program coordinator and the Director of John D. Rockefeller IV, Career Center. Dismissal from the program may result.

The faculty reserves the right to require the withdrawal of any student whose health, conduct, personality, or level of achievement makes it inadvisable to remain in school. Students dismissed are not eligible for readmission to the program. A student will be terminated immediately for the following offenses:

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

Written: 08/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

GRIEVANCE POLICY

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

Before a written grievance is filed:

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

If the problem is not satisfactorily resolved:

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

If the problem is not satisfactorily resolved:

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

If the problem is not satisfactorily resolved:

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

***Hancock Board of Education 101 N Court Street, New Cumberland WV 26047
304-564-3411***

If grievance was unable to be resolved at the institutional level, the student may contact the Council on Occupational Educators at: *Council on Occupational Education
7840 Roswell Road; Building 300, Suite 325
Atlanta , GA 30350 telephone:(1-800-917-2081)*

Written: 06/02

Revised: 05/03; 05/05; 05/07; 05/09; 05/11; 05/13; 05/14; 05/15; 05/16; 05/17

SCHOOL CLOSING OR DELAY

In the event of inclement weather, the Rockefeller Career Center School of Practical Nursing will observe the same closing or delay policy as Hancock County Schools. When Hancock County Schools delay or close school, it will be announced on local radio and television stations. If a two hour delay is announced on a clinical day the students will report to school two hours later than normal. The LPN Program reserves the right to change policy if deems necessary.

Written: 06/02

Revised: 02/03; 02/05; 02/07; 02/11; 05/13; 05/14; 05/15; 05/16; 05/17

COMPUTER POLICY

Students are permitted to use the computer in the classroom when given permission and there is time. Arrangements can be made to use the school computer lab upon request. No eating or drinking is permitted while using any computer at the John D. Rockefeller IV Career Center. The student (prior to using the computers) in accordance with Hancock County Schools Technology Acceptable Use Policy must sign a telecommunications agreement.

Written: 08/02

Revised: 11/03; 11/05; 11/07; 11/11; 11/13; 11/14; 11/15; 11/16

PLACEMENT SERVICES

Purpose- to assist program completer in obtaining gainful employment in their occupational field.

Job placement services at the John. D. Rockefeller IV Career Center, in the areas of the job awareness, job seeking skills, and job keeping skills, is directed toward placement of all graduated completers.

Employers are contacted by the PN instructors on a continuing basis to determine employment need, trends and attitudes toward the Rockefeller Career Center PN graduates. Students are provided with the job opportunities as they arise in the local facilities in the tri-state area.

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

Written: 07/09

Revised: 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

COUNSELING AND GUIDANCE POLICY

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

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

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

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

Written: 08/02

Revised: 05/03;02/05;02/07;05/09;05/11;05/13;05/14;05/15;05/16;05/17

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

Name of Student _____

Date of Conference _____

Description of Concern: _____

Student Comments:

Outcome/Plan of Action:

Student's Signature

Date

Instructor's Signature

Date

Written: 08/02
Revised: 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

STUDENT HEALTH POLICY

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

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

It is student's responsibility to provide written documentation of any change in their health status during the school year. Students who are absent from class or clinical because of back/muscle pain/injury or communicable disease must present written documentation from their physician that they are able to return to the classroom and clinical areas without risk to others and to safely care for patients. There is no partial duty, or light duty on clinical sites. Fax school/clinical release will not be accepted.

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

1. Call the PN coordinator and instructor you are assigned to at the time by 7:00am, if a clinical day.
2. Call the PN coordinator by 7:30am, if a classroom day.
3. Inform the PN coordinator AND instructor of the reason and expected length of absence/date of return to the program.

Written: 07/09

Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

LIFTING/LOW BACK BODY MECHANICS

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

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

FIRE DRILL PROCEDURE

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

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

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

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;02/13;02/14;02/15;02/16;02/17

**ROCKEFELLER CAREER CENTER SCHOOL
OF
PRACTICAL NURSING**

**STUDENT RECORDS
Release of Information**

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

Name of Student Date of Birth Social Security Number

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

Signature of Student

Date

Institution, Employer, Individual, Organization:

Name: _____

Address: _____

Written: 06/02
Revised: 03/04;03/06;03/08;03/10;03/12;03/14;03/15;03/16

EXPOSURE CONTROL POLICY

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

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

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

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

1. The student will immediately notify their instructor.
2. The educational facility incident report must be completed and become part of the student's permanent record. The educational facility shall retain the required records for a minimum duration of the educational program plus 30 years.
3. According to the policy of the respective medical facility, the source individual's blood is tested as soon as possible (after consent is obtained) in order to determine HBV and HIV infectivity. If consent is not obtained, the medical facility shall establish that the legally require consent cannot be obtained.
4. Information must remain confidential and every action is taken to protect the privacy of the individuals involved.
5. The following are recommended steps to be taken in the follow up of the exposed student:
 - Medical evaluation (at the student's expense) to include:
 - a. Appropriate laboratory testing
 - b. Post-exposure prophylaxis
 - c. Counseling
 - d. Follow-up as prescribed by attending health care professional
6. The following information will be provided to the evaluating health care professional:
 - a. Copy of educational facility incident report
 - b. Results the source individual's blood testing, if available
 - c. Immunization records relevant to treatment of the students

This policy is based upon information in the Exposure Control for Blood and Other Potentially Infectious Material: A Protocol Document for Health Occupations Education Programs in West Virginia published by the West Virginia Department of Education, 1992.

Written: 06/02

Revised: 02/03;02/05;03/07; 03/11;03/13;03/14;03/15;03/16

DRUG/ALCOHOL TESTING POLICY

Alcohol and Other Drug Prevention Programming

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

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

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

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



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

The Hancock County Health Department also offers Drug and Alcohol counseling and information regarding treatment and recovery.

Gateway Treatment Center is also available: [Gateway Rehabilitation Center](#)

- www.gatewayrehab.org

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

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

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

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

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

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

Procedure:

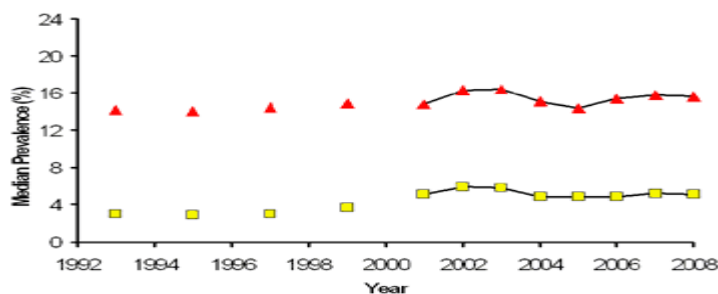
Students will be selected at random by the representative of Weirton Medical Center who will be performing the drug/alcohol screen. The student will be notified the day of testing and will be expected to report for testing immediately. A picture ID is required at the time of testing; therefore it is mandatory that the student be able to present a photo ID at all times. A representative from WMC will complete the testing at the Career Center. The representative will give a sealed chain of custody urine container to the student. She will then instruct you regarding the guidelines for collecting the urine. If randomly chosen for the alcohol test this also will be done at the Career Center in the form of a breathalyzer test.

HEALTH RISKS RELATED TO ALCHOL USE:

Alcohol use is very common in our society. Drinking alcohol has immediate effects that can increase the risk of many harmful health conditions. **Excessive alcohol use**, either in the form of heavy drinking (drinking more than two drinks per day on average for men or more than one drink per day on average for women), or binge drinking (drinking 5 or more drinks during a single occasion for men or 4 or more drinks during a single occasion for women), can lead to increased risk of health problems such as liver disease or unintentional injuries. According to recent national surveys, more than half of the adult U.S. population drank alcohol in the past 30 days. Approximately 5% of the total population drank heavily, while 15% of the population binge drank. From 2001–2005, there were approximately 79,000 deaths annually attributable to [excessive alcohol use](#). In fact, [excessive alcohol use](#) is the 3rd leading lifestyle-related cause of death for people in the United States each year.

Alcohol use poses additional problems for [underage drinkers](#).

Prevalence of binge drinking and heavy drinking among adults in the United States, 1993–2007.



[A [text description of this graph](#) is also available.]

Notes:

† Binge drinking data represent all respondents who report consuming 5 or more drinks on an occasion through 2005. Data from 2006–2007 represent men who report consuming 5 or more drinks on an occasion, and women who report consuming 4 or more drinks on an occasion, during the past 30 days.

‡ 1993–2000 data represent all respondents aged 18 years and older who report an average of two or more drinks per day (i.e., 60 or more alcoholic drinks a month). Data from 2001–2007 represent all male respondents aged 18 years and older who report an average of more than 2 drinks per day, and female respondents aged 18 years and older who report an average of more than 1 drink per day. Source of data is the Behavioral Risk Factor Surveillance System (BRFSS); information about the BRFSS is available at <http://www.cdc.gov/brfss/index.htm>.

Binge drinking data represent all respondents who report consuming 5 or more drinks on an occasion through 2005. Data from 2006 and 2007 represent men who report consuming 5 or more drinks on an occasion, and women who report consuming 4 or more drinks on an occasion, during the past 30 days.

1993–2000 data represent all respondents aged 18 years and older who report an average of 2 or more drinks per day (i.e., 60 or more alcoholic drinks a month).

2001–2007 data represent all male respondents aged 18 years and older who report an average of more than 2 drinks per day, and female respondents aged 18 years and older who report an average of more than 1 drink per day.

Data are not available for the following years: 1994, 1996, 1998, 2000. Page last reviewed: August 6, 2008

Page last modified: September 3, 2008

Content source: [Division of Adult and Community Health, National Center for Chronic Disease Prevention and Health Promotion](#)

Medical Consequences of Drug Abuse



Drug addiction is a brain disease. Although initial drug use might be voluntary, drugs of abuse have been shown to alter gene expression and brain circuitry, which in turn affect human behavior. Once addiction develops, these brain changes interfere with an individual's ability to make voluntary decisions, leading to compulsive drug craving, seeking and use.

The impact of addiction can be far reaching. Cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease can all be affected by drug abuse. Some of these effects occur when drugs are used at high doses or after prolonged use, however, some may occur after just one use.

Drug and Alcohol use can both lead to addiction. The addiction can be both physically and psychological. Every aspect of your life can be effected including family, professionally and financial to name a few. Once licensed as a professional nurse if you are found guilty of drug or alcohol abuse you could lose your nursing license. Furthermore if the facility and Nursing Board so choose you could be criminally charged.

Written: 08/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

REQUIREMENTS FOR GRADUATION

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

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

Written: 06/02

Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

LIABILITY INSURANCE

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

Written: 06/02

Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

Library

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

Written: 06/02

Revised: 11/03;11/05;11/07;11/09;11/11;11/13;11/14;11/15;11/16;11/17

**ROCKEFELLER CAREER CENTER SCHOOL
OF
PRACTICAL NURSING
PREGNANCY POLICY**

The Rockefeller Career Center School of Practical Nursing permits a student to continue in the program while awaiting the birth of her child. This is in accordance with the Pregnancy Disability Amendment of Title VII Rights Act. The student must have written approval of her physician to continue in the program.

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

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

Written: 07/02
Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

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

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

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

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

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

Student's Signature

Date

Coordinator's Signature

Date

Physician approval attached _____ Yes _____ No

Written: 07/02
Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

REFERENCE POLICY

The faculty members are willing to give a reference for any student, if requested. This reference will be written, after receiving written permission from the student to release the information. No oral or telephone references will be considered. Please let your prospective employers know this. If it is necessary for a student's grades to be released and a progress report to be given to an agency, the student must submit a written request for this to be done.

Written: 07/02
Revised: 03/03;03/05;03/07;;03/11;03/13;03/14;03/15;03/17

TRANSPORTATION POLICY

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

Written: 07/02
Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

TUITION POLICY

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

Payment schedule-

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

Cash: \$3500.00 will be due at the same time financial aid is distributed in first payout and the remainder \$3400.00 will be due with the second financial aid payout. Failure to make either of the two payments will result in dismissal from the program.

Written: 07/02
Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

PLACEMENT SERVICES

Purpose-to assist program completers in obtaining gainful employment in their occupational field. Job placement services at the Rockefeller IV Career Center School of Practical Nursing, in the areas of the job awareness, job seeking skills, and job keeping skills, is directed toward placement of all graduated licensed practical nurses.

Employers are contacted by the PN coordinator and instructors on a continuing basis to determine employment needs, trends, and attitudes toward the Rockefeller Career Center School of Practical Nurses. Students are provided with the job opportunities as they arise in the local industrial tri-state area.

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

Written: 02/03
Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

WITHDRAWAL POLICY

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

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

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

Written 07/02
Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

REFUND POLICY

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

ACADEMIC YEAR

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

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

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

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

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

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

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

Student Signature

Date

Written: 06/02
Revised 05/03;05/05;05/07; 05/11;05/13;05/14;05/15;05/16 ;05/17

**ROCKEFELLER CAREER CENTER SCHOOL
OF
PRACTICAL NURSING**

PAYMENT

<u>*Tuition</u> -----			\$ 6900.00
Includes NCLEX Test: \$ 285.00-\$ 350.00 (Depends on the state of licensure)			
ATI Review throughout year and \$100.00 toward on-site review			
<u>Student Fees:</u>	Lab Fee:	\$ 35.00	
	HOSA Dues:	\$ 10.00	
	Books:	\$ 800.00 (aprox)	
	Uniforms:	\$ 126.00 (aprox)	
	* Pre-entrance exam:	\$ 45.00	*Pre-Admission Fee \$ 25.00
	*Finger Print	\$ 34.00 (aprox)	
	*Review on site	\$ 100.00	
	Total	\$ 1175.00	Total: \$ 7175.00
 <u>Supplies:</u>			
White hose/socks			
White Shoes			
Watch with second hand			
Stethoscope			
 <u>Other:</u>			
	Passport Picture:	\$ 10.00	
	Nursing Pin:	\$ 47.00	
	Total:	\$ 57.00	
	Total Aprox. Expense for LPN Training and Licensure:		\$ 7473.00

FEES MAY CHANGE DURING THE YEAR

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

Written: 02/03
Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

**ROCKEFELLER CAREER CENTER SCHOOL
OF
PRACTICAL NURSING**

TITLE IV REFUND POLICY

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

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

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

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

If a student earned more aid than was disbursed to him/her, the Practical Nursing Program would owe the student a post withdrawal disbursement which must be paid within 30 days of the student's withdrawal.

Refunds are allocated in the following order:

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

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

Name

Date

Written: 09/04
Revised: 02/03;02/05;02/07; 02/11;05/13;05/14;05/15;05/16;05/17

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

Borrower Grace Period

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

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

Make Your Payments on Time

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

Get Your Loan Information

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

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

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

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

Default

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

Here are some consequences of default.

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

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

CONSEQUENCES OF DEFAULT

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

- Adverse credit when the default is reported to all national credit bureaus. This may affect your ability to obtain financing for cars, houses, etc.
- Default reported to Internal Revenue Service, causing federal and/or state tax refunds to be withheld and applied to the loan balance.
- Garnishment of your wages.
- Collection of necessary costs involved with collecting you debt.
- Your loan will be assigned to a collection agency.
- Loss of other federal or state payments.
- Loss of eligibility for further assistance from any Title IV Programs.
- Loss of eligibility for repayment options, deferments, and interest benefits as described on the Master Promissory Note.
- Denial of professional licenses (in some state).
- Lawsuit and the liability of court-legal expenses.

10 WAYS TO AVOID DEFAULT

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

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

Written: 09/01/13

Revised: 05/14;05/15;05/16;05/17

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

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

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

Student's Signature

Date

Written: 07/02
Revised: 02/03;02/05;02/07; 02/11;05/23;05/14;05/15;05/16;05/17