

Practical Nursing

Adult Education Student Handbook



8001 Brecksville Road
Brecksville, OH 44141

Table of Contents

CVCC MISSION STATEMENT	3
ACCREDITATION/PROGRAM APPROVAL.....	3
ADULT EDUCATION GENERAL INFORMATION	3
STUDENT HEALTH AND SAFETY	6
STUDENT RESOURCES	8
GRIEVANCE POLICY	11
FINANCIAL POLICIES – GENERAL GUIDELINES	15
STUDENT CONDUCT.....	19
HARASSMENT	22
STATEMENT OF LIABILITY	43
PURPOSE OF THIS HANDBOOK	45
PROGRAM APPROVAL AND ACCREDITATION	46
MISSION	46
PHILOSOPHY	46
PROGRAM OUTCOMES	48
PRACTICAL NURSING FACULTY AND STAFF	48
ADMISSIONS POLICY	49
SCHOOL OF NURSING CALENDAR	54
CLASS SCHEDULE	55
ACADEMIC EXPECTATIONS	56
STUDENT ATTENDANCE AND ABSENCE POLICY	59
CURRICULUM AND INSTRUCTION	63
NURSING PROGRAM REQUIREMENTS	63
GRADES AND EVALUATION	66
CLASSROOM EXPECTATIONS	70
HEALTH DATA AND SCREENINGS	72
CLINICAL EXPECTATIONS	73
INTERRUPTION OF STUDIES AND RE-ENROLLMENT	76
TUITION, FEES AND EXPENSES	79
STUDENT RESOURCES AND SUPPORT SERVICES	82
STUDENT RECORDS	84
STUDENT CONDUCT	85
APPLICATION REQUIREMENTS FOR NURSE LICENSURE	93
THE FUTURE	94

CVCC Mission Statement

Mission Statement: To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

Accreditation/Program Approval

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone; 770-396-3898/FAX: 770-396-3790, www.council.org.



Adult Education General Information

ADULT EDUCATION HOURS - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

FOOD AND BEVERAGES - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

PARKING AREAS - There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

RESTROOMS - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

SMOKING - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

Adult Education Administration/Instructor List

ADMINISTRATION

ASSISTANT SUPERINTENDENT	Marcy R. Green mgreen@cvccworks.edu	440-746-8228
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ADULT EDUCATION COORDINATOR	Terri Lynn Brosseau tbrosseau@cvccworks.edu	440-746-8210
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Business Training Programs
Customized Training
Emergency Response Programs
Health Care Programs
Health and Beauty Programs
Industrial Training Programs
Multimedia Design Programs
Personal Interest & Leisure

SCHOOL OF PRACTICAL NURSING SUPERVISOR	Pattie Mandula pmandula@cvccworks.edu	440-746-8315
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STUDENT SUPPORT SERVICES	Claudette Knestrick cknestrick@cvccworks.edu	440-746-8337
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BUSINESS LIAISON	TBD	440-746-8242
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MEDIA SPECIALIST	TBD	
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ADMINISTRATIVE ASSISTANTS:

Daytime	Karen Janka kjanka@cvccworks.edu	440-746-8206
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Nursing	Allison Jouriles ajouriles@cvccworks.edu	440-746-8232
	Lynn Haddad lhaddad@cvccworks.edu	440-746-8332

Administrative Assistant to Assistant Superintendent	Carol Gileot cgileot@cvccworks.edu	440-746-8270
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Evening	Laurie Eadelis leadelis@cvccworks.edu	440-746-8224
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INSTRUCTORS

Instructor Name	Subject	Credentials/Certification
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
L'Tanya Barnes-Hall	Dental Assisting	MBA, B.S.
Ronald Bohnert	Industrial/Electrical Apprenticeship	
Brian Collister	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT	Paramedic/Fire
Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Thomas Farrugia	Industrial/Electrical Apprenticeship	Journeyman Electrician License
James Franko	Fiber Optics Technician	Fiber Optics Technician
Melissa Fox	Cosmetology	Licensed Cosmetologist/Licensed Cosmetology Instructor
Patrick Gnuschke	HVAC	
Lisa Green	STNA	CNP, BSN
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Daniel Hunter	Industrial/HVAC	
Allison Jouriles	CPR Instructor	CPR Certified Instructor
Mary Kopczynski	Personal Interest & Leisure	Certified Balloflex Instructor
Daniel Krystosik	Automotive Instructor	
Shelia Loeding	Nursing	RN
James Martin	HVAC	
Chris Miklovic	Nursing	BSN, RN
Nancy Muscatello	Cosmetology Instructor	Licensed Cosmetologist/ Licensed Cosmetologist Instructor
Thomas Nemeth	Public Health & Safety	EMT/Firefighter Certification
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Jim Pavlik	Industrial/Electrical Apprenticeship	
Remington Phillips	Graphic/Web Design	AAS
George Ponti	Industrial	Journeyman Electrician License
Candice Price	Personal Interest & Leisure	
Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Patrick Ruebensaal	Graphic Design	
Matt Schoeffler	Industrial/HVAC	

Katherine Subotnik	Public Health & Safety/CPR	BSN, RN, BLS Instructor
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Sylvia Warren-Hankins	Nursing	RN
Jennifer Wester	Health Careers Instructor	
Lee Wester	CPR Instructor	
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Mike Zana	Nursing	BSN, RN
Dan Zawadski	Industrial/Electrical Apprenticeship	
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor

Student Health And Safety

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

Health

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Coordinator before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

Student Health Care Services

For Adult Education evening students, please contact your instructor or Adult Education Coordinator in the Adult Education Office in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

Crime Awareness And Campus Security

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one’s own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 “are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

Main Entrance

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 pm. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

Student Resources

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or Adult Education Coordinator.

School Closings

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

Job Search Assistance

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact jhayes@cvccworks.edu. CVCC does not guarantee employment or job placement.

Student Data

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

Student Records

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

Release Policy

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

Non-Discrimination Policy

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael McDade
8001 Brecksville Road
Brecksville, Ohio 44141
440-526-5200

Marcy Green
8001 Brecksville Road
Brecksville, Ohio 44141

440-526-5200

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII Executive Order 11246, 1965, as amended by Executive Order 11375 Equal Employment Opportunity Act of 1972, Title VII Education Amendments of 1972, Title IX (P.L. 92-318)
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)
Public Law 93-162 (Section 504)

Americans with Disabilities Act (ADA)

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the Adult Education Coordinator.

Consumer Information

Refer to our website for admission guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at www.cvccworks.edu/FinancialAid.aspx

Course Admission

For all students enrolled in Title IV eligible programs, please see Admissions Policy in the program specific section below. Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

District Senior Citizen

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nardon Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

Grievance Policy

5710 - STUDENT GRIEVANCE

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

9130 - PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

Third Level

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

- the specific nature of the complaint and a brief statement of the facts giving rise to it;
- the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board. The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed. **Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- the specific nature of the complaint and a brief statement of the facts giving rise to it;

- the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

- the reason that the matter was not able to be resolved with the Superintendent or Treasurer;

- the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding a Classified Staff Member

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

Matters Regarding District Services or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional

materials and the procedure for completing such an inspection. See AG 9130A and Form 9130F3. If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

The criticism is to be addressed to the Director, in writing, and shall include:

author;

title;

publisher;

the complainant's familiarity with the material
objected to;

sections objected to, by page and item;

reasons for objection.

Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:

one (1) or more professional staff members;

one (1) or more Board members on the Board Curriculum
Committee;

one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

The committee, in evaluating the questioned material, shall be guided by the following criteria:

the appropriateness of the material for the age and maturity level of the
students with whom it is being used

the accuracy of the material

the objectivity of the material

the use being made of the material

The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97 Revised 3/27/03

Financial Policies – General Guidelines

Tuition Statement

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Coordinator. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT²).

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

FINANCIAL AID

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Direct Loans, Parent Plus Loans, WIA (Workforce Investment Act) are presently offered. Recipients of federal financial aid monies must comply with mandated provisions, which require 90% attendance and "satisfactory academic progress" or funds will be withheld/withdrawn. *If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the balance, and you are responsible for payment in full.* A Sub/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee.

Title IV Regulations

Title IV participants' student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be fully eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan "credit" and now has not earned it, **he/she will be billed for the difference**, and may also owe the federal government, Department of Education a return of money. R2T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order specified by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.

Return of Title IV Funds Policy

The Cuyahoga Valley Career Center Adult Education Coordinator or The School of Nursing Supervisor will provide written notification to Student Support Services if a student officially withdraws or has been dismissed from a financial aid program. The coordinator will provide the hours attended and the last day of attendance to Student Support Services. If a student withdraws unofficially, the Adult Education Coordinator will provide the letter of dismissal with the last date of attendance which is determined by the program to Student Support Services. The Adult Education Coordinator will determine a student has unofficially withdrawn if the student has violated the attendance policy and ceases communication. If a student does not attend class for 10 consecutive days, with no communication to the Adult Education Coordinator or The School of Nursing Supervisor, the student is considered to be unofficially withdrawn at the 10th day of non-attendance. The last day of attendance shall be the students official last day. Student Support Services will complete the R2T4 Clock-Hour Form.

The Federal "Return of Title IV Financial Aid Funds" formula dictates the amount of Federal Title IV Financial Aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving Federal Aid if that student's withdrawal date occurs after the point that the student was scheduled to complete more that 60% of the scheduled hours in the payment period or period of enrollment.

The percentage of the Title IV Financial Aid to be returned is equal to the number of clock hours attended in the payment period divided by the number of hours that were scheduled. For example, if a student has completed 30% of the payment period, they have earned 30% of their financial aid. However, once a student has completed over 60% of the hours in a payment period, 100% of the financial aid awarded during that payment period has been earned.

A post-withdrawal disbursement will be made if a student has eligibility for Title IV funds. The student disbursement will be made from available grant funds first then available loan funds. If the student is eligible for a Post-Withdrawal Disbursement of loan funds, the student will be notified by letter as soon as possible but within the thirty-day requirement. The student notification will include the fourteen-day response time and the explanation of PELL Grant LEU and loan balances where applicable. A school must maintain written records of its post withdrawal disbursement.

If there is a return of Title IV grant funds, the Treasurer will return the funds, they will be returned as soon as possible but no later than forty-five days from the date of withdrawal. A Post-Withdrawal Disbursement of grant funds will be disbursed to student account within 45 days. NOTE: If financial funds have been released to a student because of a student disbursement on the student's account, the student may be required to repay some of the aid if the student withdraws. If a R2T4 calculation results in a credit balance on the students account, it will be disbursed to the student within 14 days after the calculation.

Order of Return of Student Financial Aid Program Funds

Funds that are required to be returned to the US Department of Education must be returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan (if applicable)
4. PELL Grant

The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV (financial aid) funding did not cover.

Non-Refundable Administrative Seat Fee

A \$200, non-refundable, administrative seat fee is required for Financial Aid Programs when accepted for active enrollment to secure a "seat" in the class. Title IV monies shall not be utilized for non-refundable administrative seat fee. The non-refundable administrative seat fee is **not** a part of the tuition.

Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding

In cases where WIOA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid

tuition will be refunded by CVCC to the student upon receipt of WIOA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIOA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIOA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.

Additional Financial Information

- Pell grant monies and loans are to be utilized to pay tuition, book expenses included in the programs Cost of Attendance. A copy of the Cost of Attendance can be requested in the Student Support Services Office. The cost of attendance will be reviewed during the student financial aid appointment.
- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Student Support Services office for completion.
- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies prior to disbursement. Please make an appointment with the Student Support Services office to revise your award worksheet. Please see posted drawdown schedule for deadlines.
- Adult students at CVCC are protected under the Family Education Rights and Privacy Act (FERPA.) Your Financial Aid records will not be discussed with your parents, spouses or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC's website; www.cvccworks.edu/FinancialAid.aspx
- If you have been previously, or are convicted in the future under Federal or State law, any offense involving possession or sale of illegal drugs while you are (were) receiving Federal Student Aid, you may be ineligible for additional aid. Please contact the Student Support Services Office to discuss any drug related convictions and your eligibility for additional Financial Aid.
- If your FAFSA has been flagged for an unusual enrollment history, Student Support Services will review your previous education transcripts to determine if you are eligible for Federal Financial Aid.
- All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a "grace" period of six (6) months upon successful completion of the program or withdrawal.

- Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

Refunds and Withdrawal Policy

Refund Policy: Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

Textbook/Material/Supply/Uniform Fees: Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

Withdrawal: Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline. Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition.

Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

Cancellations: If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

Student Conduct

CVCC reserves the right to dismiss a student for behavioral issues, cheating, or violating CVCC policies or guidelines.

Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

Electronic Devices

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the “Commons Area” or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. **Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.**

Food and Beverages

Beverages and snacks are available for purchase from vending machines in the Cafeteria. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, “Sexual Harassments” has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

Collaborations

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It's a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.

Plagiarism and Consequence of Violating School Anti-Plagiarism Policies

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work.

More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person's idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person's spoken or written words
4. Paraphrases of another person's spoken or written words
5. Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- Third offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course.
- Any further offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course and may be suspended from the college for a period of six (6) months.
- Any further offense upon students return from suspension: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor.

Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

Soliciting

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

Harassment

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy (5517) of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;

- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 a, "sexual harassment" is defined as:

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

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra- curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.

Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

- F. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- G. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- H. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- I. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or

groin.

- J. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- K. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- L. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Michael McDade Business Manager
Cuyahoga Valley Career Center 8001 Brecksville Road
Brecksville, OH 44141
440-838-8009
mmcdade@cvccworks.edu

Marcy R. Green Assistant Superintendent
Cuyahoga Valley Career Center 8001 Brecksville Road
Brecksville, OH 44141
440-746-8228
mgreen@cvccworks.edu

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community along with Third Parties are required to report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra- curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs

while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the 5517 investigation and provide the Director with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Director with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of their complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer /designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual with the proposed action. If the Complainant is

unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the Respondent that a formal that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the Party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Treasurer/CFO.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, , and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment

investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral

reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public

records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 6/24/99 Revised 1/10/02 Revised 3/30/06 Revised 2/25/10 Revised 1/9/14 Revised 3/22/18
Revised 3/21/19
T.C. 1/7/21
Revised 10/28/2021

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Legal

R.C. 4112.02

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Americans with Disabilities Act of 1990, as amended 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 42 U.S.C. 1983

National School Boards Association Inquiry and Analysis - May, 2008

Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of

whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be

afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

Hazing (5516)

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, and teachers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees,

faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Revised 1/12/01 Revised 3/30/06 Revised 03/24/22

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Statement of Liability

The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.



The School of Nursing
Practical Nursing Student Handbook
Full-Time 2023-2024
Part-Time 2023-2025

Approved June 2023

PURPOSE OF THIS HANDBOOK

The Student Handbook serves as an agreement between the Student and the School of Nursing at Cuyahoga Valley Career Center (CVCC). Students are strongly advised to read and understand the content of the Handbook and refer to it as needed throughout the Nursing Program. All students will be required to sign the Contract with the School of Nursing at CVCC Form prior to the first day of their program acknowledging receipt and understanding of the Handbook (see Appendix). This is considered a binding contract of responsibility and accountability, which is then placed in the student's permanent file.

In addition to the policies set forth in this Student Handbook, students must also comply with the policies of Cuyahoga Valley Career Center, contracted clinical sites, and all Ohio Laws and Rules governing and regulating the practice of practical nursing. Policies in this Handbook are subject to change without notice. Any changes will be communicated verbally to students together with a printed copy of the updated policy.

HISTORY OF THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER

The School of Nursing (SON) at Cuyahoga Valley Career Center (CVCC), formerly the Parma School of Practical Nursing, was created as the result of a joint venture between the Parma City School District and Parma Community General Hospital to help meet the educational and vocational needs of individual citizens, the community, and local business.

The School of Nursing opened in 1963 and has maintained a long history of producing a high-quality practical nurse graduate. The Practical Nursing program continues to enjoy an excellent reputation within the community, serving areas in Cuyahoga, Summit, Medina and surrounding counties.

Historically, the SON has offered a full-time program beginning in late summer, with graduates earning their certification the following June. The full-time LPN program continues to thrive, graduating its 61st class in 2021. A part-time Evening/Weekend program was established in 2003. This continuous 21-month program, incorporating the same content as the full-time class, is delivered over an extended time period to accommodate working professionals. The part-time program was initially developed in partnership with University Hospitals Health System (UHHS) of Cleveland. Currently, the School offers its part-time Day/Weekend and Evening/Weekend programs in alternating years.

Classroom instruction takes place at the school site with clinical instruction in a variety of acute and long-term care hospitals, skilled nursing facilities, and other contracted organizations. Students work under the direct supervision of a Registered Nurse instructor and are offered a wide variety of experiences in caring for individuals within the health care system. More than half of

the 1200-hour program is clinical experience, incorporating medication administration and intravenous therapy. Under the guidance and direction of faculty and nursing preceptors, the student is offered an opportunity to gain first-hand experience in the field of nursing.

Graduates of the program receive a Certificate in Practical Nursing and are eligible to take the NCLEX-PN State Board Examination. After passing this exam, the Board of Nursing issues a license to practice as a practical nurse with intravenous therapy and medication administration certifications (LPN-IV), and grants the individual the credentials of LPN (Licensed Practical Nurse) after his/her name.

PROGRAM APPROVAL AND ACCREDITATION

The practical nursing program is approved by the Ohio Board of Nursing and the Ohio Department of Higher Education.

Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350, 770-396-3898 FAX: 770-396-3790, www.council.org.

MISSION

The mission of the Career Center, the driving force for education in the communities we serve, is to develop confident students with skills necessary to actively compete in a technological world by stimulating critical thinking, sound decision making, effective communication, cultural appreciation and the joy of life-long learning.

PHILOSOPHY

The Mission Statement has provided the underpinning of the operational philosophy of the School of Nursing at CVCC.

WE BELIEVE . . .

society is composed of individuals with a variety of needs, values, and abilities from a myriad of cultural and socioeconomic backgrounds.

that each individual has a right to be treated in a non-judgmental manner.

that the appreciation of transcultural and socioeconomic diversity is imperative.

that the growth and development of contemporary society depends on its human resources. that the individual is a holistic being who influences and is influenced by society.

in the dignity of each person regardless of race, creed or color.

that each person is different and individual.

that each person has physical, mental and social needs.

that health is dynamic and consists of various levels of physical, mental and social well-being. that health status shifts back and forth during a lifetime.
in health maintenance and health promotion measures.

that teaching the client is an integral part of the role of a nurse.

nursing is a complex art and science which utilizes the nursing process and a caring manner to meet the health needs of society.

a scientific process is necessary to assess, plan, implement and evaluate care compassion, critical thinking, sound judgment and therapeutic communication are an integral part of nursing.

the nurse is an advocate of society's health needs.

that within the broad scope of nursing, there are needs which can be met by the practical nurse.

learning is the process of acquiring knowledge, attitudes and skills demonstrated by positive changes in behavior.

learning is a dynamic process of instructor/student interaction.

the adult learner has unique needs and offers a wealth of experience and resources. learning is a lifelong process and is an individual responsibility.

the practical nursing program emphasizes clinical experience supported by theory and results. in a competent, skillful caregiver who safely practices in a competitive healthcare environment.
that practical nurse education should follow standards and principles of sound educational practices.

that practical nursing education incorporates both cognitive and technical skills with emphasis on safety and competence.

that practical nursing is an integral part of all nursing.

all individuals have a right to pursue a level of education that will help them develop a marketable skill.

in a dynamic, planned program with instruction closely correlated with practice and emphasis on direct client care.

PROGRAM OUTCOMES

The graduate of The School of Nursing at CVCC will:

Utilize the nursing process in meeting the physical and psychosocial needs of the client. Practice in diverse care settings in a non-judgmental and caring manner.

Work under the direction of a licensed registered nurse, physician, dentist, podiatrist, optometrist, or as defined by the State Board of Nursing.

Recognize various levels of well-being in the client as well as in one's self and intervene appropriately.

Demonstrate critical thinking, sound decision making and effective communication skills. Be a client advocate.

Be committed to life-long learning in an ever-changing society.

Deliver skillful, safe, competent, knowledgeable care consistent with legal and philosophical standards of nursing practice.

Refine leadership qualities and use in appropriate situations. Demonstrate effective health teaching.

Practice traits and attributes conducive to desirable employability behaviors.

PRACTICAL NURSING FACULTY AND STAFF

Name	Title	Email
Kathleen Alred, MSN, BSN, RN, CNP	Part-time Instructor	kalred@cvccworks.edu
Lynn Haddad	Part-time Admin Assistant	lhaddad@cvccworks.edu
Allison Jouriles	Administrative Assistant	ajouriles@cvccworks.edu
Sheila Loeding, RN	Instructor	sloeding@cvccworks.edu
Pattie Mandula, MBA/HCM, BSN, RN	Supervisor	pmandula@cvccworks.edu

Christopher Miklovic, BSN, RN	Instructor	cmiklovic@cvccwor ks.edu
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School of Nursing Call Off Line	440 746-8148
Financial Aid/Student Support Services	440 746-8337
Tutoring (Anatomy & Physiology only)	440 746-8330 or 440 746-8309
CVCC General Line	440 526-5200

ADMISSIONS POLICY

The School of Nursing holds at least three (3) Information Nights each year. Financial aid, program requirements, an overview of curriculum and clinical experience, admission requirements, tuition, fees and expenses, and general program information are discussed. Prospective students are encouraged to attend this event **prior** to completing the pre- entrance assessment. Cohorts are admitted twice per year; the full-time program commences in August and the part-time in September. Application forms are provided to prospective students who have successfully completed the ACT WorkKeys Pre-Entrance Assessment.

MINIMUM ADMISSION REQUIREMENTS

A high school education or equivalent. The applicant must have earned one of the following: A diploma from a recognized high school; or

A high school equivalency certificate earned by successful completion of the General Education Development Test (GED); or

If a graduate from another county's educational system, credentials equivalent to a high school diploma.

If applicant high school/college coursework was completed in another country, the document(s) must be translated* to English prior to submission (translated at applicant's expense).

*International transcripts/documents must be evaluated by an organization that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE) A criminal record that does not block the applicant from attending nursing school (refer to Ohio Board of Nursing Criminal Records Check/Felony Convictions).

HIGHLY RECOMMENDED ATTRIBUTES

1. Successful completion of high school biology, chemistry and mathematics;
2. Good physical and mental health (see Application Requirements for Nurse Licensure and Americans with Disabilities Act and in Adult Education General Section)
3. A clean criminal record (see Application Requirements for Nurse Licensure in Appendix).

ADMISSIONS PROCESS

To enroll in the Program, the applicant must successfully complete the following steps:

1. Register and pay for the pre-entrance assessment (ACT Workkeys). The assessment is offered monthly throughout the academic year (October – May). Dates and fee information can be found on the CVCC website (www.cvccworks.edu). Registration and fee payment can be completed online or in-person at The School of Nursing during business hours.

The fee for ACT WorkKeys is non-refundable. However, if the candidate calls prior to the testing date and time, the test will be rescheduled and the fee paid will be applied to the rescheduled test. If the applicant does not call to reschedule the test prior to the scheduled date and time, or does not keep the appointment as scheduled, the fee is forfeited.

If requested, access to the ACT WorkKeys to help prepare the candidate for taking the WorkKeys assessment, can be provided by contacting the School of Nursing or Student Support Services.

1. Take WorkKeys assessment and achieve minimal passing scores in all areas, as follows:

Workplace Documents	Scale Score: 79-90
Graphic Literacy	Scale Score: 76-90
Math	Scale Score: 75-90

Candidates will be advised of their scores within two weeks of testing. WorkKeys scores are valid for three (3) years from the date taken.

APPLICATION

Prospective students achieving the minimum passing scores on the WorkKeys assessment are provided an application packet containing the following information:

- Steps to Enroll Checklist
- Practical Nursing Application Form;
- Two reference forms;
- A copy of the Ohio Board of Nursing Ohio Revised Code Section 4723.09 which outlines the criminal violations that prohibit an applicant from obtaining a nursing license.
- Financial Aid Information Sheet

COMPLETED APPLICATION

Applications are reviewed when marked **Complete**. An application is considered complete when all of the following has been received by the School of Nursing:

- Completed Application Form
- Admissions Essay
- Official transcript supporting successful completion of high school education or equivalent. Applicants currently in high school should request a transcript to date to facilitate the enrollment process and must submit an updated official transcript upon completion of high school graduation requirements.
- Official transcripts from all post-secondary institutions attended (colleges, universities, technical schools, etc.), regardless of program completion.
- Two completed Reference Forms. Acceptable reference forms are those completed by a present or former employer, teacher, academic counselor/advisor, clergy or other professional resource who can attest to the applicant's professionalism and work ethic. Reference forms from relatives or close personal friends will not be accepted. All reference forms must be kept confidential and be sent directly to the School of Nursing at CVCC via mail or fax by the individual completing the reference form or can be hand-delivered in a sealed envelope. See the Reference Form included in the application for more specific instructions.
- Payment of application fee

Accepted applicants will be notified by mail. Seats are secured by paying the \$200 non-refundable Administrative Seat Fee after meeting with Financial Aid.

When a class is full, a wait list is developed. Wait-listed applicants will be promptly informed of their status. Applicants from the wait list will be given priority consideration, in sequential order, to fill any vacated seats in the current year's class or become one of the first individuals to fill the next class to be enrolled. Incomplete applications are kept on file for three years or upon expiration of WorkKeys scores, whichever comes first.

ADMISSIONS AND PROMOTIONS COMMITTEE

The Admissions and Promotions Committee is comprised of representatives from the full-time faculty and the program supervisor. Each file is read and reviewed for accuracy and completeness. If any concerns arise from the review of the completed file – the file is flagged and a majority of the full time Admissions and Promotions Committee address the issue and concerns. Advanced placement requests from other PN/RN programs and requests for re-enrollment of returning students are reviewed by the Admissions and Promotions Committee.

STNA ARTICULATION

Any State Tested Nursing Assistant (STNA) who holds a current, valid, unrestricted certification in the State of Ohio and is actively practicing as a STNA may request to opt out of up to 26 hours in Nursing Fundamentals and Life Science. The specific hours for which the STNA may be excused

are pre-determined by the nursing faculty and incorporate content included in the STNA education program.

To be eligible to audit these 26 hours, the STNA must complete and submit the STNA Articulation Agreement Request Form (see Appendix) and all supporting documentation required **within the first three weeks of school**. Requests are reviewed by the Admissions and Promotions Committee and approved students will be excused from attendance during the following designated hours of Nursing Fundamentals and Life Science outlined below:

Nursing Fundamentals –

Unit N2 Standard Precautions and Medical Asepsis	1 hour lab
Unit N4 Physiological Needs: Intake & Output Lab Practice Time	2.5 hours lecture 3 hours lab
Unit N5 Physiological Needs: Care of the Bed Bound Patient	5.5 hours lecture 3 hours lab
Unit N7 Body Mechanics and Patient Mobility	1 hour lecture 1 hour lab
Unit N10 Physical and Environmental Safety	Last 2 hours lecture
Unit N17 Vital Signs	1 hour lab
Unit N18 Concepts of Microbiology and Isolation Techniques	Last 1 hour lecture

Life Science –

L5 Interactive Processes: Basic Communication Skills	First 3 hours lecture
L9 Legal Issues in Nursing	First 1 hour lecture
L14 History and Trends in Nursing	Last 1 hour lecture
Total Hours	26

Please note: the student will be expected to take all quizzes, midterms and finals in these sections. The hours of Nursing Fundamentals class may be subject to change. The privilege of being excused from attendance during the 26 hours does not change the cost of education, but will impact the amount of financial aid awarded.

ANATOMY AND PHYSIOLOGY AUDIT

Students who have successfully completed Anatomy & Physiology (A&P) coursework at another accredited institution may submit a request to audit the A&P section of Basic Nursing at the School of Nursing. To qualify for audit consideration:

- The previously-taken A&P course must have covered all body systems;
- The previous course must have been completed within the past three years;
- The contact hours for the previous course must be equal to or greater than the number of hours in The School of Nursing at CVCC's current Anatomy and Physiology course;
- The student must have earned a minimum of 80% in the previous course.

To apply for the 85-hour auditing privileges, the student must submit the following documentation to the School of Nursing Supervisor before the start of A&P:

- Audit Transfer Credit Request Form (see Appendix)
- Copy of the course description for the year the previous course was taken

If the Admissions and Promotions Committee determines that the previous coursework meets the SON requirements, the student will be excused from all requirements of the School's A&P section. However, the student is welcome and strongly encouraged to attend A&P lecture as a review.

Auditing the A&P section of Basic Nursing will affect the cost of education and financial aid awarded. Students who audit A&P will have the hours removed from their TLS2 financial aid award which will decrease the total amount awarded.

The grade from the outside school is not factored into the overall GPA calculation for the final grade in Basic Nursing. It is the responsibility of the student to maintain awareness of any changes in the published class schedule that may affect attendance in other Basic Nursing classes.

ADVANCED PLACEMENT

Advanced placement from another nursing program will be evaluated on an individual basis. Time lapse between exodus from initial nursing program and advanced placement must be in keeping with current policy of the school. An individual who was a clinical dismissal, has demonstrated an undesirable attendance record, has earned course grades below which we would have retained our own students, has been enrolled two or more times at other nursing programs, or has not successfully completed Basic Nursing content consistent with CVCC requirements is ineligible for Advanced Placement and may not be eligible for initial enrollment or re-enrollment in this program.

The WorkKeys pre-entrance assessment must be completed as outlined in the Admissions Policy of this Student Handbook and must be completed prior to consideration for enrollment. The fee for WorkKeys is \$65.00. A preliminary "unofficial interview" is suggested to explore the feasibility of advanced placement. The School of Nursing at CVCC admission requirements and curriculum requirements shall be met by each transferee.

All requests for transfer are considered by the Admissions and Promotions Committee. The decision of this Committee is binding on all parties. Advanced Placement students shall be

required to have a personal interview with the supervisor or designee and will be required to take written and clinical laboratory skills evaluations as determined by the Admissions and Promotions Committee and Supervisor. Advanced Placement shall be admitted providing there is available space in both classroom and clinical component of the program and a plan is implemented to assure curriculum outcomes will be met.

When an advanced placement student is accepted, the student must secure a seat by paying the non-refundable administrative seat fee. Tuition and fees will be prorated for the period of enrollment.

MILITARY

Any applicant with military experience may request to have his or her training record reviewed for advanced placement and/or awarding of credit. Each evaluation will be handled on an individual basis by the Admissions and Promotions Committee.

SCHOOL OF NURSING CALENDAR

HOLIDAYS AND BREAKS

The School of Nursing observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Easter, Memorial Day, Juneteenth and Independence Day.

The following break periods are observed: Thanksgiving Break, Winter Break, Spring Break, and Summer Break. Refer to the Full- and Part-Time School Calendars in the Appendix for the specific dates of these holidays and breaks.

SCHOOL CLOSURES (SNOW DAYS)

The School of Nursing will observe the same snow days and school closings as CVCC. During the school week, Cuyahoga Valley Career Center is closed when five of the eight associate schools have closed. In the event of inclement weather, students are responsible for being self-informed and checking local media outlets to see if school has been closed. Students are encouraged to establish a phone tree among class members to facilitate communications regarding official closings. If excessive "snow days" occur that jeopardize program requirements, class/clinical hours may need to be "made up" utilizing break time, pre-planned days off or via an extended school year.

If daytime classes at Cuyahoga Valley Career Center are cancelled due to inclement weather or for other reasons, all day and evening adult classes will also be cancelled. If the closing occurs on a scheduled clinical day, clinicals are likewise cancelled. In the event of inclement weather on a clinical weekend necessitating school closing, students will receive a notification from the Supervisor or clinical instructor via phone message. In any case of an official school closing, the student is not required to call the School Attendance Line or clinical site.

In the event of inclement weather without an official school closing, students are encouraged to use their judgment about driving conditions. If the student elects to call off, he or she will be recorded as absent.

In the event of a snow day on a classroom day, the schedule may be adjusted to cover the missed lecture(s). However, as this is not always possible, students are responsible for self-studying the material that otherwise would have been covered. In the event of school closings in excess of two clinical days in a rotation, or, if in the Supervisor's discretion, successful completion of program requirements and objectives are jeopardized, lost time will be made up using alternate hours, break periods, scheduled days off, and/or an extended school day or year.

CLOSURE DUE TO UNFORESEEN CIRCUMSTANCE

In the event the school must close due to unforeseen circumstance, classes may be shifted to an online platform (i.e. Zoom or other virtual learning system) in addition to the utilization of other remote learning methods such as Google Class. Flexibility will be required in order to meet the needs of the class. Attendance will be monitored and policies enforced to ensure Financial Aid eligibility requirements are maintained.

CLASS SCHEDULE

Unless otherwise announced, classroom lectures and labs are held at The School of Nursing at CVCC. Fifty (50) minutes constitutes a class (clock) hour. Lab hours may be adjusted in order to accommodate the material being taught.

FULL-TIME STUDENTS

A typical week in the full-time program consists of 35-37.5 hours of lecture, lab and clinical experience, including 3-5 hours of supervised, planned study time. Basic Nursing begins in August. Class hours are Monday through Friday from 7:30am (must be in your seat at this time) to 3:30pm with break and lunch periods incorporated. Clinical hours begin at 6:45am. During Basic Nursing, clinicals end at 11:30am with the students returning to the classroom for the afternoon. During Advanced Nursing (TLS1 and TLS2), students transition to full-day clinicals that run until 3:00pm. Special clinical experiences may extend over slightly different hours. In the final term of the program, clinical experiences may include two or three weekends.

PART-TIME STUDENTS

The part-time program (day or evening) incorporates the same content as is taught in the full-time program, extended over 21 months. Part-time students should anticipate a schedule that incorporates 15-22 hours per week in classroom, lab and clinical experiences. Classes begin in September, with students completing Basic Nursing in June of the first year. Students transition into Advanced Nursing, attending classroom and clinicals their first summer and graduating the second June of their enrollment period. Currently, the School offers the part-time programs in

alternating years.

PART-TIME DAY PROGRAM

Class meetings are held Monday, Wednesday and Thursday from 10:00 am (must be in your seat at this time) until 3:30 pm. Breaks and lunch periods will be incorporated.

PART-TIME EVENING PROGRAM

Class meetings are held Monday, Wednesday and Thursday from 4:30 pm (must be in your seat at this time) until 9:30 pm. Breaks and lunch periods will be incorporated.

Part-time students begin clinical experiences in December, after the successful completion of Anatomy and Physiology. Clinical rotations are held on Saturday and Sunday from 6:45am until 3:00pm, and are typically every other weekend. In special situations, weekends may need to be scheduled back-to-back to facilitate the clinical experience. The student will be notified of the exact dates he or she is expected to attend in advance of each course. Special clinical experiences may extend over slightly different hours.

Additionally, part-time enrollees are expected to attend clinicals from 6:45am until 3:00pm for approximately 9-12 weekdays throughout June and July in order to fulfill the required number of clinical hours and gain a fuller experience of acute care and specialty environments. These summer clinical enrichment days are in addition to regularly scheduled weekend clinical hours.

ACADEMIC EXPECTATIONS

PREPARING FOR CLASS

Each student is expected to read assignments and prepare for class content before attending the class presentation. Studying every evening and weekends is imperative for success! A minimum of 2 hours of class preparation is expected for each hour of lecture presented.

ACADEMIC INTEGRITY

Cheating and plagiarism will not be tolerated in the School of Nursing. Copying another student's answers or homework or letting another student copy your answers or assignments will lead to the following consequences:

- First Offense; failing grade or zero on the assignment or test; written reprimand in student file
- Final Offense; expulsion from the program.

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawing - any piece of information that is not considered

common knowledge

- Quotations of another person's spoken or written words
- Paraphrases of another person's spoken or written words
- Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment. No credit will be earned for the assignment; the final grade is a "0".

Third offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course Supervisor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course.

- Any further offense: Student receives a "0" on the assignment or test along with coaching and counseling from the Supervisor and Adult Education Director (Assistant Superintendent) from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course and will be separated from the Practical Nursing program.
- Any further offense upon students return from separation: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student

is awarded a grade of "F" for the course and may be expelled from the college without the option to return.

CLASS ASSIGNMENTS/HOMEWORK/SELF-STUDY QUIZZES/WORK IN LIEU OF QUIZZES

All work is to be neat, legible, and identified with the student's name and class. If a form is not provided or a Scantron is not used, the assignment must be submitted on standard sized notebook paper. Assignments are to be submitted per the Faculty member's instructions on the date specified. At the discretion of the Faculty member, any late work may be refused, or if accepted, the final grade may be lowered by 3% or one letter grade for each day late. In any event, absent extenuating circumstances, if the work is not submitted within one week after the due date, a zero is earned. Students are encouraged to retain copies of returned graded assignments as review

tools for quizzes, mid-terms and final examinations.

EXAMS

Scheduled and announced quizzes will be given throughout each course. These quizzes, geared to the objectives of each unit(s), cover content included in the assigned readings and class presentations. Unannounced quizzes may be given at the discretion of the Faculty member. These unannounced quizzes may also be factored into the student's grade.

In most courses/sections, midterm examinations are integrated. These midterm exams are typically 50 questions and one hour is allotted. In all courses/sections, a final exam of 100 questions is incorporated and two hours are allotted. See the syllabus for each course/section to determine the percentage of the overall grade attributable to quizzes/written work, the midterm, if any, and the final.

During any quiz, midterm or final, all personal belongings, including but not limited to outerwear, cell phones, smart watches, books, and purses, are to be left outside the testing room. Students are to bring only pencils and a Scantron answer sheet into the room with them.

The results of quizzes, midterms and final examinations will be provided to facilitate learning. Students are urged to actively participate in any provided classroom reviews as this facilitates development and refinement of reading, test-taking and critical thinking skills. When reviewing any tests/quizzes, students are required to demonstrate honesty and integrity; no test/quiz questions may be copied, and there is to be no recording, texting or photo taking. In the event that an individual violates this policy, disciplinary action, up to and including a critical incident or dismissal, will be taken. During any review of quizzes, midterm, or final exam, all personal belongings, including but not limited to outerwear, cell phones, smart watches, books, and purses, are to be left outside the classroom. Faculty reserves the right to withdraw the privilege of reviewing quizzes and/or tests upon reasonable suspicion of violations of integrity.

Students are responsible for previous learning and, as such, quizzes, written work, midterms and finals may require active utilization of any previously covered content areas including content mastered in previous courses and terms.

MAKEUP ASSIGNMENTS AND EXAMINATIONS

If, due to unplanned absence, a student misses a lecture session, the student must, upon return, obtain notes from a peer. If the quiz that incorporates that lecture session is administered on the day of the student's return, the student may defer taking the quiz until the next classroom day. **If, due to unplanned absence, a student misses a scheduled quiz, the student is to take the quiz immediately upon return, at the start of the day.** The exception to this rule is that when the full-time students are in all-day clinicals, students who have missed or postponed quizzes are expected to return to the School after clinicals to take the quiz on the next school day. Students who are absent for more than one classroom day must meet with the Supervisor or designee to arrange a

schedule for making up missed work. Each situation is considered on an individual basis.

If a scheduled quiz is missed or postponed, an alternative quiz may be administered at the Faculty member's discretion (make-up quiz will be fill in the blank). **If the student has not completed missed quizzes within the stipulated days, Faculty will deduct 3% from the final quiz grade for each day late. If the quiz is not made up within one week, a zero is earned.**

All written assignments are due on the first day the student returns after unplanned absence. If Faculty has previously announced that late work will not be accepted, it may be refused. If written work is assigned while a student is absent, it is to be submitted on the next classroom day, unless other arrangements have been made.

Any planned absences must be discussed with the Supervisor or designee and instructor before occurrence, and arrangements must be made in advance for any work that will be missed. (See Student Attendance and Absence Policy).

STUDENT ATTENDANCE AND ABSENCE POLICY

ATTENDANCE

Students have a personal and professional responsibility to maximize their education by taking advantage of all scheduled learning experiences. Regular attendance and punctuality are expected of each student. To ensure students have the opportunity to participate in all planned learning activities and demonstrate satisfactory competency for progression, attendance each scheduled day is essential. Students are expected to be on time for classroom and clinical activities. Promptness and consistent attendance are expected professional behaviors. Contingency plans for family illness and childcare are to be formulated prior to entering the program. The following attendance policy has been established to assure that students meet the minimum acceptable standards for attendance. There are no excused absences – just provisions to deal with time away from the program.

While acknowledging that perfect attendance is the goal, illness and unexpected emergencies do happen. In the event that a student will be absent or tardy, the following policies and procedures must be observed:

CALL-IN/SIGN-IN PROCEDURES

In the event a student is going to be absent from the classroom, the student is responsible for calling **The School of Nursing's Call-Off line at 440-746-8148** to leave a message with the date, time of call, student name, student cohort (full or part-time) and reason for the absence. This call must be made no later than 30 minutes prior to the start of class.

When on clinical assignment, it is the student's responsibility to notify both the school and clinical area at least one hour prior to the clinical start time. The School must be notified by calling the Call-Off line as described above. In addition, the student must also notify the clinical site at the

facility number provided prior to the start of clinicals, or at the number printed on the Enrichment Objectives sheet. Students should keep a record of the name of the person to whom they spoke when reporting the absence to the clinical facility. **Failure to initiate both calls in the prescribed manner and within the time frame described above will lead to a Critical Incident (see Evaluation).**

Students not following the call off procedure for both the classroom and clinicals will result in a “No Call, No Show”. A student accumulating three “No Call, No Shows” results in immediate dismissal from the program.

TARDINESS

Tardiness is defined as missing from 1 to 90 minutes in the morning or at midday, or when returning late from class or clinical breaks/lunch. Each episode of tardiness will be noted in the student’s personal file and on the grade transcript at the end of the program. Tardiness will accrue toward your overall hours absent. Persistent tardiness may ultimately result in dismissal, regardless of level of academic or clinical performance and time in the program.

If the student is tardy to class, he or she must sign-in on the attendance sheet. Students must sign in or out at the desk when tardy, when a half day is missed, or when leaving early. Students who are tardy may be asked to wait outside the classroom until the next class break.

ABSENCES

A class day is 7.5 hours for full-time students, and 5 hours for part-time. For documentation on the grade transcript and disciplinary purposes, all recorded absences will be converted into hours based on the actual amount of time the student was not in classroom lecture or clinical.

In the event that a student is going to be absent due to illness, the student must call off for a full classroom and/or clinical day. Half-day call-offs due to illness will not be permitted, and will result in the student being sent home for the remainder of the day.

On days that quizzes, midterms, and finals are scheduled, half-day call-offs will not be permitted without proper documentation (i.e. doctors note, court documentation) as to why they called off. It is the student’s responsibility to notify the director and submit proper documentation ahead of time regarding any time being missed on quiz/midterm/ and final scheduled days. Not notifying the director and submitting proper document of time missed will result in the student being sent home for the remainder of the day and reschedule a time to take any quiz/midterm/final. See “Makeup Assignments and Examinations” on page 53.

Any student who is absent for five (5) consecutive days or longer, or any student sustaining an injury requiring medical attention, must be seen by a physician and have a written physician's statement allowing unrestricted permission to return to school and the clinical area.

PERSONAL LEAVE DAYS

Each student is permitted up to three (3) sick leave days (22.5 hours) without disciplinary consequences during the entire program. Acceptable reasons for use of sick leave are immediate illness, exposure to contagious disease, personal injury, , child's illness, or injury/death of immediate family.

A maximum of three (3) days (22.5 hours) of personal leave may be requested during the enrollment period. Personal leave day(s) must be prearranged and approved by the Supervisor or designee. Personal leave is granted solely at the discretion of the Supervisor (or designee) and is designed to allow the student to handle necessary personal matters or, observe religious holidays. Careful planning of appointments, meetings, etc., for times outside of scheduled school hours is strongly advised. Personal leave days are considered as time away from the program and will be recorded as an absence, but will not be counted toward disciplinary action for attendance. Personal days may not be utilized on the day of or day before a final examination, before or after a holiday, or during the final week of the program, unless special circumstances exist.

DISCIPLINARY ACTION FOR ATTENDANCE ISSUES

Attendance is calculated on a weekly basis. Students are provided with a printout of their cumulative attendance record documenting absences, tardiness, and personal leave days as accumulated based on the table below. Disciplinary action taken for attendance purposes is outlined below. All attendance actions will be documented on the Notice of Corrective Action Form (See Appendix).

Absence/Tardy Accumulation	Disciplinary Action
20 hours	ALERT and a printout of attendance log provided to student
35 hours	WARNING and discussion with the Supervisor
55 hours	FINAL WARNING and meeting with the Supervisor and Admissions and Promotions Committee
70 hours	Meeting with the Supervisor and selected designee(s); DISMISSAL except in extenuating circumstances
First "No Call, No Show"	WARNING and discussion with the Supervisor
Second "No Call, No Show"	FINAL WARNING and meeting with the Supervisor and Admissions and Promotions Committee

Third “No Call, No Show”	IMMEDIATE DISMISSAL FROM THE PROGRAM
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Students are also referred to the Clinical Make-up and Clinical Evaluation sections.

Extended illnesses and special circumstances are handled on an individual basis by the Supervisor of the School of Nursing and the Admissions and Promotions Committee. Factors that may be considered when deciding whether or not to allow a student to continue in the program include the student’s past attendance and tardiness record, other illnesses, anticipated number of days that will be missed due to the extended illness/special circumstance, percent of the program completed, and past clinical and classroom achievements.

Excessive absences can also jeopardize remaining enrollment and/or participation in Federal Financial Aid programs, regardless of academic standing.

CURRICULUM AND INSTRUCTION

CURRICULUM DESIGN

The nursing curriculum is designed using a holistic approach to healthcare that addresses the physiological, emotional, behavioral, developmental, cultural, and spiritual needs of the client. These needs may shift in importance depending on the client's current state of health and may shift in importance across the life span. Maslow's Theory is incorporated throughout the program and is used to explore the curriculum content.

The nursing process is used as the systematic method of meeting healthcare needs. Development of the skills of critical thinking, clinical judgment, sound decision-making, priority setting, time management, and effective communications are integrated throughout the curriculum. Related theory and clinical practice progress from the simple to complex as much as is possible with the acuity seen in the institutionalized client. Practice is correlated with theory and is closely supervised by RN faculty, teaching assistants and preceptors.

INSTRUCTIONAL STRATEGIES

Teaching strategies include cooperative learning, lecture, conferences, demonstration, return demonstration, PowerPoint presentations, utilization of the nursing process, visual and auditory aids, exploration of didactic information via computer, Mannequin Annie and clinical practice. Clinical practice is carried out in a variety of institutional and community-based settings.

INSTRUCTIONAL STAFF

The School of Nursing faculty includes the Supervisor, Instructors and Teaching Assistants, all of whom are Registered Nurses employed by the Board of Education. The Instructional Staff meet or exceed all qualifications to be certified as Adult Education Instructors by the Ohio Department of Education and meet or exceed the requirements of the Ohio Board of Nursing and accrediting agencies. Students are at all times responsible to the Instructional Staff. In the clinical area, students practice under the supervision of the RN Faculty, Teaching Assistant and/or preceptor, following rules established by the Ohio Board of Nursing, the clinical organization, and this educational program.

NURSING PROGRAM REQUIREMENTS

The School of Nursing at CVCC's 1200 clock-hour program is divided into three terms. The first term is Basic Nursing. The subsequent two terms are Advanced Nursing; each of these two terms consists of one course.

BASIC NURSING (INTEGRATED COURSE: SECTIONS 101, 102 and 103)

Basic Nursing is made up of the following three sections: Anatomy & Physiology, Life Sciences and Nursing Fundamentals. This integrated course consists of formal didactic instruction with laboratory and clinical practice. Clinical and classroom experiences are of equal importance.

SECTION 101 – ANATOMY AND PHYSIOLOGY

Anatomy and Physiology is a didactic subject in which basic anatomical structure and function is explored to establish an understanding of the human body. Medical terms are defined, pronounced and analyzed throughout the course so the student becomes increasingly proficient with their usage. More complex concepts, including basic pathophysiologic changes, are added as body systems are introduced. Course content is tied to other Basic Nursing courses. Maslow's Theory is applied as the learner begins to relate anatomical/physiological abnormalities to nursing care needs.

SECTION 102 – LIFE SCIENCE

Life Science is a didactic subject that explores principles of normal nutrition, growth and development, communication, basic computer skills and etiquette, personal and professional growth, transcultural considerations, nursing history, and legal, ethical and moral issues. The role of the practical nurse in organized health care is identified and developed. The nursing process, Maslow's Theory, holism and health promotion are interwoven throughout the units.

SECTION 103 – NURSING FUNDAMENTALS

Nursing Fundamentals is a didactic and clinical section that establishes a sound nursing foundation by developing skills within the scope of practice of the practical nurse. Nursing Fundamentals includes course work in basic nursing procedures, dosage calculation, basic intravenous therapy, principles of pharmacology, and physical assessment. Maslow's theory and the nursing process are used as tools for exploration of concepts. Students begin their clinical experiences in this section, initially applying basic nursing skills to the care of their clients and progressing to the application of more complex skills. Clinical assignments take place in a variety of contracted facilities and may be supplemented with observational and enrichment experiences.

Successful completion of Basic Nursing is necessary for retention and promotion within the program. To pass Basic Nursing, the student must:

1. Earn a minimum final grade of 77% in Anatomy and Physiology (Students who do not achieve 77% in A&P are dismissed from the program at that point); and
2. Earn a minimum final grade of 80% in Nursing Fundamentals (Students who do not achieve an 80% in Nursing Fundamentals are dismissed from the program at that point); and
3. Earn a Basic Nursing grade point average of a minimum of 79.5%; the Basic Nursing GPA is an average of the final grades in Anatomy & Physiology, Life Sciences, and Nursing Fundamentals **(Students who do not achieve 79.5% as a final GPA are dismissed from the program at that point); and**
4. Earn a Satisfactory as a final evaluation in clinicals; and
5. Maintain an acceptable attendance record (see Attendance Policy).

Note: While there is no final minimum grade required in Life Sciences, the Life Sciences grade must be high enough that when averaged with the final grades in Anatomy and Physiology and Nursing Fundamentals, a minimum of 79.5 is earned.

All sections of Basic Nursing must be completed in the same enrollment period for any credit to be earned. **No credit is earned for passing individual sections of Basic Nursing.**

CANDLELIGHTING CEREMONY

Upon successful completion of Basic Nursing, students are recognized in a Candlelighting ceremony. The inspirational ceremony marks a milestone, symbolizing the successful completion of the program requirements. As a memento of their success in Basic Nursing, each nursing graduate receives the Florence Nightingale Lamp, the Lamp of Learning.

ADVANCED NURSING

The Advanced Nursing curriculum includes theory, laboratory experiences, supervised clinical experiences and observational/enrichment opportunities. These courses explore the themes of altered states of health, and integrate life span considerations, issues of contemporary society and vocational growth. Students are expected to progress in the application of classroom theory to clinical practice and to demonstrate increasing refinement of nursing skills. Maslow's Theory and the nursing process are utilized as tools to help shape understanding.

The clinical courses offered in Advanced Nursing are:

Care of the Client Throughout the Lifespan Part 1 and 2.

Special enrichment and observation experiences in Advanced Nursing are also integrated to enhance student learning and may include:

Assisted Living	Home Care	Blood Pressure Clinics
Acute Care	Birth Center	Special Needs Care
Long Term Acute Care	School Nursing	Rehabilitation
Behavioral Health	Hospice	Residential/Day Camp
Medical Examiner/Coroner	Senior Programs	Flu Clinics
Health Fairs	Precept Experience	Long Term Care

COURSE 201 CARE OF THE CLIENT THROUGHOUT THE LIFESPAN PART 1 (TLS1)

Students who successfully complete Basic Nursing progress to this first Advanced Nursing course. In this didactic and clinical course, the student will utilize the nursing process and Maslow's Theory to meet the needs of maternal, pediatric, adult and geriatric clients with health deviations experiencing a variety of increasingly complex medical, surgical and/or behavioral disorders. Health promotion techniques are also incorporated. Clinical experiences take place in a variety of contracted facilities. Critical thinking and clinical decision-making skills are strengthened to enhance the

student's ability to meet client needs. Leadership, pharmacology, and intravenous therapy concepts are integrated throughout the course. The student is expected to correlate the theory explored in the classroom with the safe delivery of care to the client, continuously building on previous didactic and clinical experiences.

INTRAVENOUS THERAPY

Principles and practices of intravenous therapy related to the practical nurse's Scope of Practice in Ohio will be explored in the classroom and implemented in the clinical and laboratory environments. This content thread is integrated throughout Basic and Advanced Nursing. Each student must satisfactorily complete the Intravenous Therapy laboratory experience to pass Care of the Client Throughout the Lifespan Part 1.

COURSE 202 CARE OF THE CLIENT THROUGHOUT THE LIFESPAN PART 2 (TLS2)

Enrollment in TLS2 is initiated after successful completion of TLS1. TLS2 is a didactic and clinical course in which students are expected to demonstrate progressive development and refinement of the skills learned in TLS1. Successful completion of a medication administration experience and demonstration of entry-level leadership skills are required for successful completion of this course.

Successful completion of TLS1 is necessary for progression to TLS2. Successful completion of TLS2 fulfills a portion of the requirements for graduation.

PHARMACOLOGY

Pharmacology is an integrated curricular theme throughout Basic and Advanced Nursing. A planned medication administration experience is incorporated into Care of the Client Throughout the Lifespan Part 2. Each student must perform satisfactorily in the administration of medications by the close of this experience to successfully complete the course.

GRADES AND EVALUATION

CLASSROOM GRADES

Letter grades are assigned to the student's academic progress, as follows:

100-94%	
93% - 87%	
86% - 80%	
79% AND BELOW	

If a student exits the program after having completed a minimum of one section of Basic Nursing, an official grade transcript is generated. See Curriculum description above for the minimum academic requirements for retention and promotion for each section/course. Students will periodically be given grade reports to allow self-monitoring of progress.

CLINICAL GRADES

Clinical Experience - Progress Reports will be completed by Clinical Instructors at the end of each rotation in Basic Nursing and Throughout the Life Span Part 1. This tool uses a checklist format and free text to summarize the student's clinical achievement and assign a final evaluation of "Satisfactory," "Needs Improvement," or "Unsatisfactory."

Definition of terms are as follows:

S - Satisfactory – Consistently accurate or correct in relating to health, safety, knowledge base, and delivery of care. Punctual, displays a positive effect of a personal and vocational nature, desirable behavior and work habits. Meets objectives of the course with minimal or no guidance.

NI - Needs Improvement – Inconsistent performance, incorrect, inaccurate, not punctual, undesirable behavior or work habits, application of knowledge base, delivery of care and issues relating to health, safety, or effect of a personal and vocational nature, needs considerable guidance to meet objectives of course.

U - Unsatisfactory – Unsafe practices, lack of application or transfer of knowledge, carelessness, undesirable practices in delivery care and issues relating to health, safety, affect, habits or skills of a personal and vocational nature - may necessitate immediate dismissal from program.

Each student will meet with their clinical instructor or designee in conference to receive feedback on their performance during the previous rotation. During this meeting, the student's Clinical Experience - Progress Report is discussed, reviewed and signed, acknowledging receipt. Students may respond in writing to the summative and evaluative statements.

A student who earns a clinical evaluation of Needs Improvement at an evaluation point partway through clinical section/course is being made aware of behavior that must be improved prior to the end of the section/course. Any student earning a Needs Improvement evaluation at this point is expected to meet with the Supervisor and the new Clinical Instructor as soon and possible to develop a plan to create a positive change in behavior. If the student earns a clinical evaluation of Needs Improvement at the end of the section/course, the student does not pass the section/course and is dismissed from the program. An "Unsatisfactory" evaluation at any time may facilitate immediate dismissal without forewarning.

If the student attends less than 90% of the planned clinical experience, a Needs Improvement is earned. If this situation occurs at the close of the course, not permitting retention and promotion, the situation is automatically referred to the Admissions and Promotions Committee for a decision of promotion versus dismissal. Each circumstance is considered on an individual basis and will be handled on a case by case basis. Also see the Clinical Make-Up Policy, above.

Anecdotal notes, formative and summative evaluations, critical incidents and attendance records are part of the student's records and therefore confidential. These documents are maintained

in active student's records; however, no copies are shared outside the School. The exception to this policy is when student has a governmental sponsor and this information is contractually required to be shared with the supporting agency or subpoenaed by the court.

Written and/or verbal evaluations will be shared among Faculty to monitor the student's progress in developing appropriate professional behaviors.

When students graduate, an "S" is recorded on the official grade transcript for clinical achievements, alongside the letter grades earned. Progress reports, notices of corrective action and anecdotal notations are removed from the student's permanent record twelve months after graduation.

ANECDOTAL NOTES

Anecdotal notes may be issued at any time by the faculty, teaching assistants, or supervisor of the program, identifying any positive or negative behavior exhibited by the student. Anecdotal notes are to be read by and discussed with each student as soon as possible. Within 24 hours, the student is to sign and return the document to the staff member who generated it. The student may write and attach his or her comments, if desired.

CRITICAL INCIDENTS

Faculty, part-time instructors, teaching assistants, and/or administrative staff may recommend to the Admissions and Promotions Committee that a student be issued a critical incident for serious violations of standards or behavior. Examples of behaviors that may initiate consideration of a critical incident include, but are not limited to: failure to give safe care to clients, violations of school policy in excess of behaviors warranting an anecdotal note, repeated violations of behavior for which an anecdotal note was previously issued, violation of clinical site policies, use of foul/inappropriate language in the clinical or classroom environment, failing to notify the clinical site of absence ("no call/no show") and any other behavior(s) unacceptable in a developing health care worker. If the Admissions and Promotions committee agrees that a Critical Incident is appropriate, the student will meet either with the Supervisor and/or with the Committee to review the incident and review the Notice of Corrective Action form. This form will describe the student's inappropriate behavior and describe the behaviors that the student is expected to demonstrate for the remainder of the enrollment period. The student will be asked to sign the form, indicating receipt and an understanding of future expected behaviors.

A maximum of two Critical Incidents are permitted during the program. Earning a third critical incident results in immediate dismissal. The three critical incidents culminating in dismissal need not be violations of the same expected behavior.

IMMEDIATE DISMISSAL FOR SERIOUS BEHAVIORAL VIOLATIONS

Behavior of an egregious or extremely serious nature, including but not limited to, violation of confidentiality, unsafe nursing practice or careless performance, severe foul/inappropriate language, hostile and/or threatening language/actions, academic dishonesty, and illegal and/or

unethical behavior may, at the discretion of the Supervisor and Admissions and Promotions Committee, result in immediate dismissal from the program without prior warning.

Any dismissed student is subject to denial of re-enrollment, a notation of the circumstances surrounding the dismissal to the student's permanent record, and is not entitled to a refund of any monies paid to the school. Any dismissed student also has the continued obligation to pay any outstanding balance for the term.

See Appendix for copies of the Clinical Experience - Progress Reports, Anecdotal Note and Notice of Corrective Action.

ASSESSMENT TECHNOLOGIES, INC (ATI) PREDICTOR EXAMINATION

Included in the student's tuition is the Virtual ATI review. This individualized review provides students with study/preparation plans to help remediate identified weaknesses and prepare for the NCLEX examination. Students who complete the Virtual ATI Review program and receive the "GREEN LIGHT" to test from their coach have consistently averaged 97% NCLEX pass rates.

The School of Nursing at CVCC uses a testing package designed to help students measure their learning in preparation for graduation requirements and passing the National Council Licensure Examination (NCLEX-PN). The ATI program consists of online learning tutorials using the Nurse Logic module; assessments and remediation, practiced and proctored, through Learning Systems; and culminating with the Comprehensive Predictor assessment.

The ATI Comprehensive Predictor is a 180-item assessment of the student's comprehension and mastery of basic nursing principles and concepts via NCLEX-style questions. A typical assessment will include 80% application/clinical judgement questions and 20% foundational knowledge. The test will be administered twice during Care of the Client Throughout the Lifespan Part 2 (TLS2). The student is expected to take both assessments and remediate and study between the two.

One of the two final Comprehensive Predictor exams must be completed at the recommended score of 67% or better to complete program requirements and be eligible for graduation. An individual score of 67% on the Comprehensive Predictor equates to a predicted probability of 80% passage rate on the NCLEX-PN.

If a student is unable to meet the recommended score on the ATI Comprehensive Predictor by the date of graduation, the student will be permitted to participate in graduation activities, however, the Certificate of Completion and/or official transcript will not be forwarded to the Ohio Board of Nursing (or the students' selected Nursing Board) until the passing score is achieved by the student. The student will be required to retake the Comprehensive Predictor until the recommended score of 67% is obtained. It is the responsibility of the student to contact the SON

Supervisor to schedule a make-up of the Comprehensive Predictor after graduation. The assessment must be completed before the end of June (date of the retake to be determined after the second predictor is administered, but will be scheduled no later than the last week in June). The student will be responsible for the payment of any retakes administered.

To be eligible to sit for the State Board of Nursing exam, the ATI Comprehensive Predictor assessment must be taken and passed by the third Friday of December in the student's graduating year.

To successfully complete TLS2, the student must achieve the following:

- Earn a minimum final grade of 79.5% in each course.
- Obtain individual score of 67% or greater on the ATI Comprehensive Predictor Assessment.
- Earn a Satisfactory as a final evaluation in clinical.
- Maintain an acceptable attendance record.

CLASSROOM EXPECTATIONS

CELL PHONES AND SMART WATCHES

Personal phone calls and texting are not permitted in the classroom. In the event of a special concern, students may be given permission to leave their cell phone on in silent mode and take any necessary calls outside the classroom. Any student whose cell phone rings or is noted to be texting during class may be dismissed from class, at the instructor's discretion, for the remainder of the session or day and charged with an unexcused absence.

Cell phones in the classroom must be on the designated table in plain sight during ALL quizzes and exams.

HEADPHONES AND EARBUDS

The use of headphones and earbuds during class or clinical is not permitted.

RECORDING DEVICES

Lectures may be recorded on a recording device or cell phone with the permission of the instructor. Recordings should be paused when students are sharing personal information. Quiz/exam reviews may not be recorded or photographed.

DRESS CODE

Professional behavior and appearance provide the foundation for the educational and therapeutic relationship and are essential to achievement of high standards in both education and nursing practice. The standards of behavior and appearance convey a message of respect for all ages, cultures and beliefs. As such they often do not reflect current style or practice but rather conservative values and clinical safety. Clothing style and size must be chosen so as to cover chest,

midriff, and lower back while sitting, as well as participating in activities during classroom, lab and clinical rotations. Therefore, the following dress code has been established and will be followed.

CLASSROOM ATTIRE

Students may elect to wear their uniform to class instead of scrubs. However, if they do so, they must wear the entire uniform (top and bottom) and comply with hair and jewelry requirements.

Students are to appear in class dressed as follows:

- Nursing scrubs in gray/burgundy;
- Athletic or nursing shoes with closed toe and heel;
- Hosiery that reaches above the height of the shoe-crew socks, knee socks or hose; and
- CVCC student identification badge, worn at the lapel at all times.

The following rules will also be observed:

- CVCC logo wear may be worn in place of the scrub top, if desired.
- If undergarments can be seen through the attire, they will match the student's skin tone.
- All pants are to be worn at waist level.
- All dresses must touch the knee.
- Students may elect to wear a short or long-sleeved T-shirt or turtleneck shirt under the top for warmth.
- Students may elect to wear a sweater, sweatshirt or lab coat over the top.
- No outerwear may be worn into the classroom. An exception may be made for wearing boots in inclement weather, at the discretion of the Supervisor.
- No caps, hats or other headgear may be worn into the classroom, unless required for religious or cultural reasons.
- Small earrings are permitted. However, no other facial jewelry, including but not limited to nasal piercings, eyebrow piercings, tongue piercings or other facial piercings are permitted. Body piercings should not be seen through the uniform.
- Medical alert necklaces/bracelets, if applicable, must be worn.
- Light makeup is acceptable. Gaudy makeup and perfume are not allowed.
- Attire is to be neat, clean, in good condition and fit the wearer.

In the event of a school-sponsored "dress-down" day, students may wear jeans (unfrayed, no holes), CVCC logo sweatpants or capri-length pants and a top which covers the chest and shoulders. Halter tops, shorts, tanks, tubes, halter dresses, open backs, bare shoulders, sleeveless garments, and pajamas are not permitted. Unclothed or exposed breasts, midriffs and midsections are unacceptable. No garments are permitted endorsing drugs, alcohol or weapons, or which display foul language or sexual activity.

Students participating in CVCC-sponsored events prior to receiving their uniforms will wear dress pants or slacks, and a turtleneck, sweater or appropriately fitting tops, or a dress/skirt

that reaches the knees, with appropriate hosiery and shoes, light makeup and light-colored nail polish, if any.

DRESS CODE IN THE VIRTUAL CLASSROOM

Online learning attire follows the same guidelines as outlined in the Classroom Attire section. When in a virtual learning environment, students must be seated upright and dressed in appropriate attire. Attendance penalties will be assessed to students in violation.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Students who do not comply with these Dress Code requirements will be dismissed for the day and marked with an unexcused absence. Further violations may lead to critical incident(s) and/or dismissal from the program.

FOOD AND BEVERAGE

Students are permitted to leave the School on their lunch/dinner break. Students are also provided a refrigerator in which to store meals.. It is each student's responsibility to clean up after themselves and to assist in keeping the refrigerator and lounge area clean and sanitary. Day classes may also purchase meals from the CVCC cafeteria. Students are permitted to drink in the classroom and eat light snacks (fruit, granola bars, etc.). However, beverage containers must have a closed lid/top (e.g. be spill proof) and cannot exceed 40 ounces in volume.

All clinical sites are closed campuses. This means that at all clinical experiences, students may not leave the premises for lunch. Students should pack their own food for lunch. Meals may be purchased at many of the clinical sites. All food and beverages must be consumed in designated areas away from direct client care locations.

HOUSEKEEPING

Each member of the class is expected to help keep the School neat and clean. At the end of the day, students should push their chairs in close to the desk for safety and neatness, and pick up any litter. When using the lab area for practice, students are expected to return all supplies to their proper areas and ensure all beds are made and linens are wrinkle-free. Students are likewise expected to tidy any conference area provided by a clinical site for student use.

EMERGENCIES AND DRILLS

Students are to quietly participate in all CVCC fire, tornado, lock-down and evacuation drills as instructed. Students are to assist with any drill or actual emergency in the clinical area under the guidance of the Clinical Instructor and in accordance with policies and procedures learned in the classroom.

HEALTH DATA AND SCREENINGS

HEALTH DATA AND SCREENING SUBMISSION

All required health data and screening documentation must be submitted on the first day of class. This is to ensure there is enough time for the School of Nursing, as well as any assigned clinical sites, to organize or request any additional and/or missing documentation that is needed to begin clinicals. Not submitting all completed health data will result in the student not being able to attend clinicals, and will be charged with unexcused absences until all documentation is submitted.

AMERICAN HEART ASSOCIATION - BASIC LIFE SUPPORT REQUIREMENT (CPR)

All students are required to show proof of CPR certification prior to the start of clinical. The certification must be valid for the duration of the student's program. The student is responsible for ensuring any renewal is completed timely to avoid expiration. The School of Nursing only accepts a Basic Life Support class taught by the American Heart Association. The course must be classroom and competency—**an online course will not be accepted**. CVCC provides in-house CPR training courses, (see <https://www.cvccworks.edu/CPR.aspx> for more information). **Students with expired CPR certification are considered to be out of compliance and will not be permitted to attend clinical until proof of valid certification is received and will accrue unexcused absences until received.**

CLINICAL SITE DENIAL

Clinical facilities, at which clinical experiences are held, have the right to deny clinical placement to any student for any of the following reasons: negative information on the background check, a previous negative employment experience at the clinical site, and/or inappropriate behavior during a previous clinical placement. If a student is denied clinical placement at a facility, and there is no other available clinical site that will accept the student, the student is withdrawn from the program and forfeits all monies previously paid. Students with insufficient health data on file will not be assigned to a clinical rotation.

CLINICAL EXPECTATIONS

CLINICAL ASSIGNMENTS

Clinical worksheets are to be completed and submitted per the instructions provided at the beginning of the clinical rotation. Work that is sloppy, illegible, or not identified with the student's name and class may be refused. Clinical worksheets that are missing, tardy, incomplete or not to the expected standards for the student's point in the program will earn an NI. Earning NIs as grades on clinical worksheets will jeopardize the student's clinical grade. See Clinical Evaluation, below.

Students who attend external rotations may be required to submit written reflections and/or an evaluation of their experience. Failure to submit this written documentation in a timely manner can also affect the clinical grade.

CLINICAL MAKE-UP PROCEDURES

Clinical mastery is critical to success in the nursing profession. Therefore, this program requires attendance at a minimum number of clinical hours for graduation. In the event the student misses more than two clinical days in any one term, and these absences do not result in attendance dismissal, and the student has earned a “Satisfactory” as a final clinical grade for the term, the student will be required to make up missed days in excess of two. Missed clinical time is typically made up on a schedule alternative to the student’s typical clinical hours, and may include days, weekends or evenings. Make up days are scheduled according to clinical site availability. Make-up days do not erase actual days missed; making up clinical hours will not remove the absence from the student’s final record. Calling off on a scheduled clinical make-up day will result in being charged with an absence per the guidelines above.

DRESS CODE

Students are expected to wear clinical attire to the Clinical Orientation, Pre-Clinical Prep session and to all lab sessions after clinicals begin, unless otherwise instructed. Appropriate presentation in the clinical area, in addition to communicating respect for the nursing profession, maximizes conditions which promote medical asepsis. This assists in the prevention of disease in clients. The following rules have been established and will be followed.

UNIFORM

- CVCC-approved uniform top, and pants, or dress (clean and ironed)
- CVCC-approved undergarment (long/short sleeve, form-fitting to the arm, white) worn under the uniform.
- Undergarments, including a brassiere for women, that match the skin tone of the wearer;
- White, polished nursing shoes or white, clean athletic shoes with closed toe and heel; If shoes have laces, they are to be clean and white—no mesh athletic shoes
- White hosiery or white socks above the ankle
 - If wearing a dress—white, run-free hosiery
 - If wearing pants, socks that reach above the height of the shoe—crew socks, knee socks or run-free hose;
- CVCC and/or clinical site student identification badge, as instructed in clinical orientation, worn at the lapel or as instructed. Requirements will vary by site.

The following rules will also be observed:

- All pants are to be worn at waist level; the bottom of the pants must cover the top portion of the shoe but must not drag on the floor.
- All dresses must touch the knee.
- All uniform buttons must be secured.
- All tattoos/body art must be covered.
- A fresh uniform is to be worn daily. The uniform is to be neat, clean, wrinkle-free, in good condition and fit the wearer.

- In the event the uniform becomes faded, discolored or permanently stained, the student will be expected to purchase a new uniform.

PROFESSIONAL GROOMING HAIR

Hair is to be clean, worn away from the face, and, if necessary, fastened with nonornamental hair accessories and worn in a manner that does not fall in the face of the student or touch the patient/client.

- Hair must be a natural color. Highlighting, if any, should appear natural (colors such as pink, purple, green, etc. are not acceptable).
- Hair that reaches below the nape of the neck must be secured at the nape of the neck with an elastic or snag-free elastic band. Ponytails and pigtails are not permitted.
- Tendrils/ringlets are not permitted. Any hair that falls forward but cannot be secured at the nape of the neck must be secured with a non-ornamental barrette or bobby pin that matches the student's hair color. Alternatively, a student may wear an unornamented plastic or fabric head band no greater than ½ inch in diameter that matches the student's hair color.
- Other hair accessories, such as hair clips/claws, ornamental barrettes, ornamental ponytail holders and/or "scrunchies" may not be worn.
- No head coverings are to be worn, unless for medical, religious or cultural reasons. Color of any such permitted head coverings must be compliant with clinical site rules, if any, and coordinate with the school uniform.
- Wigs or hair extensions may be worn, subject to the above policy.
- Male students must shave daily; neatly trimmed moustaches or beards may be worn.
- False eyelashes of an unnatural length are not permitted.

JEWELRY

- Earrings ¼ inch or less in diameter in gold, silver or white, without design, may be worn. Earrings must be worn in pairs, one in each ear. No other earrings may be worn. No other facial jewelry, including but not limited to nasal piercings, eyebrow piercings, tongue piercings or other facial piercings are permitted.
- One necklace may be worn but must be tucked into the inside of the uniform. All other necklaces must be removed.
- A watch with a second hand must be worn during clinical. Smart watches displayed during a clinical rotation must only be used as a watch. If a student is seen using the smart watch for matters unrelated to the clinical assignment, they may be dismissed and charged with an unexcused absence for the remainder of the day.
- No bracelets may be worn, unless for religious or cultural reasons. No wristbands may be worn.
- Engagement and/or wedding bands may be worn. Students are advised that plain wedding bands are the only safe rings in the clinical setting. If an engagement ring and/or wedding band with a stone are worn, the student assumes all responsibility

and liability for loss of the stone or ring, loss of or injury to the hand/finger, or injury to the client. No other rings are to be worn.

- Medical alert necklaces/bracelets, if applicable, must be worn.
- No other jewelry is permitted.

HYGIENE, MAKEUP AND NAILS

- Students are to shower/bathe daily and apply unscented or lightly scented deodorant. Teeth are to be clean and breath must be fresh.
- Nails must be clean, neat and short. Fingernails must not be seen above the tips of the fingers when the hands are viewed from the palm side.
- Clear or light pink unchipped nail polish may be worn. No other colors are acceptable.
- No artificial nails of any type are permitted while in uniform.
- Light makeup is acceptable. Gaudy makeup is not allowed.
- Perfume/cologne, strongly scented deodorants, strongly scented lotions and strongly scented after-shave are not permitted.

EQUIPMENT

When providing direct client care, students must have the following items on their person:

- Stethoscope (not around neck);
- Bandage scissors;
- Black or blue pen;
- Small pocket notebook; and
- Clinical care cards.

CELL PHONES

Personal phone calls and texting are not permitted in the clinical area. Cell phones are to be off except on break and lunch periods and out of the direct client care area. Violations of this policy may result in dismissal for the day and being marked as absent. Clinical Instructors may, at their discretion and per clinical site policy, allow cell phones to be used to access reference materials in the clinical setting outside the direct client care area.

Client phones may not be used by students. Clinical site phones may only be used in emergency situations with the express consent of the Clinical Instructor.

INTERRUPTION OF STUDIES AND RE-ENROLLMENT

A maximum of two attempts to complete a nursing curriculum are permitted within a 5-year period. This number includes attempts made at other nursing schools. In extenuating circumstances, such as when an accident, illness or other disrupting occurrence has impacted successful completion of a nursing program, a third enrollment may be considered by the Admissions and Promotions Committee.

WITHDRAWAL

A student may withdraw from the school voluntarily at any point in the program. The student is encouraged to meet with the Faculty advocate and/or Supervisor to explore available options if withdrawal is being considered. A written notification of withdrawal that includes the reason and effective date must be submitted to the Supervisor of the School of Nursing and will become part of the student's permanent record. Withdrawing from a program during the term of a payment plan does not void the responsibility to pay the full tuition amount. It is recommended that withdrawing students using Federal Financial Aid meet with Financial Aid to determine how a withdrawal will affect financial aid funding. Withdrawing may result in balances being owed to CVCC or the US Department of Education and students will be responsible for the repayment of these monies. Current federal financial aid regulations will apply.

TRANSFER OUT

A request to transfer from the School of Nursing into another nursing program or course of study begins with a meeting with the Supervisor. A formal written request is thereafter to be initiated by the student with a clear identification of the underlying rationale. Official transcripts will be forwarded to the new institution of study providing all financial obligations to CVCC have been met. The administrative fee for transferring out is \$50, which includes the cost of official transcripts. Students are advised to meet with Financial Aid to discuss any financial ramifications of transferring.

LEAVE OF ABSENCE

Provisions for requesting a Leave of Absence (LOA) have been established to accommodate extended personal illness, family illness, pregnancy, and extenuating circumstances. (See Military Duty Policy for military activation procedure).

To be considered for a Leave of Absence, the student must have, at a minimum:

1. Completed Basic Nursing successfully;
2. Demonstrated satisfactory clinical performance in the current term;
3. Paid all fees and tuition for the term;
4. Maintained an acceptable attendance record, extenuating circumstances considered;
5. There must be a reasonable expectation that the student will return from the LOA within 180 days to one year.

Written requests for a LOA must be submitted to the Supervisor of the School of Nursing and will be reviewed by the Admissions and Promotions Committee. Each situation is considered individually. Students will be granted only one (1) LOA during the educational program. An approved LOA does not guarantee re-entry into the program. Students are advised to meet with Financial Aid prior to requesting a LOA to discuss any financial implications. Current federal financial aid regulations will apply.

INTENT TO RETURN

Whether a student withdraws or takes a Leave of Absence (LOA) from the nursing program, a letter must be written and submitted to the Supervisor of the School of Nursing at CVCC requesting the withdraw or LOA. The letter must address the reason you are not having success in the program at the time of the request and what changes you will make to ensure success on your return to the program. A meeting will be scheduled with the Admissions and Promotions Committee to review the request.

RE-ENROLLMENT

Students who have been granted LOAs, withdrawn from the program, or been dismissed from the program for academic, clinical or attendance issues, may, subject to the above number of attempts permitted, and any applicable financial aid regulations, petition for re-enrollment. Students applying after a LOA must do so within eighteen months from the date their LOA was granted. An applicant who withdrew or was dismissed from the program prior to the end of Basic Nursing will, if readmitted, restart at the beginning of Basic Nursing, as well as TLS1 and TLS2. Grades from any completed section of the course will carry over to the year of re-admission. Attendance will start at 4.2 days absent (unless lesser absence was recorded) when re-enrolling into TLS1, and 7 days absent when re-enrolling into TLS2. In order to qualify for readmission, re-enrollment applicants must have completed their Financial Aid Exit Counseling if direct loans were disbursed during their previous enrollment.

The Supervisor will conduct a personal interview with the applicant, and, at his or her discretion, may require the applicant to meet with the Admissions and Promotions Committee. Readmission depends on a variety of factors, including resolution of the underlying issues necessitating the LOA/withdrawal/dismissal and available space in the classroom and clinical areas. The re-enrollment applicant is required to submit a written plan of action detailing how any previous academic, clinical or attendance issues will be avoided after re-enrollment.

TRANSFER BETWEEN CVCC NURSING PROGRAMS

If, within the **first three weeks** of the full-time program, a student elects to transfer into the part-time program, he or she must notify the Supervisor in writing. The student will restart the program on the first day of the part-time calendar. Any request to transfer into the part-time program made after the first three weeks of the full-time program will be considered withdrawal and re-enrollment, and the student will be responsible for paying any additional fees and/or tuition due as a result. Tuition will be due for the period of enrollment for the full-time program. Full tuition will be due for the part time program. It is recommended the student discuss the transfer with the financial aid specialist to determine financial aid implications of transferring. Current federal financial aid regulations will apply.

JURY DUTY

The student will immediately notify the Supervisor of any jury summons. Although serving is a basic civic responsibility, requests to postpone service should be initiated so as not to jeopardize

academic and clinical standing. In the event jury duty cannot be postponed, the student will not be counted as absent as long as calls to the School and/or the clinical site are initiated per policy. However, it is the student's responsibility to meet with the Supervisor to set up a schedule for making up missed class work. The student may also, at the Supervisor's discretion, need to make up clinical hours. In the event of protracted jury duty, a leave of absence may be recommended.

MILITARY DUTY

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis in compliance with Title IV guidelines and all other applicable laws, rules and regulations regarding attendance, re-enrollment, and funding issues.

PREGNANCY

Pregnancy is to be reported immediately to the Supervisor and the student's Clinical Instructor. If the student wishes to remain in the program, she must meet with her OB/GYN as soon as possible to confirm the pregnancy. The student must disclose her participation in a nursing program and receive a medical release without restrictions allowing her to continue. The student assumes all personal responsibility for continuing in the program. If the physician does not give unqualified permission to continue in the program, a Leave of Absence may be requested by the student (see Leave of Absence Policy). The student will be expected to continue to function in the clinical setting at the level expected of her peers. The student must obtain, at her expense, uniforms that accommodate her changing body size.

TUITION, FEES AND EXPENSES

NURSING TUITION AND FEES

For the tuition and fees breakdown for Full-Time and Part-Time programs, see the correlating Cost of Education form in the Appendix.

For Financial Aid information (including loans and scholarships), see the Financial Information section or contact Adult Education Student Support Services.

OTHER CHARGES

There will be a \$35 charge on any check returned for insufficient funds submitted by the student or on their behalf.

Students using equipment belonging to the School and/or clinical facility assume responsibility for its proper care. When damage or loss of equipment or books is due to the student's carelessness or neglect, the student must assume the cost of repair or replacement of the damaged item(s). Any intentional destruction of property in the School or clinical site may result in immediate dismissal from The School of Nursing.

The diploma, transcripts and letter to the Ohio Board of Nursing regarding final completion of program will be held until all financial obligations to the School and/or clinical site are satisfied.

LIABILITY INSURANCE

Students are required to carry \$2,000,000/\$5,000,000 minimum liability insurance as a student practical nurse. This insurance is obtained by the school and the cost is included in fees. Students are not permitted to go into clinical area unless covered by liability insurance.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

SATISFACTORY ACADEMIC PROGRESS (SAP)

According to Federal and State regulations, all students enrolled in Title IV eligible programs must maintain Satisfactory Academic Progress (SAP). The financial aid office at Cuyahoga Valley Career Center will monitor a student's academic progress as a condition of eligibility for financial aid. CVCC will review a student's academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment (otherwise known as a financial aid disbursement). This evaluation takes place at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended the hours. The student will be informed by letter delivered to student informing of their failure to maintain SAP. A student is considered to be making SAP when the following requirements are satisfied:

QUALITATIVE STANDARD (Grades)

Students must maintain a cumulative grade average of 79.5%.

Grading Scale:

Letter grades are assigned to student's satisfactory academic progress, as follows:

94%-100%	A
87%-93%	B
80%-86%	C
79%-0%	F

QUANTITATIVE STANDARD

PACE OF PROGRESSION

Students must maintain a cumulative 90.0% attendance and complete a minimum of 90% of the possible clock hours in each payment period. Any student who misses more than 10% of total course hours and had no make-up hours available to them will be dismissed. Any student who misses more than 10% of the hours in the program and does have make-up time available must complete those hours within the time frame. The Nursing Supervisor and Assistant Superintendent will determine the availability of makeup hours. Pace of progression is required to make sure a student completes within the maximum time frame. This is calculated by dividing the number of hours the student has successfully completed by the cumulative clock hours required to complete.

MAXIMUM TIMEFRAME

Students must be on pace to complete their program within 111.11% of the published length of the program as measured by clock hours and expressed in calendar time. Students who transfer

from another institution or re-enroll must complete within this 111.11% timeframe. The student's clock hours from their previous institution and/or previous enrollment will be counted as both attempted and completed hours.

OFFICIAL REVIEW OF ATTENDANCE AND GRADES

Although attendance and grades are constantly monitored by the instructors, the "official" review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the Federal Department of Education. For example, in a 900 clock hour program, official SAP monitoring would occur at the end of 450 hours. In order for a second disbursement to be issued, a student must have completed half the hours and half the weeks of their programs defined academic year.

FINANCIAL AID DISBURSEMENTS

First Disbursement- Requires student to have started program and still be attending at the time of funding disbursement.

Subsequent Disbursements- A second disbursement of aid is prohibited if the student has not completed half the hours and weeks of the program's academic year. Student must be meeting SAP policy for both attendance and grades. If the student is not meeting SAP the aid will not be disbursed unless a student is granted probation due to an approved appeal. (See appeal later in this section). A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.

LOSS OF FINANCIAL AID/APPEAL PROCESS/PROBATION

If a student loses eligibility due to SAP, the student may continue in the program on a cash pay basis, provided they are meeting all program grade and attendance requirements. The student may also submit an appeal within 5 business days after the loss of a notice. A decision will be made within 5 business days of appeal submission. The appeal policy states that the students appeal should include information and/or evidence as to why the student failed to make SAP and should also include what has changed that will now allow the student to make SAP at the next evaluation period. Also included in the appeal should be any mitigating circumstance which contributed to the suspension status. Mitigating circumstances may include but are not limited to serious illness experienced by the student, accident resulting in severe injury to the student, or death in the students immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by Student Support Services and the Assistant Superintendent.

Students who choose not to submit an appeal, by the deadline after loss of aid notification forfeit their eligibility for the subsequent payment period. The student, should they continue in the program will do so on a self-pay basis. The student will be contacted by the program administrative assistant to make arrangements to pay said payment period. Students with additional payment periods will have their SAP reevaluated at the end of the second payment period. Those that are making SAP at that time will have aid reinstated for the remainder of the

program. The student will be held to SAP policy requirements for all remaining payment periods.

APPEALS DECISIONS

Approved- If the appeal is approved financial aid will be reinstated and the student will be put on “financial aid probation” for one payment period only. At the end of the probationary period, the student must be meeting SAP to receive any subsequent disbursements. No further appeals may be submitted at this time.

Denied- Denial of the appeal will mean the student is not eligible for financial aid benefits. Within five business days of the appeal decision, the student must contact the program administrative assistant to have payment plan created for the balance of the course. If all payments are made as arranged, the financial aid specialist will monitor the student for satisfactory academic progress again one week prior to the second scheduled disbursement. If at that time the student has attended half of the hours and weeks of the academic year and is currently meeting SAP requirements, the second disbursement will be made. Should a credit balance exist on the student’s account due to previous payments a refund will be made to student in compliance with federal requirements.

STUDENT RESOURCES AND SUPPORT SERVICES

STUDENT PARTICIPATION IN PROGRAM

Students are provided with multiple opportunities to participate in and give feedback about the program. Each class will elect Student Council members who will coordinate committees to plan activities, including Graduation and Candlelighting, fundraisers, parties, and other group functions. Two of the Student Council members will act as liaisons, who will bring class concerns to the Class Advisor and/or Supervisor, and are invited to share concerns and feedback at Faculty meetings.

At the close of each course the student completes both course evaluations and clinical site evaluations. These tools are reviewed by the Supervisor and Faculty to help identify areas in need of change or updating, and may be shared with the clinical sites.

COUNSELING, GUIDANCE & ADVOCACY

Each student is assigned to a Full-time Instructor who will serve as a student advocate. This individual will be available to the student on an as-needed basis to offer guidance concerning study habits, prioritization, organization, test-taking skills and the like, and will request a formal meeting with students whose grades indicate a student is having difficulty meeting expected standards. The Advocate can also provide support and encouragement with the psychosocial and emotional challenges of balancing school and personal life growing into the nursing role. Students are also welcome to seek advice and support from any other instructor and/or the Supervisor. Students with specific academic, social, and emotional needs outside the scope of the Advocate

should contact the Student Support Services office who can address their needs either through their office or with a referral to an outside community agency.

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator (440 746-8230) to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

LIBRARY RESOURCES

The School maintains an extensive collection of supplemental textbooks and videos for student use. This collection will be available during school hours. Most items may be signed out for one week; an extension will be granted if no one else is requesting use of the resource. Please sign out any borrowed materials and give the library card to an Administrative Assistant. Please return all borrowed items.

CVCC's E-library may be used by students who need computer access during CVCC High School hours, 7 am to 8 pm. A staff member must be in the building when students are in the library. Sign in at the main reception desk. No food or beverages allowed. The computer lab is also available if not occupied by a high school class.

LOCKERS AND PROTECTION OF PROPERTY

Students will be assigned a school locker for the storage of outerwear and supplies. Typically, students will share this locker with another student. No articles of value or money shall be kept in lockers. The School does not assume responsibility for lost articles. Lockers remain the property of the Board of Education. Lockers and the contents thereof are subject to random search at any time without regard to any reasonable suspicion (Sec. 3313.20, ORC). Such a search must take place in the presence of 2 employees of the school district.

MAILBOXES

Each student is provided with a labeled mailbox. Students are required to check their mailboxes upon arrival, periodically throughout the day, and at the end of the day. All items in the mailbox are confidential; a student may not look at the items in another student's mailbox. Students should not use their mailboxes for storage.

The Supervisor, Administrative Assistants, and Faculty each have a mailbox into which students can place notes and submit assignments. Students are prohibited from looking at or removing the contents of staff mailboxes. In the event a student has placed an item into a staff member's mailbox and wishes to have it returned, he or she must contact a staff member for assistance.

PARKING

Students must park in designated areas for all classes, clinicals, and other off-site experiences. Two School parking passes will be issued at the beginning of the program. If a replacement is necessary, there is a \$5 cost payable to The School of Nursing at CVCC. The school parking pass

must be displayed at all times on the rear-view mirror when parking on the school premises. Parking in the wrong area or without the parking pass will subject the student to consequences as per CVCC rules. Parking at the School is currently free.

Parking at clinical sites may or may not be free. Payment of any parking fees imposed by the clinical facility is the student's responsibility. Students are also required to obtain any required parking permit and to park in designated areas. Students who fail to do so are subject to both clinical site consequences and School disciplinary action. Students are encouraged to car pool whenever possible.

STUDENT RECORDS

The School maintains a secured file for each student in accordance with the Rules set forth by the Ohio Board of Nursing. These records will only be available to authorized persons. A written Release of Information form must be signed by the student before any data from this file is released. The following items are included in each permanent file:

Application Information Form	Official transcripts	Release Policy
Pre-Entrance Test results	Reference Forms	Audit Request Forms
Confidentiality Statement	Contract	Photo Permission
Transcript release requests	Graduation Photo	Articulation Requests
Official School of Nursing at CVCC Transcript	Physical Exam & Health Data Requirements	Computer Network/Internet User Agreement

Financial Aid file is maintained for five (5) years from date of program completion and then is destroyed. If a student is in a default status with the Federal Financial Aid Program Title IV, grade transcripts and references will be withheld until corrective action is taken. All other documents/paperwork regarding the enrollment period are removed from the permanent record.

TRANSCRIPTS

Official grade transcripts are available for a fee. A Transcript Request Form can be found on the CVCC website, www.cvccworks.edu, completed and returned to the nursing office with the required fee. Allow 7-10 business days for processing. Only grade transcripts are released; all other documents are the property of the school and will not be copied unless required by court order.

STUDENT DATA

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an administrative assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

STUDENT CONDUCT

CONFIDENTIALITY

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an administrative assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

CIVILITY POLICY

The School of Nursing at CVCC promotes high standards of academic excellence. To be effective, instruction must take place in an atmosphere that recognizes the uniqueness of each individual within our learning community, and a culture in which students, instructors, and staff communicate openly with one another and work together collaboratively. Concepts and ideas may be explored that challenge held beliefs and provoke emotional responses. Clinical success depends on students working well with one another and with the Clinical Instructor. Students are beginning professionals and are expected to demonstrate professional behavior at all times.

One component of professional behavior is civility. Civility is behavior that:

- Shows respect toward others;
- Causes another to feel valued; and
- Contributes to mutual respect, effective communication and team collaboration.

Examples of civil behavior in the classroom and clinical area include, but are not limited to:

1. Use of common verbal courtesies such as “please”, “thank you” and “excuse me”;
2. Raising a hand and waiting to be acknowledged during classroom discussions;
3. Avoiding distracting behaviors that affect others’ learning such as side conversations and distracting movements;
4. Offering to assist peers; and

5. Using appropriate language.

Examples of uncivil behavior include, but are not limited to:

1. Demeaning, bullying, intimidating or harassing others;
2. Initiating or spreading rumors or gossip about a classmate, instructor or staff member;
3. Habitually interrupting as others speak;
4. Not paying attention or listening to others when addressed;
5. Failing to respond to requests for meetings with instructors or the Supervisor;
6. Sending e-mails, text messages or creating Facebook or other social media posts that harass, demean or bully a classmate, instructor or staff member;
7. Speaking with a condescending attitude or eye-rolling;
8. Raising one's voice to peers, instructors, other CVCC staff or clinical staff;
9. Temper tantrums;
10. Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats;
11. Not completing a fair share of assigned group work;
12. Not responding to a peer's legitimate request for assistance;
13. Failure to respect the property of the School, staff, instructors or peers;
14. Comments or conduct of a sexual nature where such behavior creates an intimidating, humiliating or hostile learning environment;

15. Eating food in unauthorized areas; and
16. Using foul, obscene or abusive language.

The School of Nursing at CVCC does not tolerate exclusion or rudeness based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression. Rude, disrespectful behavior is unwelcome and will not be tolerated. Uncivil behavior may be addressed by a simple verbal comment, anecdotal note, dismissal for the day, critical incident, or dismissal from the program, depending on the severity of the behavior. (See Evaluation)

ALCOHOL AND DRUGS

The School of Nursing at CVCC has a zero-tolerance policy regarding the use and distribution of illegal drugs and the abuse of alcohol and/or prescription drugs. Possession, distribution or sale of alcohol or any illegal or illegally obtained drug at the School, any clinical site, school function, or while in uniform will result in recommendation for immediate dismissal.

Students are expected to stay physically and mentally fit for all curricular experiences. If at any time a faculty or other School staff member, CVCC staff member, nursing service personnel or other clinical site employee, or client/client observes in a student signs and/or symptoms of the effects of mood-altering drugs, including but not limited to: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyper-reflexia, and/or lethargy, a drug screen will be required of the student. The student will be dismissed, sent out of the class or clinical area, and be required to undergo immediate alcohol and/or drug screening at the student's cost. Documentation of all findings must be released by the student to the school.

Results of these screenings will be reviewed by the Admissions and Promotions Committee. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for dismissal from the nursing program without consideration for re-enrollment, loss of all monies paid to CVCC, the continuing obligation to pay any incurred financial obligation, and with a notation of the circumstances surrounding dismissal in the student's permanent file. Additionally, the School will communicate the facts of any incident to CVCC Administration, law enforcement and/or the Ohio Board of Nursing if indicated or required by applicable law. The Admissions and Promotions Committee has the final determination, subject to law and CVCC policies, if the student is to remain active in the program.

Students participating in a bona fide chemical dependency program may be permitted to continue or re-enroll at the School. The student must provide verification of active participation by providing reports every 2-3 weeks, submitting to random urinalysis, breath analysis, and/or blood testing at their own expense, and release these test results to the School. Any recurrence of use/abuse will be grounds for immediate dismissal.

OTHER IMPAIRMENT

In the event the student presents to the clinical area with any other type of impairment that renders him or her physically, mentally, emotionally or psychologically unfit to provide safe care, the Clinical Instructor may, at his or her sole discretion, dismiss the student from the clinical area and record the student as absent for the day. Examples of this type of impairment may include sleep deprivation, physical/mental effects of prescribed or over-the-counter medications (such as cold or allergy medications), severe emotional distress, or evidence of any other psychological disturbance.

SMOKING

Smoking is prohibited on the CVCC campus, including in the parking lots. Clinical sites have likewise become non-smoking facilities. In addition to incurring disciplinary action from the School, smoking at a clinical facility may lead to the student being banned from that clinical site.

RELEASE POLICY

The student voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the healthcare community. The student is duly aware of risks and hazards which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the student. While at the clinical facility and/or in the school environment, the student will not be considered employees or agents of the clinical facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the clinical facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits.

The student will indemnify and hold harmless the clinical facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the Release Policy on the student, any heirs, administrators or executors. This Release Policy is a permanent part of the file. See Appendix for a copy of the Release Policy.

HEALTH AND ACCIDENT

Each student is responsible for his/her own health during the course of the program. In the event a student contracts any easily-transmitted infection, (examples include strep throat & pinkeye) they are expected to stay out of the classroom and clinical environment until appropriate treatment is initiated. All students are responsible for their own health insurance coverage. Each student is required to have a personal health coverage plan so an illness may be treated quickly and effectively and not impact their level of functioning and enrollment status. All students will be expected to show proof of health insurance in order to participate in clinical rotations.

Students are required to have a physical examination and drug screen completed at their own expense and submitted prior to the first day of school. The student is required to obtain all mandatory immunizations at their expense prior to beginning clinicals. (See Physical Examination Record, Appendix.) The data on these forms will be reviewed for completeness, and the presence of an illnesses that may require prompt intervention (examples include diabetes, mellitus and epilepsy) will be shared among staff members. Vaccination data and negative drug screen results will also be shared with clinical agencies. Otherwise the results of the physical examination and drug screen become part of the student's permanent record and will be kept confidential. Any student who fails to give a complete disclosure of health status is falsifying documentation. (See Student Data, above.)

In the event a clinical facility imposes additional vaccination requirements to allow students to participate in clinicals at their site, students will obtain these vaccinations at their own expense if the vaccine is not provided by the clinical facility.

In case of serious illness or accident on CVCC premises, the Green Team will be notified per CVCC policy. In the event the Green Team is not available, staff on duty may initiate a call to emergency services, if in their sole discretion such a call is warranted. If an injury or accident occurs on CVCC premises, the CVCC incident report is to be completed. This report can be obtained from the School of Nursing Office.

In the case of sudden illness or accident while at a clinical facility, the student is to notify the Clinical Instructor. If immediate intervention is warranted, the student must be seen in the Emergency Room and not in the Employee Health clinic. The cost of treatment is the student's responsibility. Students are not considered employees of any clinical facility and do not qualify under any clinical facility's Workman's Compensation Policy. (See Release Policy, below.) In case of an accident during clinical experiences, an incident report must be completed to comply with the facility's regulations. The student is required to provide a copy of the report to the School before returning to clinicals. A copy is filed in the student's record.

In the event a student requires medical or surgical care during the course of the program, this must be disclosed to the Supervisor. A medical release without restrictions is required to return to active participation in the program. In the event a student requires medical or surgical care that will cause them to be absent from clinicals for more than two days, the student must contact the Supervisor to discuss the situation. (See Attendance and Leave of Absence policies, above.)

Students with known serious allergies must wear a med-alert bracelet or necklace and carry an Epi-pen with them at all times. In case of chronic illnesses that require prompt intervention such as diabetes or epilepsy students must likewise wear a med-alert bracelet or necklace and carry on their person medications and equipment for emergency use. Student must disclose the presence of any such allergy or illness to their Clinical Instructor at the start of the clinical rotation.

OHIO ADMINISTRATIVE CODE CONCERNING STUDENT CONDUCT IN THE CLINICAL SETTING

The following expected student behaviors are set forth in Chapter 4723-5-12 Section C 1-26 of the Ohio Administrative Code (OAC) and are expected of all students in the Program:

- (C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:
- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
 - (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
 - (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
 - (4) A student shall implement measures to promote a safe environment for each patient.
 - (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
 - (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
 - (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
 - (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
 - (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

- (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

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

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

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Five Year Review (FYR) Dates: 12/19/2016 and 12/19/2021 Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.06](#)

Prior Effective Dates: 2/1/96, 4/1/97, 2/1/02, 2/1/04, 2/1/07, 2/1/08, 2/1/12, 2/1/14

APPLICATION REQUIREMENTS FOR NURSE LICENSURE

Each applicant for licensure will be required to answer questions on the Ohio Board of Nursing application related to certain past behaviors or legal history. Applicants must report to the Board if they have been convicted of, found guilty of, pled guilty to, or pled no contest to certain crimes, including crimes that have been expunged if the crime has a direct or substantial relationship to nursing practice. Applicants must also disclose a past history of substance abuse or behavioral health disorders. It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception and may result in permanent denial of a nursing license. Students are urged to seek legal counsel if applicable.

The student may view the complete application for Ohio licensure at www.nursing.ohio.gov. Each student is urged to carefully read the compliance page from the Ohio Board of Nursing Application for Licensure by Examination to Practice Nursing in Ohio. (Also see Appendix for a copy of the Compliance page.) The Ohio Board of Nursing cannot advise an individual before entry into a nursing program concerning ability to take the licensure exam at the completion of the program.

OHIO BOARD OF NURSING CRIMINAL RECORDS CHECK/FELONY CONVICTIONS

According to the Law Regulating Nursing Practice, Ohio Revised Code Section 4723.09 (2)(b), an applicant who entered a pre-licensure nursing education program on or after June 1, 2003 must complete a criminal records check by the Bureau of Criminal Identification and Investigation (BCI) and a check by the Federal Bureau of Investigation (FBI) before applying for licensure in Ohio. The applicant will not be granted licensure to practice nursing in Ohio if the applicant has been convicted of, plead guilty to, or had a judicial finding of guilt for violating any of the following sections of the Ohio Revised Code or a substantially similar law of another state, the United States, or another country:

2903.01 (aggravated murder)	2907.03 (sexual battery)
2903.02 (murder)	2907.05 (gross sexual imposition) 2909.02
2903.03 (voluntary manslaughter)	(aggravated arson)
2903.11 (felonious assault)	2911.01 (aggravated robbery)
2905.01 (kidnapping)	2911.11 (aggravated burglary)
2907.02 (rape)	

If an applicant has been convicted of, pleaded guilty to, or had a judicial finding of guilt for violating the above sections of the Ohio Revised Code, the applicant will not be able to complete the clinical requirements, long term care facilities with the aged and with pediatric clients, and as such will not be licensed. Therefore, the applicant will not be admitted to the program. In the event such a violation is discovered or takes place after admission, the student will be immediately dismissed.

THE FUTURE

GRADUATION

Upon satisfactory completion of Care of the Client Throughout the Life Span Part 2 (TLS2), the required ATI Comprehensive Predictor, and fulfillment of all financial obligations, the student will receive a Certificate of Completion in Practical Nursing, a school pin, a cap, a career passport, and individual and class composite photos. The career passport is an individualized professional portfolio containing documents helpful to job seeking activities, such as the resume and transcript. Prior to the graduation date, students will have completed the application to sit for their licensure exam (NCLEX-PN) and Ohio Board of Nursing application for licensure in the state of Ohio. Upon graduation, these applications will be submitted to the respective organizations by the School. All current students are expected to attend the graduation ceremony.

GRADUATION RESULTS

STUDENTS	2019	2020	2021	2022
Enrolled	74	49	45	39
Withdrawn	17	7	7	13
Non-success Academic/Clinical	12	6	12	5
Graduated	50	39	26	21
Passed State Board Exam on First Attempt	83.3%	81%	73%	75%
Employed	96%	88%	96%	100%

2021 Survey of graduates reported 100% employed with 6 continuing nursing education
 2020 Survey of graduates reported 88% employed with 8 continuing nursing education
 2019 Survey of graduates reported 96% employed with 8 continuing nursing education
 2018 Survey of graduates reported 92% employed with 8 continuing nursing education

STUDENT SURVEY

All Program graduates will receive a survey about one year after graduation. These surveys are very significant to the ongoing functioning of the School and are necessary to fulfill State and Federal requirements and allow the School to continue to provide financial aid. Students are asked to complete the survey and return either electronically or by mail.

CAREER-TECHNICAL CREDIT TRANSFER - (CT)2

Students of The School of Nursing at CVCC are eligible to earn college credit for completion of the

Practical Nursing program at CVCC upon graduation and becoming licensed by the Ohio Board of Nursing. Credit is granted through the Ohio Department of Higher Education Career-Technical Credit Transfer (CT)2 system. Eligible students who plan to attend a public college or university in Ohio can request the Adult Education Director to submit official documentation to the admissions office. Throughout the course of the Practical Nursing Program, students will have the opportunity to meet with representatives of various Registered Nursing programs to discuss ongoing educational plans. CVCC wishes to enable a smooth transition for those graduates who wish to continue their education. Working with Cuyahoga Community College, CVCC has college credit classes available on site that support the degree requirements for nursing and other career specific degrees Cuyahoga Community College offers. Information is available on the CVCC website, and through the nursing office and adult education office.

VISITING THE SCHOOL

Graduates are welcome to visit the School and share stories about their new careers. Time permitting, visiting graduates may be invited to speak to current students to offer advice, encouragement and support.

PRACTICAL NURSING ORGANIZATIONS

The School of Nursing at CVCC supports student and graduate involvement in vocational organizations. Each Licensed Practical Nurse is encouraged to become members in a professional organization which advocates for and promotes practical nursing.

National Federation of LPNs
111 West Main Street, Suite 100
Garner, NC 27529 <http://www.nflpn.org/contact.htm>

LPN Association of Ohio 1310 Saint Paris Road Springfield, OH 45504 <http://www.lpnao.org/>

National Association for Practical Nurse Education and Service, Inc. (NAPNES) 1940 Duke Street, Suite 200
Alexandria, VA 22314 <http://napnes.org/>

School Calendar Full-Time Class of 2024

2023-2024

Course Schedule

Basic Nursing

Aug 24 to Dec 21, 2023

Advanced Nursing

Care of the Client Throughout the Lifespan – Part

Care of the Client Throughout the Lifespan – Part II

April 1 to Jun 13, 2024

The figure displays 12 monthly calendars arranged in a 4x3 grid, covering the period from July 2023 to June 2024. Each calendar is a table with 7 columns representing the days of the week (S, M, T, W, Th, F, S) and rows representing the dates. The days of the week are color-coded: yellow for weekdays (M-F) and light blue for weekends (S, S). The dates are color-coded: yellow for weekdays and light blue for weekends. Some dates are marked with an 'X' (e.g., 10, 11, 18, 19, 20, 21, 28, 29, 30, 31). The calendars are as follows:

July 2023							Aug 2023							Sept 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

Oct 2023							Nov 2023							Dec 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
										1	2	3	4						1	2
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
29	30	31												31						

Jan 2024							Feb 2024							Mar 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	X	1	2	3	4	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

Apr 2024							May 2024							June 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
										1	2	3	4							1
	X	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22

Important Dates to Remember

August 17, 2023
Orientation

August 24, 2023
Opening Day

December 21, 2023
Candlelighting
Ceremony

June 6, 2024
Graduation
Class of 2023

- = Class Hours, Monday through Friday, 7:30 am to 3:30 pm**
= Clinical Days, Monday, Tuesday, Wednesday
 Full-day, 6:45 am to 3 pm

- ☒ = No Classes**
 September 4, 2023—Labor Day
 November 22-24, 2023—Thanksgiving Break
 December 25, 2023- January 5, 2024—Winter Break
 January 15, 2024—Martin Luther King, Jr. Day
 February 19, 2024—President's Day
 March 22-April 1, 2024—Spring Break
 May 27, 2024—Memorial Day



THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER
FULL-TIME CLASS OF 2023-2024 - COST OF EDUCATION

Tuition	\$14,300	Amount Due	Date Due
Tuition Payment #1		\$5362.50	August 24, 2023
Tuition Payment #2		\$5362.50	December 22, 2023
Tuition Payment #3		\$3575.00	April 1, 2024

ACT WorkKeys Pre-Entrance Exam	\$ 65	Upon Registration
Application Fee	\$ 50	Upon Submittal
Non-Refundable Administrative Seat Fee	\$ 200*	Upon Acceptance

ATI Curriculum	\$1,975.50		
Complete Essentials LPN Package Payment #1		\$800	August 24, 2023
Complete Essentials LPN Package Payment #2		\$800	December 22, 2023
Complete Essentials LPN Package Payment #3		\$375.50	April 1, 2024

Textbooks	\$288		
Adult Health Nursing		\$88	
Foundations of Nursing		\$87	
Structure and Function of the Body		\$70	
Davis' Drug Guide for Nurses		\$43	
Book/Curriculum Payment #1		\$288	August 24, 2023

Required Fees and Costs	\$291		
Fingerprinting x 2		\$ 75	August 24, 2023
		\$ 75	December 22, 2023
Lab Fees		\$ 35	August 24, 2023
Student Supply Kit		\$ 54	December 22, 2023
Malpractice Insurance		\$ 16	August 24, 2023
		\$ 16	December 22, 2023
Portfolio		\$ 20	August 24, 2023
Total Required Fees/Costs #1		\$ 146	August 24, 2023
Total Required Fees/Costs #2		\$ 145	December 22, 2023

NCLEX Review /Assessment Modules

ATI Comprehensive Predictor—Practice & Proctored, Learning Systems PN, Nurse Logic Tutorial, Virtual ATI

Uniforms (self-pay to Affordable Uniforms, Inc.)

2 Uniforms per year (prices vary with sizing)

White Shoes or Nurse's Oxfords

Watch with Second Hand

\$ 200 (average)

Miscellaneous Other Fees (self-pay to personal physician, Health Express, CPR provider)

Physical exam \$ 100 (estimate)

Drug Screen \$ 45 (estimate)

CPR Card AHA Basic Life Support \$ 75 (estimate)

TOTAL \$17,584.50 (estimate)

*The non-refundable \$200 administrative fee will be utilized to pay a portion of your graduation costs, Ohio Board of Nursing application fee, NCLEX-PN examination, diploma, school pin, nursing cap and graduation photo **providing you are graduating within your initial scheduled enrollment year.**
 Financial aid processed for eligible candidates.

Pattie Mandula, MBA/HCM, BSN, RN, Supervisor and Claudette Knestrick, Student Support Services
 The School of Nursing at CVCC

nursing/CLASS OF 23-24/RA-1 23-24, Rev 5/25/2023

**The School of Nursing at
Cuyahoga Valley Career Center
School Calendar Part Time Day Class of 2025
(Tentative Calendar)**

Course Schedule

Basic Nursing

Sept 20 to May 16, 2024

Advanced Nursing

Care of the Client
Throughout the Lifespan –
Part I

May 20 to Dec 19, 2024

Care of the Client
Throughout the Lifespan –
Part II

Jan 6 to June 12, 2025

2023-2024

July 2023	Aug 2023	Sept 2023
S M T W Th F S	S M T W Th F S	S M T W Th F S
1	1 2 3 4 5	1 2
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30
30 31		
Oct 2023	Nov 2023	Dec 2023
S M T W Th F S	S M T W Th F S	S M T W Th F S
1 2 3 4 5 6 7	1 2 3 4	1 2
8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9
15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16
22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23
29 30 31	26 27 28 29 30	24 25 26 27 28 29 30
		31
Jan 2024	Feb 2024	Mar 2024
S M T W Th F S	S M T W Th F S	S M T W Th F S
X 2 X 4 5 6	1 2 3	1 2
7 8 9 10 11 12 13	4 5 6 7 8 9 10	3 4 5 6 7 8 9
14 15 16 17 18 19 20	11 12 13 14 15 16 17	10 11 12 13 14 15 16
21 22 23 24 25 26 27	18 19 20 21 22 23 24	17 18 19 20 21 22 23
28 29 30 31	25 26 27 28 29	24 25 26 27 28 29 30
		31
Apr 2024	May 2024	June 2024
S M T W Th F S	S M T W Th F S	S M T W Th F S
X 2 3 4 5 6	1 2 3 4	1
7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29
		30

Important Dates to Remember

September 13, 2023
Orientation

September 20, 2023
Opening Day

May 16, 2024
Candlelighting Ceremony

- = Class Days/Hours, Monday, Wednesday, Thursday/10 am to 3:30 pm
- = Clinical Days/Hours, every other Saturday and Sunday/6:45 am to 3 pm
- = No Classes

November 22-24, 2023—Thanksgiving Break
December 25, 2023- January 5, 2024—Winter Break
January 15, 2024—Martin Luther King, Jr. Day
February 19, 2024—President's Day
March 25-April 1, 2024—Spring Break
May 27, 2024—Memorial Day
June 19, 2024 – Juneteenth

**The School of Nursing at
Cuyahoga Valley Career Center
School Calendar Part Time Day Class of 2025
(Tentative Calendar)**

2024-2025

July 2024	Aug 2024	Sept 2024
S M T W Th F S	S M T W Th F S	S M T W Th F S
1 2 3 4 5 6	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
7 8 9 10 11 12 13		
14 15 16 17 18 19 20		
21 22 23 24 25 26 27		
28 29 30 31		

Oct 2024	Nov 2024	Dec 2025
S M T W Th F S	S M T W Th F S	S M T W Th F S
1 2 3 4 5	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
6 7 8 9 10 11 12		
13 14 15 16 17 18 19		
20 21 22 23 24 25 26		
27 28 29 30 31		

Jan 2025	Feb 2025	Mar 2025
S M T W Th F S	S M T W Th F S	S M T W Th F S
1 2 3 4	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
5 6 7 8 9 10 11		
12 13 14 15 16 17 18		
19 20 21 22 23 24 25		
26 27 28 29 30 31		

Apr 2025	May 2025	June 2025
S M T W Th F S	S M T W Th F S	S M T W Th F S
1 2 3 4 5	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
6 7 8 9 10 11 12		
13 14 15 16 17 18 19		
20 21 22 23 24 25 26		
27 28 29 30		

Important Dates to Remember

June 12, 2025
Graduation
Class of 2025

- = Class Days/Hours, Monday, Wednesday, Thursday/10 am to 3:30 pm
 = Clinical Days/Hours, every other Saturday and Sunday/6:45 am to 3 pm

July, 2024, is a summer clinical rotation (regular weekend clinicals combined with weekday clinical assignments) there is no class time in July. Hours are 6:45 am to 3 pm during this rotation.

☒ = No Classes

July 4, 2024 – Independence Day
 August 1-31, 2024—Summer Break
 September 2, 2024—Labor Day
 November 25-29, 2024—Thanksgiving Break
 December 23, 2024 to January 3, 2025—Winter Break

January 20, 2025—Martin Luther King Jr., Day
 February 17, 2025—President's Day

April 17-24, 2025—Spring Holiday Break
 May 26, 2025—Memorial Day



THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER
PART-TIME CLASS OF 2023-2025 - COST OF EDUCATION

<u>ACT WorkKeys Pre-Entrance Exam</u>	\$ 65	Upon Registration
<u>Application Fee</u>	\$ 50	Upon Submittal
<u>Non-Refundable Administrative Seat Fee</u>	\$ 200*	Upon Acceptance

Tuition	\$14,300	Amount Due	Date Due
Tuition Payment #1		\$5362.50	September 20, 2023
Tuition Payment #2		\$5362.50	May 20, 2024
Tuition Payment #3		\$3575	January 6, 2025

ATI Curriculum	\$1,975.50		
Complete Essentials LPN Package Payment #1		\$ 800	September 20, 2023
Complete Essentials LPN Package Payment #2		\$ 800	May 20, 2024
Complete Essentials LPN Package Payment #3		\$ 375.50	January 6, 2025

Textbooks	\$288		
Adult Health Nursing		\$88	
Foundations of Nursing		\$87	
Structure and Function of the Body		\$70	
Davis' Drug Guide for Nurses		\$43	
Book/Curriculum Payment #1		\$ 288	September 20, 2023

Required Fees and Costs	\$291		
Fingerprinting x 2		\$ 75	September 20, 2023
		\$ 75	January 6, 2025
Lab Fees		\$ 35	September 20, 2023
Student Supply Kit		\$ 54	May 20, 2024
Malpractice Insurance		\$ 16	September 20, 2023
		\$ 16	January 6, 2025
Portfolio		\$ 20	January 6, 2025
Total Required Fees/Costs #1		\$ 126	September 20, 2023
Total Required Fees/Costs #2		\$ 54	May 20, 2024
Total Required Fees/Costs #3		\$ 111	January 6, 2025

NCLEX Review/Assessment Modules

ATI Comprehensive Predictor—Practice & Proctored, Learning Systems PN, Nurse Logic Tutorial, Virtual ATI

Uniforms (self-pay to Affordable Uniforms, Inc.)

2 Uniforms per year (prices vary with sizing)

White Shoes or Nurse's Oxfords

Watch with Second Hand

\$ 200 (average)

Miscellaneous Other Fees (self-pay to personal physician, Health Express, CPR provider)

Physical exam \$ 100 (estimate)

Drug Screen \$ 45 (estimate)

CPR Card AHA Basic Life Support \$ 75 (estimate)

TOTAL \$17,589.50 (estimate)

*The non-refundable \$200 administrative fee will be utilized to pay a portion of your graduation costs, Ohio Board of Nursing application fee, NCLEX-PN examination, diploma, school pin, nursing cap and graduation photo providing you are graduating within your initial scheduled enrollment year.
 Financial aid processed for eligible candidates.

Pattie Mandula, MBA/HCM, BSN, RN, Supervisor and Erin Farnsworth, Student Support Services
 The School of Nursing at CVCC

number/CLASS OF 22-24/PA-2 22-24, Rev 3/30/23