



Brown & Clermont Adult Career Campuses

Career Certified.

STUDENT HANDBOOK

2023-2024

Main Campus

718 West Plane St
Bethel, OH 45106

Eastwood Campus

151 32 Parkway
Williamsburg, OH 45176

Georgetown Campus

9193 Hamer Rd.
Georgetown, OH 45121

937-378-6131 ext 401

Bccareer.org





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MISSION STATEMENT

We provide leading career certification programs preparing adults to match workforce needs both near and far.

VISION STATEMENT

To be the premier provider of certification training, through state of the art facilities and curriculum, providing business and industry with highly skilled and technically trained employees.

PHILOSOPHY

Brown & Clermont Adult Career Campuses are dedicated to providing career technical training programs to meet the employment needs of our community. Training programs are designed to give students the specialized skills and knowledge required to secure and maintain employment.

ACCREDITATIONS

Each full-time program has been approved through:

Ohio Department of Higher Education (ODHE)

25 South Front Street
Columbus, OH 43215

Council on Occupational Education (COE)

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Federal Student Aid Office (FSA)

PO Box 84
Washington, DC 20044-00844

Copies of Brown & Clermont Adult Career Campuses accreditation and /or licensure certificates may be reviewed in the Adult Education office. Each Certificate program has been approved through:

- American Medical Technologists (AMT)
- American Welding Society (AWS)
- National Healthcareer Association (NHA)
- Ohio Department of Public Safety (ODPS)
- Ohio Department of Transportation (ODOT)
- Ohio Board of Nursing (OBN)
- Ohio Department of Health (ODH)

EQUAL EDUCATION OPPORTUNITY

The Brown & Clermont Adult Career Campuses are equal opportunity educational institutions. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information, or any other legally protected characteristic. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Barry Daulton, Principal, 718 West Plane Street, Bethel, OH, 45106, (513-734-6222).

INDIVIDUALS WITH DISABILITY

Brown & Clermont Adult Career Campuses offer services and accommodations necessary to make its programs and activities accessible to all qualified students with disabilities. The goal is to provide an environment where students can maximize their educational potential and develop independence to the fullest extent possible. Services are offered with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students requesting disability services must contact a Program Coordinator or the Adult Education Director.

MEDICATION

If a student is taking medication, that information should be made known to his/her instructor for health and safety reasons. Coordinators and/or the Adult Education Director reserve the right to question students if they are concerned about a student being impaired.

OBSERVATION CAMERAS

In order to maintain the safety of our staff and students, cameras have been installed at all entrances and at strategic locations in and around the building.

ADDRESS AND PHONE NUMBER CHANGES

All students must notify the Adult Education staff of any changes in address or phone number.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission from the instructor, coordinator or Adult Education Director before using any equipment, materials, classroom or facility. Students will be held responsible for the proper use and safekeeping of any equipment or materials they are allowed to use.

STUDENT RESOURCES

Student resources are in various locations and accessible to all students. These resources include beverage vending machines, reference materials, computers with access and printing, career information and other relevant information.

The Technology coordinator will verify that each staff member and student who has access to the school's technology, and any networks, completes the *Computer Network and Internet Acceptable Use* agreement form. Access to the network is a privilege, not a right, and as such can be suspended or revoked if misuse or other violations of the Computer Network and Internet Acceptable Use Policy or District Policy.

USE OF TELEPHONE

Cell phones should be off or on vibrate mode during class. Texting is not permitted during class. Violation of this may lead to disciplinary action.

ELECTRIC FAILURE, TORNADO & FIRE DRILL

Tornado drill instructions will be posted in each room. During a tornado drill, avoid the dining commons or other structures with wide, free-span roofs. Adult Education students are not to return to their normal schedule until the all-clear signal. All tornado drills are to be treated with the greatest respect. You have no way of being sure that the tone is simply a routine drill or a real threat. In the event of a total electrical failure within the building, the same action should be taken to ensure safety and order.

Fire drill instructions and exit maps are posted in each room. Adult Education students in lab areas should familiarize themselves with the location of the nearest fire extinguisher and should be certain to know how to operate it. When the fire alarm sounds, Adult Education students are to leave the building according to the prescribed procedures for each particular area and are not to return to the building until told to do so by the instructor. Students should move quickly but should not push or run.

SCHOOL DELAY AND/OR CLOSING – INCLEMENT WEATHER

If necessary to delay and/or close the operation of our instructional program due to inclement weather or emergency situation, we will make the announcement as soon as a decision is made. All announcements will be carried under the name “Brown & Clermont Adult Career Campuses”. There may be times that the Southern Hills CTC, or US Grant CC, high school classes are canceled but Adult Education is still open. Students are encouraged to pay close attention and use discretion in deciding if it is safe to travel when classes are in session.

For the most up-to-date closings and delays, check with your instructor or www.bccareer.org.

HOLIDAYS, SCHOOL CLOSINGS

Refer to the Program Syllabus for scheduled holidays.

VISITORS/CHILDREN

Students should not have guests in class. Brown & Clermont Adult Career Campuses does not provide childcare services. Parents who participate in activities or classes cannot supervise their children; thus children are not permitted in Adult Education Classes.

ADMISSIONS

The Board of Education believes that the Adult Education programs of the District should be available to as many qualified and interested people as existing resources will allow. Students are eligible for admission providing they meet the requirements of the program in which they wish to enroll. Students who are enrolled shall pay tuition at the rate charged by the District. By design and implementation, the policy and procedures governing admission to the Brown & Clermont Adult Career Campuses are nondiscriminatory to any eligible applicant regardless of race, color, creed, religion, sex, handicap, marital status or national origin.

STUDENT STATUS

Regular Student

A regular student must meet the following requirements:

1. Proof of high school diploma or equivalency
2. Must complete the official assessment exam adopted by the school and reach the required placement score levels
3. Complete an application
4. Make a \$200 deposit

High School Student

A high school student who wishes to enter the Brown County Practical Nursing Education Program must meet the following requirements:

1. Be enrolled as a high school junior or senior at the Career Tech High School
2. Be enrolled or completed the Healthcare Science Program
3. WorkKeys testing will occur prior to admission
4. A high school diploma is required prior to preceptorship in Q4
5. All clinical requirements remain the same as a registered adult student

Prior to the Clinical Site Rotation:

- Applicant is required to have a physical exam by a licensed provider and must submit a form with proof of rubella, measles, and mumps immunity, and negative TB test, hepatitis B vaccine series, updated tetanus vaccine, and chicken pox verification. Flu shots may also be required by the clinical site. COVID vaccines may be required by the clinical site.
- Applicants must be able to physically complete all program competencies with no restrictions.
- Background checks must be current.

REGISTRATION

Registration for classes may be done online through the school's website.

Applications may be accessed under "How to Apply" at www.bccareer.org.

Brown & Clermont Adult Career Campuses reserve the right to change the start date of a class or program if enrollment needs change. If a class is cancelled for any reason, students will be notified prior to the scheduled class by email or telephone.

ADMISSION BY TRANSFER

The faculty and Program Administrator of the **Brown County Practical Nursing Education Program** will evaluate transfer students on an individual basis upon written request from the student. The student must provide/complete the following before the request will be considered:

- An application form to the **Brown County Practical Nursing Education Program**
- An official transcript from previous school of nursing

- An official high school or G.E.D. transcript
- Three (3) references from previous instructors (preferably Medical-Surgical Nursing, Pediatrics, or Obstetrics)
- Course outlines for each course, including number of hours
- Written evaluations of previous clinical experience
- A letter of explanation of reason(s) why the applicant withdrew from previous school
- Interview with the program administrator

If the transfer student has had previous course work and feels knowledgeable of the theory course, the student may challenge the course by completing all required proficiency testing with a minimum score of 80 percent on each test. After reviewing identified nursing skill procedures in the basic nursing text, the applicant must competently perform the procedures in the nursing skills laboratory test/demonstration prior to being assigned to a clinical rotation group. Students accepted by transfer may be asked to repeat course work if demonstrated performance in clinical or theory is unsatisfactory. The school reserves the right to charge the student a fee for all required proficiency and competency tests.

Attendance must be within the standards outlined in the **Attendance Policy**. Transfer must occur within a one (1) year period of leaving the previous school. After admission criteria have been met, a recommendation will be made to accept the credentials and place the student in the program or deny transfer credit. The transfer student denied admission would be notified in writing.

Transfer students must meet all prerequisites listed under the admission requirements.

Individuals with experience in the Armed Forces of the United States must supply documentation of their military education and skills training. The LPN Director will determine if any of the military education or skills training is equivalent to the curriculum. This determination will involve proficiency examinations per subject area.

Students who wish to transfer from one Brown & Clermont Adult Career Campuses program to another must meet with the Registrar and with a financial aid officer to determine course options, space availability, and financial responsibility.

ASSESSMENT

WorkKeys Career Readiness Assessment, designed by business and industry with American College Testing (ACT), is the required assessment for enrollment in Brown & Clermont Adult Career Campuses. The assessment consists of three parts, with specific level scores required for placement in each program. Students must retake the assessment, if needed, to reach the required placement score levels.

REGISTRATION

Registration for classes may be done online through the school's website. Applications may be accessed under "How to Apply" at www.bccareer.org.

Brown & Clermont Adult Career Campuses reserve the right to change the start date of a class or program if enrollment needs change. If a class is cancelled for any reason, students will be notified prior to the scheduled class by email or telephone.

TRANSFER OF ACADEMIC CREDIT POLICY

Brown & Clermont Adult Career Campuses does not accept transfer credit from another institution nor allow credit for prior experience. If a student chooses to transfer into another Brown & Clermont Adult Career Campuses program, he/she is required to complete the entire program. Exceptions will be made for Veterans. Previous training and/or education will be reviewed for credit. Decisions regarding previous training rest solely on the Brown & Clermont Adult Career Campuses Director.

TUITION AND FEES

Tuition for each class is due prior to the start of class. Students are required to make an initial *deposit* as part of the course registration. The *balance due* must be paid by at least the start date of the class, or arrangements for payment must be made with the Adult Education Director.

PHILOSOPHY AND OBJECTIVES

The philosophy of the **Brown County Practical Nursing Education Program** aligns with the philosophy and objectives of the **Brown and Clermont Adult Career Campuses**.

Education

The individual, through organized and purposeful academic and clinical experiences, will receive the required tools needed to become a competent and essential member of the health care network.

Health

The LPN is an essential and foundational root of the health care team. Skills learned in this program will prepare the new nurse to use the nursing process to promote wellness throughout the lifespan.

Humanity

Throughout the program the culture is such that each human being has value and is unique. Each should be treated based on their individual needs from birth through death with a right to be treated with dignity and respect.

Nursing

The Brown & Clermont Adult Career Campuses – Brown County Practical Nursing Education Program team and staff believe nursing is at the heart, a person-oriented profession. The goal is to support individuals in maximizing their health while improving their lives.

Environment

It is believed the environment affects an individual's health. Therefore, each person must have their emotional, physical, spiritual, and mental needs met. The curriculum supports the nursing student in building skills to increase their knowledge and the ability to support their clients in all these areas.

The faculty believes that the Licensed Practical Nurse must recognize and pursue opportunities for learning, continued self-assessment and development, and acceptance of the responsibilities of his/her vocation.

OBJECTIVES

The Brown County Practical Nursing Education Program will provide each student, through a continuing education process, the knowledge, and skills to exhibit appropriate and professional behavior.

Upon program completion, the student will:

1. Recognize the worth and dignity of the individual across the life continuum while using the nursing process.
2. Provide holistic care to each individual.

3. Perform safely and accept accountability for the legal and ethical responsibilities within the LPN scope of practice.
4. Communicate effectively with clients, staff, faculty, and each other.
5. Exhibit personal growth and development by identification and documentation of identified competencies.
- 6.. Seek out learning opportunities.
7. Demonstrate knowledge of the scope of the Licensed Practical Nurse as defined by the Nurse Practice Act as instituted and monitored by the State of Ohio Board of Nursing.

SHORT TERM GOALS

A student in the Brown County Practical Nursing Education Program will:

1. Recognize the potential worth and dignity of the individual by the utilization of knowledge of the cycles of life.
2. Verbalize the strength and weakness found while in the program.
3. Implement the nursing process.
4. Effectively communicate, both written and orally.
5. Understand law and ethics regarding nursing practice.
6. Satisfactorily complete all classroom and clinical assignments.
7. Avoid plagiarism.

REFUND POLICY

Refunds for Classes Canceled by the Institution

Brown & Clermont Adult Career Campuses will refund 100% of tuition and fees collected in advance of the start date of a program or course if the institution cancels. Said refunds will be issued within 45 days of the planned start date of the program or course.

Refunds for Students Who Withdraw On or Before the First Day of Class

Brown & Clermont Adult Career Campuses will refund 100% of tuition and fees collected in advance of the start date of a program or course if the student does not begin classes or withdraws on the first day of classes. (Minus \$75 fee for WorkKeys Testing) Said refunds will be issued within 45 days of the planned start date of the program or course.

Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment may withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

Students enrolled in Professional Development, Continuing Education, or Limited Contract Instruction courses are responsible for the full tuition upon registration. Refunds will not be issued unless class is canceled by Brown & Clermont Adult Career Campuses.

Refunds for Withdrawal After Class Commences

If a student withdraws before the school's census date (60% of the program), the schools will perform a return calculation using the number of scheduled clock hours the student attended class to determine the amount of refund. If a student has been enrolled for at least 60% of a program, no tuition or fees will be refunded.

TEXTBOOKS

Textbooks, workbooks, and materials are included in the tuition of most programs unless otherwise noted in the catalog. Textbooks, if applicable, are distributed by the coordinator/instructor.

UNIFORMS AND IDENTIFICATION

Students are required to wear a uniform in some programs. Also, some programs require students to have a school-issued student identification badge when completing clinical hours at an off-site location.

TOOL/LAB KITS

Tool kits and lab supplies are required in some programs for an additional cost. If the student already has tools, he/she should bring them to be approved by the program coordinator or instructor. Students will be responsible for bringing tools to each class.

NOTIFICATION REGARDING BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees and students of the District who are, or could be, exposed to blood or other contaminated bodily fluids. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Because nursing students and faculty are at risk of exposure to bodily fluids, infection control procedures will be taught and implemented in campus laboratories and clinical agencies. Specific policies will be distributed in the classroom at time of instruction.

Part of the mandated procedures includes a requirement that the District request the person who was the source of the potentially contaminated fluids to consent to be tested for HBV and HIV. Individuals have the right to refuse such consent. Students who choose to be tested will do so at their own expense. Although incidents of exposure will be few, the District has provided this advanced notification. This policy is in place to protect students, faculty, and staff. Every effort will be made to protect the privacy of all individuals.

Federal OSHA occupational health standard is intended to eliminate or reduce the health risks associated with exposure to Hepatitis B Virus, Human Immunodeficiency Virus and other blood-borne pathogens that can be transmitted through exposure to blood and other potentially infectious material. The occupational health standard addresses employees who could come in contact with blood or bodily fluids as part of their work. In 2001, nursing students were addressed in the OSHA standard.

The Brown County Practical Nursing Program recognizes that nursing students and faculty are at risk of exposure to bodily fluid. Due to the exposure risk, the Nursing Faculty will teach and implement infection control procedures in campus laboratories and clinical agencies.

PROTECTIVE / SAFETY EQUIPMENT

In certain instructional areas where potentially dangerous machines and/or materials are used, all students, instructors and visitors must wear appropriate protective equipment/clothing.

All heavy trade laws require that safety glasses be worn at all times in designated areas (State Industrial Safety Commission requirement). Gym shoes are not permitted in shop areas.

SATISFACTORY PROGRESS

All students enrolled at Brown & Clermont Adult Career Campuses must maintain satisfactory academic and attendance progress in their particular course of study to remain in the course.

ACADEMIC REQUIREMENTS

Students are required to have satisfactory academic progress by maintaining acceptable grade averages (70% grade point average with no incomplete work and 80% for LPN). If a student falls below these criteria, they will be placed on probation for the subsequent term cycle. Students may appeal the probation by submitting a Satisfactory Academic Progress Appeal form and returning this form to the Adult Education office. If a student appeals their Satisfactory Academic Progress status and appeal is denied, the student is dismissed from the program. Students who are dismissed cannot re-establish eligibility.

Satisfactory academic progress is determined by the following numerical/grade system:

95-100%	A = Outstanding Work
85-94%	B = Above Average Work
75-84%	C = Average Work
70-74%	D = Below Average Work
Below 70%	F = Failing Work
	P = Pass
	I = Incomplete Work

Practical Nursing:

94-100%	A = Excellent
87-93%	B = Good
80-86%	C = Satisfactory
Below 80%	F = Unsatisfactory

The Brown & Clermont Adult Career Campuses require students to achieve passing grades in their program of training to maintain eligibility. (Note: Students must follow the grading scales as specified by their program of training if different from the above scale).

All course work should be completed for each program. An incomplete grade is a failing grade. In cases of prolonged illness, a student may be given special permission for an extension of time to complete work based upon a joint decision of the Instructor and the Director. Under these circumstances, incomplete grades not made up within the specified time become failing grades.

Satisfactory Academic Progress (80% grade point average) must be maintained throughout the program to receive PELL Grant awards. Students with incomplete Final grades will not receive certificates.

ATTENDANCE REQUIREMENTS

Students are expected to be in class from the designated class starting time until class is dismissed. Students whose attendance drops below the required program percentage may be placed on "Probationary Status." When attendance is improved to the required program

percentage students may be taken off *Probationary Status*. A *Leave of Absence* may extend the student's course period and maximum time frame by the same number of days as the leave of absence. Additionally, students who are terminated for unsatisfactory progress must re-enter at probationary status. Each student has primary responsibility for tracking his/her own absences and tardies. Students are expected to attend class each day and to be on time. Doctor visits and other appointments should be scheduled outside class time. If a student must miss class due to illness or other emergency, he/she must notify the program instructor prior to class start time. If the instructor is not available when the student calls, the student may leave a message with the Adult Education secretary or staff member, requesting the program instructor be notified.

Attendance is reviewed on a regular basis. The following standards apply:

1. The minimum attendance requirement is to maintain satisfactory progress.
2. A student whose absences exceed the minimum percentage amount, depending on the course, will be placed on probation. Students may be required to improve attendance through make-up time approved and scheduled by the program instructor or coordinator.
3. Students on probation who continue to exceed absences will be subject to dismissal.
4. Students who are absent from class for several consecutive days, depending upon the course requirements, without notifying the school, may be dismissed.
5. LPN students must maintain a 95% attendance rate. Failure to maintain this will be a cause for dismissal. Attendance should be checked weekly by the student.
6. Attendance checks will occur at midterm and finals
7. Financial aid checks cannot be disbursed if the student is below 95% attendance.

STUDENT ILLNESS IN THE CLASSROOM AND CLINICAL SETTING

Students are personally responsible for seeking medical assistance when ill. A faculty member may determine that a student should not remain in class or the clinical areas due to illness. Faculty may dismiss the student if the health and welfare of others, both peers and patients, are in question. The attendance policy shall apply in such instances.

The student who, in the opinion of the faculty, has a physical, emotional, or behavioral health problem that interferes with safe practice will be removed from learning experiences until the problem is resolved to the satisfaction of the school. A health problem is defined to include behavior that is injurious or potentially injurious to the student, her/his clients, or other persons, or that result in conduct detrimental to a classroom, seminar, clinical, or laboratory experience.

Professional ethics require a nurse to protect clients from unsafe practice. Thus, the nursing student is obligated to reveal to nursing faculty her/his own or others' questionable conduct that might interfere with safe practice. The faculty believes that most health problems are responsive to treatment and will not necessarily end a student's professional future when an evaluation and treatment program has been completed.

Removal from a Learning Experience

If the problem is detrimental to a classroom, seminar, clinical, or laboratory experience, the student will be removed from that learning experience. At such time a conference will be scheduled between the faculty and student as soon as practical to discuss the behavior problem and possible alternative experiences that will guarantee both safe practice and accomplishment of course objectives. A written

record of the conference will be placed in the student's file and the student will be given opportunity to make written comments of her/his own. The student may be required to obtain professional help for any health problem that is not temporary. The entire cost of such help shall be the student's responsibility. The students must give the person providing help permission to report to the Director of Nursing that the student is receiving help.

Dismissal from the Nursing Program Due to a Health Problem

Dismissal from the nursing program due to a health problem may occur in the following situations:

1. If the conduct persists and the student does not get the required professional help.
2. If the health problem is so long-term that missed experiences cannot reasonably be made up before the end of the session. The student may in this situation withdraw from the course.
3. If the health problem is not responsive to treatment, or the student continues to demonstrate insufficient improvement, or safe practice cannot be demonstrated by the student, she/he will be dismissed from the program and remain ineligible for readmission until safe practice can be demonstrated. Before the student is dismissed, a conference should be scheduled between the faculty and student to discuss the health problem. A written record of this conference will be placed in the student's file, and the student will be given opportunity to make written comments of her/his own.

Student Illness/Injury Responsibility

Brown County or the affiliating clinical agency will not be responsible for any illness or injury to the student which may incur during the schedule of clinical experiences.

Students are encouraged to maintain health insurance while in the Nursing Program

- If a student becomes ill while attending a didactic class, the student is to report illness to the didactic instructor for recommendation.
- If a student becomes ill during a clinical training they should report immediately to the clinical instructor. The student may elect to be dismissed from the clinical to see a physician. Any clinical time missed will need to be made up (please see clinical attendance policy). Make up activities are at the discretion of the instructor.
- If an injury has occurred during clinical training the student will report directly to the clinical instructor. An incident report will be completed by the clinical instructor and the student. Copies of the report will be sent to the department director and appropriate hospital risk management committee if required.

STUDENT COUNSELING AND ADVISING

The Associate Director and the faculty serve as the student's advisor in each program of study.

Faculty members are available by appointment to discuss student performance or other classroom concerns and make appropriate referrals. Students are encouraged to make the advisor or counselor aware of any special circumstances that affect their educational progress. Students may seek counseling services through the office of the Student Support Services and/or the Career Counselor. The Assessment Center is available for student referral and assistance. A counselor and district nurse are available to provide referrals for students with problems such as substance abuse, divorce, domestic violence, or other counseling needs.

To achieve maximum benefits from the educational experience students are advised to:

- Meet regularly with the faculty/counselor to discuss goals and options for meeting those goals.
- Accept responsibility for his/her education and seek counsel, not decisions, from the faculty/counselor.
- Read and stay aware of the program policies as stated in the catalog, student handbook, and nursing program student handbook.

- Make the faculty/counselor aware of any special circumstances which may affect educational outcomes such as job or family responsibilities.

WITHDRAWAL POLICY AND PROCEDURE

Students planning to withdraw must meet with the Adult Education Director or Program Coordinator to officially withdraw. Students unable to physically meet with the Director or Coordinator must complete the appropriate paperwork for school.

In case of an exit without notice, the last date of attendance is determined to be the final date of class. For those students, the school will use 10 consecutive days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attendance will then be used as the withdrawal date.

PROMOTION, CONTINUATION AND COMPLETION

Progress Policies and Grading System

The student's progress is reviewed by the program administrator/faculty at periodic intervals. Students must meet the requirements of scholarship, health, and acceptable clinical performance. Students are encouraged to seek the assistance of instructor(s) in identified area(s) of concern. Every effort will be made to aid and guide the student to succeed in the program.

- A grade of 80 per cent is a passing grade. A student must maintain a minimum grade average at the end of each term in each course to remain in the nursing program and progress from one level to another.
- Students who are unsuccessful in three or more courses must repeat the entire term regardless of the grades achieved in the non-failing courses.
- Courses with a clinical component contain a theory and a clinical grade. If the clinical is failed both the clinical and the class must be repeated.
- If a student withdraws failing a course, the student may repeat the course one (1) time.

APPEALS/REINSTATEMENT

Students who have been dismissed for failure to maintain satisfactory progress may appeal the dismissal. Appeals must be in writing to the designated Program Administrator and must include documentation of extenuating circumstances as well as an explanation of how the issues that lead to dismissal have been resolved. **Note: lack of transportation and/or child-care are not acceptable as extenuating circumstances.)** Students will be notified in writing of the Program Administrator's decision within five business days of the appeal hearing.

If the appeal is accepted, the student may be readmitted for a probationary period and financial aid will be reinstated, if applicable. The requirements that the student must meet will be stipulated in the acceptance notification. If the student meets or exceeds standards during the probationary period, she/he will be considered to be in good standing. If the student does not achieve minimum standards, she/he will be dismissed with no additional opportunities for appeal.

READMISSION

Students previously enrolled in the **Brown County Practical Nursing Education Program** will be considered for readmission upon receipt of a written appeal, and as space is available. The request will be forwarded to the Program Administrator of the Practical Nurse Program. After the appeal is received, the Program Administrator and the faculty will complete a review. The Practical Nursing Program Administrator will make the decision for readmission. A candidate may apply for re-admission to the program one (1) time, regardless of the reason for withdrawal or dismissal. Entrance into the program will be limited to two (2) times. Any readmission is subject to meeting entrance requirements in effect at the time of re-enrollment.

The eleven (11) month program in Practical Nursing must be completed within a two (2) year period. Beyond two (2) years, admission will be as a new student. Students who have been enrolled in other practical nurse programs will be considered on an individual basis for readmission. After absences of more than six (6) months, competency may be tested at the student's expense. Students must attend hospital orientation if applicable.

Students who have been dismissed for academic or clinical issues must provide evidence of having accomplished the recommendations/requirements outlined on the dismissal form. Those students granted readmission after having withdrawn due to academic/clinical probation might return to the program, as space is available.

Students must meet with the program Director and Financial Aid coordinator prior to readmission. Return registration form must be completed and signed prior to registration. All fees are due 10 days prior to readmission.

Students who are unsuccessful in three (3) or more courses must repeat the entire term, regardless of the grades made in the non-failing courses.

Students requesting readmission to the program after withdrawal for health-related issues will be asked to submit a physician's statement attesting that the student is physically capable of returning to school. The Program Administrator of the Practical Nurse Program may request additional information.

Students who have been out of the program for one (1) year or longer must submit a new physical examination form, proof of up-to-date immunizations, a current CPR card, and other documents as required by the program administrator and/or approval agencies.

CLINICAL EVALUATION

The evaluation of student clinical performance is based upon the student's ability to effectively perform the behavioral objectives, which proceed from the simple to the complex throughout each quarter of the program. Evaluation includes:

- Conferences between faculty member(s) and/or the program administrator to review individual student progress.
- Quarterly cumulative progress records filed in the individual student folders. A transcript of grades is available to each student quarterly and at the completion of the program.
- Individual conferences between faculty members and students, as needed, and prior to or after class and/or clinical times as scheduled by the faculty.

- A final summary evaluation is based on the student's performance in the clinical area with consideration as to whether or not the objectives of the individual courses of the program have been met. The evaluation is determined by the student's ability to apply theoretical concepts appropriately in a clinical setting. This final summary will be developed through collaboration by faculty and made a part of the graduate's permanent record.

General areas that will be considered in student evaluations include:

- A positive attitude, the ability to adjust to changing circumstances, and the ability to work with different people at various cycles of life and situations.
- The emotional stability to meet the demand of nursing.
- The practice of safety and comfort in all care given to a patient.
- The ability to utilize basic nursing care to meet the needs of the patient.
- Confidence in their abilities and display of this confidence to the patient, personnel, and instructors.
- Manual dexterity while caring for the patient.
- The ability to carry out the nursing process, collect data on the patient, plan and implement care, and evaluate the care given.
- The ability to correlate classroom knowledge with clinical situations.
- The recording/reporting and documentation of pertinent information.
- The effective use of time.
- Appearance and behavior that is appropriate for the class and clinical areas.
- Clinical and class attendance.

Clinical Evaluation Grading Scale

SATISFACTORY: The student has performed at the accepted level and has met the clinical objectives for that clinical rotation, 80% or greater.

Examples include but are not limited to:

- Consistency of performance
- Progression of independence of the student in giving nursing care
- Ability to perform procedures and make judgments when caring for patients with increasingly complex health problems
- An increase in the number of patients and patient acuity

PROBATION: The student is not performing at the accepted satisfactory level for that clinical rotation due to: (1) excessive tardiness/absences (2) late and/or incomplete clinical assignments and/or (3) inability to meet the clinical objectives. The student may be placed on clinical probation at any time during the clinical rotation. The student placed on probation will be given objectives from the clinical instructor, which must be met in order to be removed from probation. Students must earn a satisfactory evaluation by the end of the clinical rotation.

UNSATISFACTORY: The student has failed to perform at an acceptable level for that particular rotation and will not be allowed to proceed to the next rotation. The faculty reserves the right to recommend dismissal of a student who is evaluated as unsafe or unsatisfactory at any time during the program.

Examples include but are not limited to:

- Inability to work as a team member
- Inability to adhere to the attendance policy
- Violation of the clinical settings confidentiality policy (HIPAA)
- Not notifying the clinical instructor of absences or tardiness
- Leaving the clinical site without the clinical instructor's permission
- Violating the school's dress code
- Not initiating care or initiating care inappropriately
- Inability to perform designated psychomotor skills safely
- Violates professional ethics
- Insensitivity to the needs of the patient
- Not utilizing appropriate communication skills
- Requiring an unreasonable length of time to plan, organize, or implement nursing

Each student must SATISFACTORILY complete all theory and clinical areas to be a candidate for graduation. A clinical score of 80% must be achieved in order to pass the course.

A STUDENT MAY BE RECOMMENDED FOR DISMISSAL AT ANY TIME WHEN IN THE JUDGEMENT OF THE FACULTY HE/SHE EXHIBITS BEHAVIOR THAT JEOPARDIZES THE WELFARE OF THE PATIENT EITHER BY COMMISSION OR BY OMISSION.

CLINICAL ATTENDANCE REQUIREMENTS

Students must maintain a 95% cumulative attendance average for each term; clinical hours are included in this computation. Additional requirements are in effect for clinical attendance. Students may miss no more than one (1) day and/or a total of 7.5 hours of clinical attendance during second and third terms. Students who miss between 7.6 and 15 hours will be required to make up that time at the end of the term in which the absence(s) occur. **Students who miss more than 15 hours of clinical time, regardless of classroom attendance, will be subject to dismissal from the program unless they can provide documentation of extenuating circumstances.** The school will arrange the make-up day for a non-scheduled class day at the end of the term. The cost for make-up time will be \$35.00 per hour, payable in no less than 4-hour increments (see example below). Payment must be received before make-up time is allowed.

Time Missed: 1 minute - 4 hours Payment: \$140.00

Time Missed: 4 hours, 1 minute - 8 hours Payment: \$280.00

All third term OB clinical/simulation hours are MANDATORY (14).

All fourth term preceptorship/clinical hours (112) and pediatric clinical hours (28) are MANDATORY.

- Students **MUST CALL** the Clinical Instructor **30 min prior to** the start of the designated clinical time, to report a tardy or absence.
- A student is considered tardy when the student arrives 1 minute AFTER the assigned clinical time and/or leaves clinical 1 minute BEFORE the designated clinical dismissal time. If the student can arrive within 30 minutes of the designated start time of clinical the student will be allowed to attend clinical

- Example: If clinical starts at 7 am the student must arrive by 7:30 or the student may be dismissed.
- The tardiness will be addressed as follows:

In the event of the **First Tardy** of the Clinical Week Rotation:

- The student will incur a documented **Written Warning** on a Significant Incident Form

In the event of the **Second Tardy** of the Clinical Week Rotation:

- The student will incur a documented Written Warning on a Significant Incident Form and be **placed on PROBATION** for the remainder of the clinical rotation.

In the event of the **Third Tardy** of the Clinical Week Rotation:

- The student will incur a Written Warning on a Significant Incident Form indicating **Recommendation for Dismissal**.

If the student calls 30 min prior to the start time to report a tardy but the student does not arrive by 30 min after the designated start time of clinical, it will be up to the clinical faculty if the student can remain.

- Example: If the clinical starts at 7 am the students must arrive by 7:30 or the student can be dismissed.

If the student leaves clinical prior to the designated clinical dismissal time the student will be counted tardy as described above.

- A No Call No Show is a single one-time event and is defined as the instructor receiving a call from the student 30 minutes after the clinical start time to report an absence. This is considered a No Call No Show and is Recommendation for Dismissal.

The faculty reserves the right to recommend for dismissal a student who is evaluated as unsafe or unsatisfactory during any term of the program.

DRESS CODE

The Practical Nursing Student is expected to be neat, clean and well-groomed at all times as outlined below:

- Student photo ID must be always worn (in or out of uniform) on the upper part of the torso at pocket level or visible when in a sitting position.
- Nails are to be manicured and not to extend beyond finger pads when fingers are extended. Only clear or neutral polish is to be worn with the uniform. No acrylic nails permitted.
- Mustaches and beards must be neat and well-trimmed in both class and clinical areas.
- Cosmetics must be in good taste and contribute to a professional appearance. Perfume and after-shave lotion are not to be worn in clinical areas.

- Students are not permitted to wear class rings or other jewelry with the exception of the wedding/engagement rings while in uniform.
- The hairstyle must be professional in appearance. Long hair must be pulled away from the face and worn to avoid touching the collar in the clinical setting. Hair must be of a natural color. Hair ornaments are not permitted.
- Only one pair of small earrings are allowed in pierced earlobes; no additional piercings are permitted, i.e. no nose rings, lip rings, eyebrow rings, multiple pairs in each ear(s), tongue studs, etc. One small nose stud is acceptable on campus but must be removed prior to going to a clinical site.
- The only acceptable necklace allowed is the medic alert. Also, a necklace that is religious in nature will be allowed but the student will be asked to place the necklace on a chain that is not visible.
- No visible tattoos at any time. In the case of exposed areas, the student is to cover a tattoo with a bandage or by some means while at school and at the clinical setting.
- **If the clinical facility policy is more restrictive, the student must comply with that policy.**

Student Uniform

- ONLY the approved program uniform that is supplied by the school is allowed to be worn: **NO HOODIES OR SWEATSHIRTS ARE TO BE WORN OVER UNIFORM**
- Nursing shoes or non-mesh solid black, grey or white sneakers, approved socks (above the ankle), Brown County Practical Nursing name badge with photo worn facing out on the upper right or left side of the lab jacket or on a lanyard, and a watch with a second hand. Navy blue jacket for classroom and lab coat for clinical area.
- All uniforms are to be ordered from an approved uniform supplier and conform to design selected by the program (to include the navy scrub embroidered lab jacket for the clinical uniform, and navy classroom scrubs with a navy lab jacket).
- All students are to be always in complete program uniform. Students should use professional discretion as to where they wear their uniform other than at required times.
- **Any student found in incomplete or out of uniform during any random classroom, uniform check performed by the faculty will accrue a 2-hour classroom absence. (Students may remain in the classroom and the deduction will be documented in their attendance).**
- Any student arriving in the clinical area incomplete or out of uniform will be dismissed and counted absent for that day or until returning in the approved complete program uniform.
- No undergarment sleeves should extend beyond uniform sleeves and any foundation garments are not to be obvious.
- At any clinical site, the only lab coat that may be worn is the lab coat supplied with the uniform package.
- A long sleeve solid shirt- grey, white, or black, may be worn under a scrub top on campus but not at a clinical site.

- One violation results in a verbal warning and 2 hours of attendance withdrawn.
- Second violation results in a written significant incident and an additional 2 hours of attendance withdrawn.
- Third violation results in a written significant incident and placing the student on probation the rest of the term and 2 hours of attendance removed.
- Fourth violation results in dismissal from the program.

LAPTOP TESTING GUIDELINES

- All items must be removed from the desk during testing
- Students are permitted to have a simple calculator only if approved by the instructor
- The instructor will provide scrap paper at their discretion.
- Cell phones will be placed in the front of the room during testing
- Any student found with a cell phone on them during a test will receive a zero
- All testing will be done on laptops
- Students are responsible for making sure their laptops are fully charged and operationally prior to testing
- Test will begin promptly at the start of class
- Any student who is unprepared will be required to take the makeup test
- See make up test policy
- If a student is found to have anything else other than the test pulled up on their laptop they will receive a zero
- Students may not leave testing area after the test with their laptop.

CERTIFICATE OF COMPLETION

A certificate of completion is awarded to each student who meets all academic and attendance requirements or who has successfully maintained an advanced placement assignment through the scheduled completion date. **Duplicate certificates will not be issued.** In lieu of a duplicate certificate, an official letter/transcript verifying dates attended and program completion will be issued to the student or the student's designee upon written request. A fee of \$5.00 will be assessed.

CAREER PASSPORTS

The Career Passport is a portfolio containing training-related documents and describes the marketable skills of the program completed. It is designed to assist students in job seeking and career planning by presenting skills and knowledge acquired while enrolled.

To receive a Career Passport a student must:

1. Receive a grade of 80% or higher in each course.
2. Receive a satisfactory clinical evaluation.
3. Meet all attendance requirements.
4. Fulfill all financial obligations (payment in full for tuition, fees, books, etc.)
5. Return all materials to media center and/or pay fines
6. Pass the HESI exit exam:

HESI TESTING AND SCALE

HESI Testing

Students are required to take a Comprehensive Practice HESI Exam and a HESI Exit Exam in order to complete the Brown County Practical Nursing Education Program. The practice exam will be administered during a PVR II course day. The practice examination will provide the student with a study map in preparation for the HESI exit exam administered prior to externship.

Students **MUST** pass the HESI Exit Exam with a score of 800 or above to complete the Brown County Practical Nursing Program. If the student does not pass the HESI Exit Exam on the first attempt the following must occur: (Remediation required for score less than 900)

- Student must submit completed remediation study packet provided by Elsevier at the end of externship prior to taking second HESI exit exam.
- Student will be required to schedule the retake HESI exit exam with Director of Practical Nursing program.
- Student **MUST** pay out of pocket to retake second HESI Exit Exam.
- Student **MUST** pass the HESI Exit Exam with a score of 800 or above.
- Student will be required to retake HESI Exit Exam no later than 30 days after the first exam.

If student fails the second HESI Exit Exam the following will occur;

- Student must pay out of pocket to complete an approved remediation course from list provided by Brown County.
- Student must provide verification remediation course completed.
- HESI exit exam schedule will be provided to the student by BCCC upon availability.
- Student will be required to schedule the retake HESI Exit Exam with Director of Practical Nursing Program.
- Student **MUST** pay out of pocket to retake third HESI Exit Exam with the next cohort.
- Student **MUST** pass the HESI Exit Exam with a score of 800 or above.

The student will not meet the requirements to complete the Brown County Practical Nursing Education Program and a completion letter will not be sent to the Ohio Board of Nursing.

**Cost of HESI exit exam varies and determined based on outside sources.*

GRADUATION

Graduation is scheduled on or near the end of the program year. All diplomas will be dated to correspond to the program completion day. All students are expected to attend both the rehearsal and graduation ceremony. Family and friends may be invited (the number will be determined yearly based on space available).

Dress: caps and gowns or as required by the program administrator.

STATE LICENSURE

In order to practice practical nursing in Ohio, a graduate practical nurse is required to pass an examination given by the **National Council of State Boards Nursing, Inc.** A graduate practical nurse of the **Brown County Practical Nursing Education Program** is eligible to apply for State Board Examination on the successful completion of the program. The **Ohio Board of Nursing** has the authority to refuse permission

to take the examination if the individual has a previous felony conviction. The National Council may wish to schedule an interview with the graduate prior to the examination.

RECORDS RETENTION

Student and graduate records are retained in the following manner:

Current students: Files maintained in a secured office of the nursing faculty or nursing office.

Enrolled Students/Graduates: Files retained intact for a period of one year from the date of completion; after this time all contents will be destroyed except for the following documents:

- High school transcripts/GED
- Nursing Program transcripts
- Final clinical evaluation
- IV Checklist & clinical check-off list
- Other required records, as established by the Registrar's office.

Prospective students: Files maintained in the adult education office for a period of one (1) year,

STUDENT RECORDS / COMPLETION

An official record of each student's grades and attendance is kept on file in the Adult Education office. These records are considered to be the official record when determining percentage of attendance, clock hours, days of absence, and grades, which are provided to the office by the instructors. If a discrepancy should appear on the records on file in the Adult Education office, the director/coordinator may at his/her discretion refer to the instructor's records.

TRANSCRIPT REQUEST

Students may request a copy of their transcript by contacting the Adult Education Secretary. Transcripts will be available within 2 weeks of request.

STUDENT CODE OF CONDUCT

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 during practice.

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

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

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

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

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

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

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient

health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

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

ADMINISTRATION OF STUDENT DISCIPLINARY CODE

The Adult Education Director, or designee, shall administer the student disciplinary code and shall use his/her professional judgement in determining the most appropriate disciplinary action to be taken in each individual case. If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DISCIPLINE OPTIONS

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, on school property, in a school vehicle, off school grounds immediately before or after school, on the way to and from school, at any school-sponsored activity on or off school grounds, a violation on the part of a student or any one or more of the rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, administrative conference, emergency removal, removal from a school vehicle, suspension from school, or dismissal from school.

SEXUAL HARASSMENT

All persons associated with this district are expected to conduct themselves at all times in a non-sexually harassing manner. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Prohibited sexual harassment includes, but is not limited to, slurs, verbal, non-verbal or physical conduct of a sexual or harassing nature.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. If a student does damage to or loses school property, the student will be required to pay for the replacement or repair and will also be subject to disciplinary action.

SMOKING

Smoking is not permitted at any of the Brown & Clermont Adult Career Campuses.

SAFETY FIRST

Brown & Clermont Adult Career Campuses promote and enforce safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be constantly reviewed and emphasized by instructors. Students must follow all safety regulations and report all accidents or injuries to their instructor immediately. Failure to follow safety regulations will result in disciplinary action.

LAB / SHOP / CLASSROOM REGULATIONS

All hand tools will be issued by the instructor and must be returned by the adult education student to who the tool has been issued. The adult education student will be held accountable for tools assigned to him and not returned. Equipment used during the class session are to be cleaned and left in the same or better condition and placed back where it was found at the start of class. All students will be responsible for the cleanliness of the shop, lab and classroom area. Each instructor will designate clean-up procedures and all Adult Education students will be expected to participate. The lab/classrooms should be cleaned daily before the end of class.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return the items which have been confiscated.

FINANCIAL AID

PELL Grants are awarded based on *student need* and are not required to be paid back. Unless the student withdraws. Other financial aid may be available through WIOA, the Bureau of Vocational Rehabilitation and other tuition assistance plans.

Student Eligibility

Students must meet the following requirements to qualify for Title IV PELL Grant funds:

ENROLLMENT – a student must be attending full-time, enrolled in an eligible program (600+ clock hours).

CITIZENSHIP – A student must be a U.S. Citizen, an American national, a permanent resident of the U.S., or an eligible non-citizen.

SELECTIVE SERVICE – Anyone required to register for Selective Service must do so prior to receiving financial aid.

DEFAULT STATUS – Anyone currently in default on a student loan or owing a Title IV Grant repayment at any institution will not be eligible for student aid.

ACADEMIC QUALIFICATIONS – A student must have a GED or high school diploma.

SATISFACTORY ACADEMIC PROGRESS & SATISFACTORY ATTENDANCE – See policy pages.

VERIFICATION – The student must be able to verify application data with appropriate documentation (W-2 forms, tax forms, transcripts, etc.)

Student Responsibilities for Financial Aid

- Student confirms to the best of his/her knowledge that all information submitted is complete and correct.
- Student understands the Federal financial assistance cannot be used at two schools at the same time.
- Student will inform the Financial Aid Office of changes in any information submitted for financial aid.

- Financial aid may be cancelled if fraudulent information is revealed on any application for financial aid.
- Financial aid is not automatically renewable and must be applied for each academic year.
- Student is required to make Satisfactory Academic Progress (SAP) for the program in which he/she is enrolled (cumulative 90% attendance and 70% average grade)
- The Financial Aid office may revise financial aid awards if estimated dollars are not received from the U.S. Department of Education, if errors have been made in the calculation of awards, or if the funding levels change. Student understands the Financial Aid Offer is based on Full-time Enrollment in a 600+ clock hour program.
- Student confirms that he/she does not owe repayment on, or is in default on, a previous Federal Direct Loan or Pell Grant.
- Student understands that he/she must pay all fees incurred at Brown & Clermont Adult Career Campuses, regardless of whether he/she receives financial aid.

COST OF ATTENDANCE SCHEDULES

COST OF ATTENDANCE SCHEULE 2022-2023	Welding Program (Full-Time)	
	(Dependent)	(Independent)
TUITION, BOOOKS & LAB FEES	\$7,400	\$7,400
LIVING EXPENSES	\$2,500	\$8,396
CHILD CARE (or actual expenses)		\$1,750/child
TOTAL (WITHOUT CHILDREN)	\$9,900	\$15,796
TOTAL (WITH CHILDREN)		\$17,546

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APPLICATION PROCESS

- Students requesting financial aid must be registered in a full-time program.
- Students must complete the Free Application for Federal Student Aid (FAFSA). Students can complete the FAFSA online at studentaid.gov. Our Financial Aid Coordinator is available to assist with completing this form.
- Student must bring the following to completed the FAFSA:
 - Signed copy of their income tax forms (1040, etc) and W-2 forms
 - Proof of high school graduation or GED certificate.
 - Documentation of income form social agencies, Social Security, ADC, child support, or any other source of untaxed income.
 - Dependent students will need the above information for themselves and their parents.
 - Name and address of any other post-secondary schools attended.

After the FAFSA Has been processed by the Department of Education, a Student Aid Report will be issued to the student. The school can then determine the amount of the student’s award.

FUNDS WILL NOT BE DISBURSED UNTIL ALL CONFLICTIN DATA IS RESOLVED.

Determination of Dependency

Federal guidelines define the difference between an independent student and a dependent student. You are considered an independent student if you meet any of the criteria below:

- You will be 24 years old prior to January 1st of the upcoming year.
- You are married as of the date you submitted the FAFSA.
- You have children that receive more than half their support from you.
- You have dependents (other than children or spouse) that receive more than half their support from you.
- You are/were an orphan or ward of the court until Age 18 or you are emancipated.
- You are serving on active duty in the U.S. Armed Forces (Other than training) or you are a veteran of the U. S. Armed Forces.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If the student does not meet any of the criteria above, the student is considered dependent and parents must complete part of the FAFSA and provide their financial information.

DISBURSEMENT OF FUNDS

PELL Awards are disbursed only after a valid Institutional Student Information Record is received. Students selected for verification must have all verification completed before funds are disbursed to their accounts. Funds will be disbursed in two equal segments. Awards will be applied directly to the student's school account. Funds in excess of the school tuition, fees and books will be awarded by the Treasurer via mail, in the form of a check.

Attendance and academic progress are checked each term to determine eligibility of Title IV funds. If the student withdraws from the program, the student may be required to return Pell funds.

RETURN OF TITLE IV FUNDS

Brown & Clermont Adult Career Campuses only offer Federal financial aid in the form of Title IV PELL Grants. Student loans are not offered. All Title IV funds are applied directly to the student's tuition in their account. Students receiving only PELL Grants rarely qualify for a refund.

PELL Grant funds are accessed at the 60% mark of each program. Students who withdraw from a program after the 60% mark receive the full amount of the PELL Grant toward the tuition for the payment period. Students who withdraw before the 60% mark have their PELL Grant award determined by the R2T4 formula. Only those awards earned are applied to the student's account.

Date of Withdrawal

The student's date of withdrawal is determined by the date a Withdrawal Form is completed or is the last day of attendance when a student has missed two consecutive weeks of class.

Withdrawal Prior to the 60% Mark of a Payment Period

A student begins earning Title IV funds on their first day of attendance. Therefore, even if a student withdraws before a school's census date (60% of the semester), the school will perform a return calculation using the number of scheduled clock hours the student attended class. If the student's calculated earned PELL Grant is less than the school's tuition schedule, the student is responsible for the difference.

OTHER SOURCES OF ASSISTANCE

Trade Adjustment Assistance (TAA) – Assistance may be available to students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or local *Ohio Means Jobs* office for information and eligibility requirements.

Workforce Innovation and Opportunity Act (WIOA) – Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your local *Ohio Means Jobs* office for information and eligibility requirements.

Adams	937-695-0316	Hamilton	513-946-7200
Brown	937-378-6041	Highland	937-393-1933
Clermont	513-943-3000	Warren	513-695-1130

Payment Plans

Oftentimes, students do not have enough funds available to pay for the total cost of a certificate program prior to the start of class. If this is the case, payment plans are available. Contact the Financial Aid Coordinator at 937-378-6131.

STUDENT GRIEVANCE POLICIES

Any person or group, having a legitimate interest in the Brown & Clermont Adult Career Campuses operations shall have the right to present a request, suggestion, or complaint, concerning Adult Education personnel, programs, or operations. 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 students wishing to express a concern should follow Board Policy #9130 Public Complaints. The Board Policy can be found on the school website www.bccareer.org.

Any requests, suggestions, or complaints, shall be considered according to the following procedures:

A. First Level

If it is a matter specifically directed toward an Adult Education 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. 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 approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Adult Education Director.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the Adult Education Director.

C. Third Level

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

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

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

D. 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, shall grant a meeting before the Board. The complainant shall be advised of the Board's decision, no later than the next regular scheduled board meeting.

E. Fifth Level

If not resolved after following the above policy, contact the Council on Occupational Education, 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350; Telephone (770) 396-3898; Fax (770) 396-3790; www.council.org.

CLINICAL SUPERVISION RESPONSIBILITIES

"Supervision of a nursing student in a clinical setting" means that a faculty member, teaching assistant, or preceptor is immediately available to the nursing student at all times to provide guidance and review of the student's performance. Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. Only a faculty member, teaching assistant, shall provide this supervision or preceptor who meets the qualifications set forth in rule 4723-5-11 of the Administrative Code for a practical nursing education program as set forth by the Ohio Board of Nursing.

All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience.

An instructor is assigned to each clinical area to provide clinical supervision.

The instructor and students are provided with a clinical rotation schedule and the name of the facility for each clinical group prior to each clinical rotation.

Orientation is provided to each student to the clinical site and will include introduction to the staff.

The instructor is always available to the students and clinical site/department during assigned clinical hours. The student receives the clinical objectives per the clinical syllabi for that rotation and for his/her individual assignment from the instructor during pre-clinical conference. The objectives will be communicated with the students and staff at the clinical site. The student and instructor review and/or discuss the assignment for any clarification which is required.

A student may not perform any clinical skill without the instructor present or prior instructor verification of the competency. The skills performed are in direct relationship to the clinical objectives of each rotation.

The instructor completes a weekly anecdotal record of the student's performance in relation to the clinical objectives/outcomes. This is shared with, signed by the student, and maintained by the instructor. The final clinical evaluation is based upon this record.

Faculty will remain responsible for planning the student's clinical experience and ongoing evaluation of the student. Faculty may assign observational experience as appropriate to meet the clinical objectives.

The faculty to student ratio for direct patient care shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.

Students may not work on other assignments while in the clinical setting.

STUDENT EVALUATION

In assessing the progress of the individual practical nurse student while learning, various teaching methods are used, including but not limited to:

- Quizzes, unit examinations, mid-term, and final evaluations.
- Alternative testing formats
- Alternative testing formats, anecdotal records, clinical behavioral objectives, competencies, and attendance at the hospital or clinical care facility

STUDENT SUSPENSION OR DISMISSAL FROM PROGRAM

A student may be suspended from a program for up to ten (10) days or dismissed from a program for violations of the Student Code of Conduct. At all levels of disciplinary hearings, the student may have one (1) representative present. The associate director/program administrator may elect, at his/her own discretion, to tape the proceedings or have a school employee present to take official notes of the proceedings. If a supervisor intends to either suspend or dismiss a student from a program, she/he will provide written notification to the student of his/her intended action(s) and the reason(s) why the action is being considered within five business days of the occurrence of the violation. The student will be given the opportunity to meet with the supervisor and present his/her information. After this meeting, if the supervisor elects to suspend or dismiss the student, the supervisor will notify the student in writing of his/her final decision and provide the reasoning for the basis of the decision.

If the student wishes to appeal the decision of the associate director/program administrator, the student must file a written notice of his/her intention to do so with the Executive Director of Adult Education not later than five (5) days after receipt of the written decision of the associate director/program administrator. If an appeal is filed within that time, the student will meet with the Executive Director of Adult Education and be given the opportunity to present any evidence the student wishes as to why the student should not be suspended or dismissed from the program. The Executive Director of Adult Education will consider the evidence and provide the student with his/her decision in writing. The decision of the Executive Director of Adult Education may be appealed to the Chief Executive Officer in writing within five (5) days of receipt of the Executive Director's decision.

If the Executive Director of Adult Education or the Chief Executive Officer does not uphold the suspension or recommended dismissal of a student and the student missed class work because of the associate

director/program administrator's decision, the student will be permitted to make up all work missed and receive credit for it. Students who are suspended or recommended for dismissal for breach of the Student Code of Conduct or for poor attendance may, at the discretion of the associate director/program administrator of the program, be allowed to continue to attend class-pending appeal.

PROGRAM GUIDELINES

The policies and procedures in this handbook are designed for the majority of the programs offered Brown & Clermont Adult Career Campuses. Programs have their own policies and procedures for attendance, grades, etc.; therefore, you must follow the guidelines of your selected program of training. You will receive the guidelines at orientation. Students must be notified of program changes prior to implementing the change. Notification must be made via email and any change in the syllabus requires an addendum.

PROGRAM INFORMATION

Licensed Practical Nurse (LPN)

Nurses are in high demand in long-term care facilities, hospitals, home health agencies, physician's offices, schools, outpatient clinics, and more. Brown and Clermont Adult Career Campuses full-time practical nursing program combines classroom and clinical experience to prepare students for the challenging and rewarding opportunities in nursing. Travel required to clinical sites.

Program Length: 1400 hours/11 months

Licensing: N-CLEX test for licensure as a Licensed Practical Nurse

Cost of Program: \$17,948 (includes tuition, books, two sets of scrubs with BCACC logo, course testing, laptop, and penlight)

Gainful Employment Disclosure:

In demand occupation

Average Salary Range: \$40,912- \$49,700 (<https://www.salary.com/tools/salary-calculator/licensed-practical-nurse-lpn>)

COURSE DESCRIPTIONS

BODY STRUCTURE

80 hours

Body Structure introduces the student to the normal structures of the human body and how each system of the body functions separately and collectively. It provides the foundation for subsequent courses that deal with body structures and function within the life cycle.

NURSING PRINCIPLES I, II, III, and IV

240 hours

Principles of Nursing has both theory and campus laboratory experiences. The theory portion introduces the student to the patient's environment, the basic and complex needs of the patient during the life cycle and the basic nursing interventions that can be used to meet these needs.

The student is given the opportunity to learn and to practice nursing skills and procedures in the campus laboratory initially and then to transfer these skills and practices to their nursing care assignments in the clinical facilities.

NUTRITION

40 hours

Nutrition introduces the student to information pertinent to nutrition and its relationships to wellness throughout the life continuum. Principles of food as a basic need, functions of nutrients, nutritive value of foods, the body's requirements for nutrients, role of nutrition in determining wellness, role of the practical nurse in the nutrition team, as well as the psychological and socio-cultural variables that influence nutrition are included.

NURSING OF ADULTS I, II, and III**240 hours**

Nursing of Adults includes the basic medical-surgical problems that interfere with fundamental human needs and wellness. Emphasis is placed on the nursing care needs of the patient throughout the life cycle. Nursing Considerations of Medication Administration, Home Health Care, Diet and Mental Health concepts are integrated throughout each unit of study.

PHARMACOLOGY I, II, III and IV**130 hours**

Pharmacology includes basic math, the metric system, and the equivalents that are necessary to calculate medications. Pharmacology, drug classification and terminology, techniques of safety, dispensing oral and injectable medications are studied and practiced in the classroom and skills laboratory. Supervised clinical experiences are provided so that each student has the opportunity to dispense medication as part of total patient care and to selected patients. Emphasis is placed on the needs of patients during various cycles of life. The student will also have 50+ hours of clinical pharmacology experience.

PERSONAL VOCATIONAL RELATIONSHIPS I and II**60 hours**

Personal Vocational Relationship offers the students an opportunity to adjust to, to learn about their role as students, and to plan their future as a licensed practical nurse. They are introduced to the concept of the health care team, the role and function of each team member and the working relationship between the members of the team. Included in the courses are career opportunities, legal and ethical responsibilities, rules and regulations of the **Ohio Board of Nursing**, economics, social rights, and problems that occur within the various cycles of life and nursing organizations.

HUMAN LIFE CYCLES I, II, III, and IV**160 hours**

Human Life Cycles introduces the student to the unique characteristics of individuals at each cycle of life. Wellness is emphasized throughout each of the units of study: obstetrics, growth and development, pediatrics, adolescence, adulthood, and geriatrics. The five domains of development: physical, cognitive, social, emotional and moral provide continuity from one stage to the other. Mental health concepts are addressed and integrated into each of the other units of study.

IV THERAPY**30 hours**

IV Therapy course is designed to assist students with learning the techniques necessary to provide IV therapy. Theory introduces the student to the law in accordance to IV therapy, fluid and electrolyte/acid base balance as related to IV therapy, calculating drip rates, equipment, appropriate techniques and skills for basic venipuncture in all health care settings, maintenance and administration techniques, as well, as local and systemic complications.

CLINICAL EXPERIENCE**404 hours**

Students are assigned to clinical patient care two (2) days each week beginning quarter II. Student assignments will reflect the concept of care throughout the cycles of life. All clinical experiences are supervised by a faculty member/preceptor and are correlated as closely as possible with classroom content. All clinical days include a pre- and post- clinical conference.

ADULT EDUCATION STAFF
Roster of Administrative and Supervisory Staff

Name	Position	Degree	Institution
Baker, RIchelle	Medical Programs Coordinator	Master of Education	Bowling Green State University
Carrington, Vicki	Adult Education Director	Master of Business Administration	Thomas More College
Kelley, Hannah	LPN Coordinator	Bachelor of Science in Nursing	Mount St. Joseph University
Peters, William, III	Welding Coordinator	Certified Welding Inspector	American Welding Society
Crank, Kenneth	EMS/ Fire Coordinator	Paramedic Associate of Technical Studies	Ohio Department of Public Safety University of Cincinnati

ADULT EDUCATION STAFF
Roster of Instructional Staff (All Part-Time Adult Education Staff)

Name	Position	Degree	Institution
Adkins, Bill	Instructor, Fire and EMS	Paramedic	Ohio Department of Public Safety
Baker, Robyn	Instructor, CCMA	Medical Assistant	
Crank, Kenneth	Instructor, Fire and EMS	Paramedic Associate of Technical Studies	Ohio Department of Public Safety University of Cincinnati
Kelley, Hannah	Instructor, LPN	Bachelor of Science of Nursing	Mount St. Joseph University
Peters, III, William	Inspector, Welding	Certified Welding Inspector	American Welding Society
Closser, Syren	Instructor, STNA	Associates of Arts, LPN	Southern State Community College
Tully, Nick	Instructor, EMS	Paramedic, EMS Instructor	Ohio Department of Public Safety
Waterfield, Carl Ryan	Instructor, Fire and EMS	Associate of Applied Science	University of Cincinnati
Whitaker, Ronald	Instructor, Fire	Fire Instructor Certification	Ohio Department of Public Safety
Willis, Duane	Instructor, Fire and EMS	FFII/ EMT	Ohio Department of Public Safety
Witt, Anna	Instructor, Mental Health Technician	Bachelor of Science, Psychology	University of Evansville

ADULT EDUCATION ADMINISTRATIVE STAFF

Salvatore, Deborah	Office Manager, Eastwood Campus	Bachelor of Science	University of Cincinnati
Stewart-Hamblen, Jennifer	Office Manager, Financial	Associate of Applied Arts	Morehead State University