



**Genesee Valley BOCES Adult Education
School of Practical Nursing
Handbook
Code of Conduct**

Leading collaboratively in creating quality educational challenges

**Main Campus and
Instructional Center**

GV BOCES Batavia Campus
8250 State Street Road
Batavia, NY 14020

Instructional Center

Rochester Tech Park
160 Wallace Way,
Bldg. #9, Room 209
Rochester, NY 14624

Dear Practical Nursing Student:

The Nursing Faculty and Administration of Genesee Valley BOCES welcome you to the School of Practical Nursing. This vocation will be exciting and rewarding. The experiences encountered in this program are expected to lead our students to successful nursing employment. Upon completion of the nursing program, students are eligible to take the National League for Nursing Licensing Examination for Practical Nurses (NCLEX-PN). Nursing is a profession that offers many career opportunities. Practical nurses are hired in a variety of health care facilities.

The Certificate in Practical Nursing requires two semesters of study once you are admitted into the program. The Genesee Valley BOCES Nursing Program has been approved by the New York State Board of Nursing. The Genesee Valley BOCES Nursing Program is committed to high standards, which are reflected in the admission and progression standards of the program.

The nursing program is very demanding and requires outside time commitments to complete course assignments/requirements. Many students must continue to work as they seek to advance themselves educationally. Please realize that it is very difficult to work full time while enrolled in the nursing curriculum. It is critical that you take the time to make lifestyle adjustments to accommodate your educational goals.

This Student Handbook was designed to provide you with information regarding the nursing program, School of Nursing policies and regulations, and general guidelines that will help to make our educational environment a successful one. These documents are fluid documents, meaning they change as necessary. The most current update will be maintained on the program learning-site and made available for all students. As updates emerge, notification to all classrooms will be made so that students may access the current handbook and review changes.

Several qualities or standards are required of all nursing students. One major quality we expect in each student is accountability, which is being responsible for your own actions. You are expected to use this student handbook to assist you in being accountable for your action/behaviors. It is your responsibility to read and understand school and program policies. If you do not understand any policy or your rights as a student, please contact a nursing faculty member, or the program Coordinator.

As we discuss your Student Handbook with you, please ask any questions or seek clarification for any information you do not understand at the end of the discussion, you will be required to sign a Declaration Form stating you understand and will comply with all policies/regulations of the LPN program. Should there be any questions regarding the Genesee Valley BOCES School of Nursing policies or regulations, this Student Nurse Handbook will be used for clarification.

We hope your educational experience is enjoyable and rewarding. Good luck in your educational career.

Heidi Mix, RN MS
Regional Medical Programs Coordinator
Genesee Valley BOCES

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Administrative Support

Genesee Valley BOCES School of Practical Nursing Directory

Administrative Support

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Genesee Valley BOCES School of Practical Nursing

Certificate Number: HEGIS Code 5209.20

Overview of Nursing Program

Mission Statement

Statement of Purpose

The Genesee Valley BOCES School of Practical Nursing has designed a program that prepares the graduate practical nurse for employment within the health care system. The New York State Education Department has approved the program curriculum and upon program completion, graduates are granted admission to the NCELX-PN Examination for licensure as a Licensed Practical Nurse.

Goal

The goal of the Nursing Faculty of the Genesee Valley BOCES School of Practical Nursing is to prepare the graduate to practice nursing safely and effectively within the role of the Licensed Practical Nurse. The student will correlate nursing theory with clinical practice utilizing the Nursing Process as the foundation of nursing care. The School of Nursing will participate as a member of the New York State Council of Practical Nurse Programs and incorporate current nursing trends into program curriculum.

Philosophy

The Nursing Faculty of the Genesee Valley BOCES School of Practical Nursing believes that we offer a long-term commitment to our community that encompasses the Health Care Industry. We believe that vocational education includes academic education integrated with skill competence for the delivery of safe, competent health care to the community.

Practical Nursing is an integral component of the Health Care Delivery System and is viewed as an art as well as a science. Nursing involves systematic assessment of patient needs and includes planning and implementing nursing care to meet those patient needs. Evaluation measures the effectiveness of care and determines the need for additional assessment in the Nursing Process.

The application of theoretical principles to the clinical situation provides integration and correlation for the practicing student and may be applied to prevention and health maintenance, supportive, curative, and rehabilitative levels of care.

Continuing education, which develops the existing knowledge base, is an integral component of professional growth for the student, as well as the faculty member.

Conceptual Framework

We believe that Dorothea Orem's *Self-Care Deficit Nursing Theory* can be applied to the student of nursing as well as the patient dependent upon the level of capability, knowledge and experience. Nursing and nursing education can share Orem's theory.

The faculty of Genesee Valley BOCES School of Practical Nursing has modeled the development of its Conceptual Framework on Dorothea Orem's *Self-Care Deficit Nursing Theory*. This theory and its composing elements are expressed in the form of generalizations about persons who need, persons who provide nursing, and about events and processes within the nursing education and practice situation. The framework's base is the interaction among three theories:

1. *Self-Care* – the ability of the client/student to learn and consistently provide for their basic needs independently.
2. *Self-Care Deficit* – the lack of ability of the client/student to learn and consistently provide for their basic needs independently.
3. *Nursing Systems* – the necessary skills and knowledge required by the practical nurse to meet varying degrees of patient needs: *wholly compensatory* (client/student cannot and should not perform any self-care tasks), *partly compensatory* (client/student can perform some but not all self-care tasks) and *supportive-educative* (client/student can and should perform all self-care tasks).

The theory of Nursing Systems is further divided into seven core areas with safety central to others since its principles will be infused into each of the other areas: nursing arts and sciences, nursing skills, ethical/legal, communication, nursing process and teaching.

Program Objectives

Upon completion of the Genesee Valley BOCES School of Practical Nursing program, the graduate will be able to:

1. Formulate appropriate goals for potential vocational mobility.
2. Utilize basic biological and psychosocial principles in order to deliver safe, effective nursing care.
3. Apply the components of the Nursing Process to meet the basic individual needs of the client/patient.
4. Consider principles of growth and development when planning nursing care.
5. Communicate effectively utilizing therapeutic communication and considering transcultural implications of nursing care.
6. Recognize the role, responsibilities, and limitations of the Licensed Practical Nurse.
7. Assume a role as a member of the Health Care Team while under the supervision of a Registered Nurse or Physician.
8. Provide skilled nursing care within the legal definition of practical nursing in accordance with the guidelines of the Licensed Practical/Vocational Code of Ethics and the Nurse Practice Act.

9. Understand various health care delivery systems and the concept of prevention and control of major health problems affecting the community.
10. Recognize the importance of continuous knowledge base growth and participation in professional organizations.
11. Possess knowledge of student professional organizations.
12. Achieve successful program completion for admission and passing of the National Licensing Exam in Practical Nursing.
13. Apply research skills to increase nursing knowledge base.
14. Develop appropriate communication skills related to successful employment following graduation.

Student Learning Outcomes

Core Concepts:

Safe and Effective Care Environment

1. Provide nursing care that contributes to the enhancements of the health care delivery setting and protects clients and health care personnel.
2. Collaborate with health care team members to facilitate effective client care
3. Contribute to the protection of clients and health care personnel from health and environmental hazards

Health Promotion and Maintenance

4. Provide nursing care for clients that incorporate knowledge of expected stages of growth and development and prevention and/or early detection of health problems
5. Assist in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients and assisting them with the management of health alterations.

Psychosocial Integrity

6. Provide care that assists with promotion and support of the emotional, mental, cultural, and social well-being of clients

Physiological Integrity

7. Provide comfort to clients and assistance in the performance of their activities of daily living
8. Provide care related to the administration of medications and monitors clients who are receiving parenteral therapies
9. Reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions
10. Participates in providing care for clients with acute, chronic or life-threatening physical health conditions using the nursing process

Methods of Instruction

1. Selected reading
2. Lectures
3. Demonstrations
4. Audiovisuals
5. Interactive video software programs
6. Computer-assisted instruction
7. Student group work

8. Written paper
9. Study guides
10. Interactive Educational Activities
11. Google Classroom
12. Student lead presentation
13. Critical Thinking Exercises

Classroom Strategies

1. Class Discussion
2. Media Presentations: Video, PowerPoint
3. Group Presentations/Case Scenarios
4. Critical Thinking Exercises

Evaluation Methods

1. Group/Individual Activities
2. Critical Thinking Assignments
3. Class Attendance/Participation
4. Periodic Exams, Final Examination
5. Clinical Performance

Prerequisites for Admission

1. Completed Admission Application/Three Professional Reference Letters
2. Submit a full 2 page, double spaced, 12 pt. font typed essay stating why you are applying to become a practical nurse.
3. Proof of High School Diploma or GED
4. Satisfactory scores on Pre-Admission Exam
5. Interview with the Nursing Coordinator/Admission Committee

Applicant Name _____

Genesee Valley BOCES LPN Program Entrance Rating

Date of Rating _____

Criteria	0 Points	1 Point	2 Points	3 Points	Comments/Score
Entrance Exams: Reading Score	<55=Fail TEAS - V- 5	55-69	70-84	85-100	This is not a retake Score=
Math Avg. Score	<50=fail, but if reading score >84 may be considered for final seats	50-59	60-79	80-100	This is not a retake Score=
Essay Score	Not in file Incoherent Inability to master language evident Rambling <2 pages, and/or plagiarized	In file Coherent, but with issues with writing and/or <2 pages	In file Well written <2 pages or 2 pages, but with minor writing issues	Well written 2 pages or more	Score=
References Professional= work, business related- <u>not family members</u>	3 references not in file and/or profound/significant issues noted on references	3 references in file, but 1 or more not professional and/or concerning issues noted on references	3 professional references in file, but minor issues or lower ratings noted on references	3 professional references in file with no issues and all good to excellent ratings noted.	Score=
Interview Score	<9=not acceptable	9-10=acceptable but with issues	11-12=acceptable	13-15=acceptable	Score=
Rating Total Score	<11=not acceptable	11=enroll last	12-13 enroll second round of interviews	15=Enroll Immediately	TOTAL=

Diversity Statement

“Genesee Valley BOCES is an academic community made up of individuals who reflect differences in nationality, culture, ethnicity, gender, religion, color, race, skill, physical ability and sexual orientation.

As a community of global learners, we are proud to affirm and celebrate the rich diversity that exists among us. We believe acknowledging and celebrating our diversity is essential to maintaining academic freedom and inquiry. We maintain that valuing differences can teach us more about ourselves as human beings and provide us with creative energy that comes when we learn from each other.

Valuing diversity requires that we all be willing to respect and attempt to understand the full range of thought and feeling of others’ views. To achieve this dialogue, we strive to maintain open and unprejudiced minds; we suspend our final judgment, and seek to enter into others’ views and knowledge. The Genesee Valley BOCES community supports learning and activities that enhance our knowledge, awareness and appreciation of diversity.”

Civility Statement

“Civility: Our Community’s Core Values”

We, the students, faculty, staff, and administration of Genesee Valley BOCES are committed to core values that include:

- Creating an environment where we value and respect each other;
- Promoting a community that encourages the tolerance of divergent opinions and constructive resolution of conflict;
- Exchanging ideas and enriching our lives through the exploration of our multi-faceted culture;
- Embracing responsibility, honesty, integrity, and courtesy;
- Respecting the dignity, rights, and freedoms of every community member;
- Respecting the intellectual and physical property of others; and
- Respecting campus property including both public and private spaces.

“We, as a community of learners, are affirming these core values to guide our actions and behaviors.”

Academic Honesty

In the academic process, it is generally assumed that intellectual honesty and integrity are basic responsibilities of the student. However, faculty members should accept their correlative responsibility to regulate academic work and to conduct examination procedures in such a manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism.

The use of instructor materials and resources constitutes academic dishonesty and may be grounds for disciplinary action. The Genesee Valley BOCES Student Handbook provides the definition of Academic Honesty/Dishonesty and information specific to disciplinary action and procedure for appeal.

Requirements for Participation in the Nursing Program

Essential Functions for Clinical Participation in the Nursing Program

Each participant in the nursing program must have the ability, unaided or with the assistance of *reasonable* accommodation, to perform these Essential Functions (Physical, Cognitive, and Psycho/Social). Reasonable accommodation is a modification or adjustment that enables an otherwise qualified individual with a disability to have an opportunity to attain the same level of performance or to enjoy equal benefits and privileges that are available to a similarly situated individual without a disability. A reasonable accommodation is defined on a case-by-case basis.

Physical Essential Functions

- Sit, stand, walk, bend, and reach for long periods of time in accordance with the length of the clinical day.
- Lift > 35 lbs., push, pull, carry, grasp, twist, hold/support extremities, or persons (e.g. during transferring, ambulating, turning, moving or lifting patients in beds).
- Manipulate equipment that requires both fine and gross motor skills such as, but not limited to wheelchairs, beds, IV pumps, blood pressure cuffs, and computer keyboards.
- Maintain full functional use of all senses, including feeling, hearing, seeing, speaking, and detecting odors for activities such as, but not limited to responding to alarm sounds, performing patient assessments, and reading medical records.

Cognitive Essential Functions

- Communicate information in English in an understandable and effective manner, both person to person and with the use of telecommunications devices as well as in writing, both longhand and by electronic/computer devices.
- Interpret written, verbal and electronic communication in English accurately.
- Maintain an alert level of consciousness and orientation to time, place and person at all times.

Psycho/Social Essential Functions

- Function effectively in a fast-paced, dynamic environment.
- Exercise sound judgement regarding all responsibilities, using patience, tact, and flexibility.
- Demonstrate compassion, integrity, empathy, accountability, respect, honesty and a neat, clean professional appearance.
- Maintain a level of functioning unimpaired by substances such as alcohol, prescription or illegal drugs.
- Maintain emotional health and mental well-being.

Program Health and Certification Requirements

Genesee Valley BOCES recognizes the delicate balance that exists between the right of people to develop to their fullest potential and the physical, intellectual and emotional abilities required for the practice of Professional Nursing. To participate in the nursing program, all applicants, students and faculty must meet these health requirements.

Applicant to the Nursing Program

Each applicant must have a preadmission health screening that includes:

1. A health assessment and physical examination.
2. Proof of vaccination or immunity to
 - a. Rubella
 - b. Rubeola (measles)
 - c. Mumps
 - d. Hepatitis B, +titer, or signed waiver declining immunization for hepatitis B.
 - e. Varicella vaccination, medical documentation of history of disease or +titer.
 - f. Influenza vaccine.
 - g. **Covid Vaccine and Booster**
3. Documentation of meningitis vaccine or waiver of vaccine.
4. Proof of results of intradermal test for tuberculosis or acceptable evidence of freedom from communicability, chest x-ray or results of QuantiFeron blood test.
5. Review of health status to determine that the applicant is able to perform the Essential Functions for Participation in the Nursing Program.
6. A waiver must be submitted if a student or faculty member is unable to receive the influenza vaccine. Submission of the waiver is required only once. Reasonable accommodations will be made by the department to place the student in an appropriate clinical site to meet program and institution requirements.

Practical Nursing Program
Curriculum Outline

First Term Courses	Clock Hours			
	Class	Clinical	Lab	Total
Nursing I – (Fundamentals of Nursing) Basic nursing skills combined with information necessary to understand the history of nursing. The nursing process is used to apply information from physical and social sciences to provide framework for practice. Clinical experience at selected area agencies provides practical application time.	191	110	30	331
Human Anatomy and Physiology The study of the human body and how it works, with reference to concepts and principles of health and nursing care principles.	90			90
Human Growth and Development Study of life cycle from prenatal to old age, with nursing implications for health teaching, counseling and care.	45			45
Pharmacology I – Review and drill in basic math necessary for safe drug administration. Application of the metric system in nursing. Medication calculation and administration principles and techniques.	40		15	55
Nutrition– Concepts of nutrition basic to health and nursing care. Integrated into nursing and anatomy/physiology.	24			24
Totals	390	110	45	545

Practical Nursing Program
Curriculum Outline

Second Term Courses	Clock Hours			
	Class	Clinical	Lab	Total
Nursing II – (Medical Surgical) Advanced nursing skills and concepts to care for hospitalized adults with common illnesses, including therapeutic nutrition application and medication administration.	160	285	18	463
Pharmacology II – Knowledge of drug actions, side effects and nursing implications. Integrated with Nursing II (and Maternal-child and Pediatric Nursing), with clinical application (supervised administration) to assigned patients.	30	15		45
Maternal Child Nursing (Obstetrics) – Nursing concepts and skills to care for families during pregnancy and childbirth including postpartum and family planning concepts.	30	21		51
Pediatrics – Nursing concepts and skills used in care for the sick child.	30	21		51
Mental Health – Nursing concepts and skills used to care for the client who is experiencing an alteration in mental health.	24	21		45
Total Second Term	274	363	18	655
Program Totals	664	473	63	1200

Genesee Valley BOCES School of Practical Nursing Abbreviated Course Outline

Semester I = 545 Hours

Human Structure and Function: (90 Hours)

- Organization and General Plan of the Body
- Cells
- Tissues and Membranes
- Integumentary System
- Skeletal System
- Muscular System
- The Senses/Eye & Ear
- Endocrine System
- Blood, Heart, Vascular
- Lymphatic and Immunity
- Respiratory
- Digestive
- Urinary
- Fluid/Electrolyte and Acid/Base Balance
- Reproduction

Foundations of Nursing I: (331 Hours)

- Professional Adjustment
- Origins of Nursing
- The Health Care Delivery System
- Legal and Ethical Aspects of Nursing
- Medical Terminology
- Microbiology and Bacteriology
- Therapeutic Communication
- Transcultural Nursing
- Physical Assessment and Nursing Process
- Documentation
- Vital Signs
- Admission, Transfer, Discharge
- Safety
- Body Mechanics and Patient Mobility
- Comfort, Rest, Sleep
- Hygiene and Care of Pt's Environment
- Specimen Collection
- Related Lab and Clinical Skills

Basic Nutrition and Diet Therapy: (24 hours)

- Principles of Basic Nutrition
- Application of Basic Nutrition to Diet Therapy
- Related Lab Skills

Human Growth and Development: (45 Hours)

- Basic concepts of Growth and Development
- The Family Unit
- Caring for Infants
- Caring for Children
- Caring for Adolescents
- Caring for Adults
- Caring for the Older Adult (Geriatrics)
- Caring for the Dying Person

Pharmacology I: (55 Hours)

- Basic Math
- Metric/Apothecary/Household Measurements
- Pharmacology Math (dosage calculations, conversions, etc...)
- Related Lab Skills

Semester II (655 hours)

Medical/Surgical Nursing/ Pharmacology II/ Community Health: (508 hours)

- Introduction to Medical/Surgery Nursing
- The Immune Response
- Fluid and Electrolyte Imbalances
- Problems with Immobility
- Care of Patients with Pain
- Care of the Surgical Patient
- Care of Patients with Cancer
- Care of Patients with Neurological Disorders
- Care of Patients with Respiratory Disorders
- Care of Patients with Blood/Lymph/Blood Forming Organs Disorders
- Care of Patients with Disorders of the Heart, Hypertension, PVD
- Care of Patients with Urological Disorders
- Care of Patients with Disorders of the Gallbladder, Liver, and Pancreas
- Care of Patients with Endocrine Disorders
- Care of Patients with Musculoskeletal Disorders
- Care of Patients with Disorders of the Digestive System, Ostomies

- Care of Patients with Disorders of the Skin
- Care of Patients with Disorders of the Eyes, Ears, Nose, and Throat
- Care of Patients with Disorders of the Male/Female Reproductive Systems
- Care of Patients with STDs and HIV
- Care of Patients During Accident/Emergencies
- Related Lab and Clinical Skills
- Home Health Nursing
- Long Term Care
- Rehabilitation
- Hospice Care
- From Graduate to Professional
- Related Clinical Experiences

*****All topics will have related Pharmacology Theory incorporated*****

Maternal/Child Nursing: (51 hours)

- Introduction to Maternal and Infant Care
- Care of Patient in Labor and Delivery
- Care of the Postpartum Patient
- Care of the Full-term and Pre-term Infant
- Related Clinical Experiences

Pediatric Nursing: (51 hours)

- Introduction to Pediatric Nursing
- Pediatric Nursing
- Related Clinical Experiences

Mental Health Nursing: (45 hours)

- Psychiatric Disorders
- Substance Abuse
- Related Clinical Experiences

Total Program Hours Required – 1200 Hours

Upon Admission to Clinical Experience

1. Physical examination by student choice (physician or nurse practitioner) upon program acceptance, including documentation of **mandatory** immunizations (Measles/Rubella/Mumps (MMR), Adult Tetanus/Diphtheria, PPD/TB Testing). **Covid Vaccine/Booster CDC Card and Mandatory Urine Toxicology Screening, results must be sent to the program.**

****Physical examination, immunizations, TB Testing, and Urine Toxicology Screening are at student expense**

****Highly recommended that Students also receive Hepatitis B Vaccine****

2. CPR card (Adult CPR and AED) – American Heart Association recommended, certificate is good for 2 years. These classes are also available through the Red Cross, but they are only effective for 1 year. Student must be aware that they will need to renew their certificate before they can attend clinical. Online courses will not be accepted.

Student Rights and Responsibilities

All students, coordinators, instructors' staff and essential partners of the nursing school community are entitled to expect proper regard for their rights and welfare.

The Genesee Valley BOCES Practical Nursing Program is committed to safeguarding the rights given to all students to promote a safe, orderly, and civil learning environment.

Student Rights include, but are not limited to:

1. An education in a safe, appropriate, civil learning environment.
2. Be treated equally regardless of race, color, creed, national origin, religion, gender, disability or any other category of individuals protected against discrimination by federal, state or local laws.
3. Access to school rules when necessary; receive an explanation from school personnel concerning rules that are unfamiliar or confusing.
4. A school community that is chemical free.
5. An explanation of evaluating, marking/grading procedures.
6. A copy of the school classroom and clinical academic and behavioral expectations.
7. Ask questions when they do not understand.
8. Have access to school personnel for appropriate voicing of ideas, opinions and/or concerns.
9. Use program computers, software, and internet, with authorization/approval by staff, for program assignments and research.
10. Have due process and to present their version of events in instances where disciplinary penalties may need to be imposed or grievances filed (See Grievance Procedure)

All students have the responsibility to maintain a safe and orderly school environment that is conducive to learning and respectful to all people and property.

The Genesee Valley BOCES Practical Nursing Program is a place where students have the opportunity and responsibility to learn, develop and demonstrate the nursing and social skill competencies that are required for success in the healthcare field.

Student Responsibilities Include (but are not limited to):

1. Help to maintain a safe, orderly school environment that is conducive to learning and demonstrates respect for all persons and property.
2. Become familiar with and abide by all program policies, rules, and regulations.
3. Attend class and clinical every day and be on time and prepared to learn and perform.
4. Be familiar with and abide by the program Attendance Policy as mandated for licensure by the New York State Education Dept.
5. To sign in when late and sign out when leaving early from class.
6. A pregnant student in the Practical Nursing Program is required to make her condition known to her instructor.
7. Students who are pregnant during their nursing studies may continue in the program with the approval of their attending physician or health care provider. A physician's release will be required.
8. Strive for the highest levels of achievement in all academic and clinical areas.
9. Complete all assignments as given.
10. Respond to directions and information given by instructors and school and clinical site staff in a positive and respectful manner.
11. Ask questions when they do not understand.
12. Express ideas, opinions and concerns with civility to appropriate personnel.
13. Work to develop and demonstrate effective skills for controlling and expressing anger and frustration.
14. Seek help in resolving issues that might lead to unintended consequences.
15. Accept responsibility for actions and in-actions.
16. Notify instructor immediately of any illness or injury. (Students may be sent home at the LPN Coordinator's discretion with subsequent loss of hours).
17. Know and adhere to the Dress Code Policies for both classroom and clinical.
18. Be chemical free unless medications are being prescribed and monitored by a healthcare provider.
19. Conduct themselves as representatives of the GENESEE VALLEY BOCESS Nursing Program when participating in or attending program sponsored events and off-site placements by displaying the highest standards of conduct.
20. Always communicate with respectable words and tone.
21. Work with instructors and coordinators to develop stronger social skills that may include (but are not limited to): dealing with anger and frustration, managing stress, recognizing and responding to feelings of self and others, problem solving and decision making.
22. Restrict the use of cell phones to assigned times and places.
23. Use social networking sites responsibly to avoid civil and criminal liabilities involving defamation, copyright, infringement and/or confidentiality rights.

Instructor Rights and Responsibilities

All instructors are expected to maintain a climate of mutual respect and dignity that will strengthen students' self-concept and promote confidence to learn. Instructional staff has a right to an orderly, respectful environment that is conducive to instruction in all areas of learning.

Instructor Rights include, but are not limited to:

1. To intervene with any action that endangers the health, welfare and safety of self or others.
2. To report to supervisors any behaviors or actions that threaten a respectfully safe educational learning environment within this school community.
3. To expect the opportunity to teach without ongoing distracting or disruptive behaviors.
4. To request that a student temporarily leave the classroom or work area to reduce the impact of an anxiety-producing situation and/or give the student an opportunity to regain composure and self-control.
5. To assign homework to support the instructional lessons.
6. To expect appropriate classroom and clinical behavior with a group of individual intervention plan.
7. To expect ongoing training to enhance academic and management skills within the school community.
8. To expect student participation and attentiveness during educational instruction in the classroom, lab and clinical settings.
9. To expect classroom, clinical and technological orientation.

Instructor Responsibilities include, but are not limited to:

1. Arriving on time for building meetings and/or all instruction and provide educational instruction for mandated time frames.
2. Knowing, modeling, and implementing school policies, rules and expected behaviors.
3. Communicating regularly and in an ongoing manner with students, staff and program supervisors.
4. Accurately recording daily attendance in all instructional areas according to standards set by supervisors.
5. Communicating with students:
 - a. Course objectives, grade expectations, requirements and assignments
 - b. Marking/grading procedures
 - c. Classroom management/intervention plan
 - d. Expectations for students
6. Demonstrating interest in teaching, knowledge of current instructional methods and concern for student achievement by attending in-services and staff meetings.
7. Refer to proper faculty for concerns outside of academia.
8. To provide a learning environment that is compassionate, nonjudgmental, and encourages freedom for students to express ideas.

9. To give verbal, written, and critical documentation for remediation for academic and behavioral issues.

Coordinator Rights and Responsibilities

As leaders of school buildings, all coordinators are expected to bring groups of people together, creating a common vision convincing, encouraging, motivating and modeling the best practices of all who are part of the Genesee Valley BOCES Nursing Program. The Genesee Valley BOCES Nursing Program is a program of study where teaching and learning evolves and develops through mutual respect, conscientiousness and accountability. Coordinators are also role models, colleagues and visionary leaders who have the right to an orderly, respectful environment that is conducive to leadership instruction in all areas of learning. Coordinators have a responsibility to create an orderly, safe environment where all members of the school community can depend on them to promote success, accommodate differences, and motivate teaching and learning. Leadership thrives through development of mutual respect, conscientiousness and accountability.

Coordinator Rights include, but are not limited to:

1. Evaluation on a regular basis of all instructional programs, clinical and classroom instructors.
2. Enforcing the Code of Conduct on a case-by-case basis, which includes:
 - a. Student's history in the program
 - b. Nature of the misbehavior and the circumstances surrounding it
 - c. Student's self-defeating pattern of behavior and impact of this behavior on other students and instructors
 - d. Effectiveness of previously tried intervention strategies
 - e. Information from other instructors and/or others as appropriate
 - f. Other variables and/or circumstances that would assist in or influence a fair decision process
3. Creating and developing standards that address circumstances that may not be covered by the Code of Conduct.
4. Removing from the classroom, for the balance an instructional day or longer, any student who threatens the philosophy and practices of this school community.

Prohibited Student Conduct

The Genesee Valley BOCES Nursing Program expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, instructional and supervisory personnel and other members of the school community, and for the care of school facilities and equipment.

In this school community, we believe that the best discipline is self-imposed. Students learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Instructional and supervisory personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

The rules of conduct listed below are intended to provide examples of behaviors that jeopardize the program's focus on safety and respect for the rights and property of others. Individuals or groups who will not accept responsibility for their own behavior and who violate these school rules be required to accept the consequences for their conduct.

The rules of misconduct below are examples, but are not limited to:

1. Committing an act of violence against a school employee, another student or attempting to do so, while on school property or at a school function.
2. Displaying and/or possessing a weapon while on school property or at a school function.
3. Threatening, while on school property or at a school function, to use a weapon.
4. Knowingly and intentionally damaging or destroying school property and/or personal property of any school employee or any person lawfully on school grounds or at a function. Student behaviors that may result in a corrective action include, but are not limited to:
 - a. Failure of student to respond to the corrective efforts initiated by the instructor for inappropriate classroom/clinical behavior, including but not limited to:
 - i. Sleeping in class
 - ii. Arguing with instructor or classmates
 - iii. Failure to comply with rules and regulations at any facility
 - b. Frequent tardiness
 - c. Smoking, use of tobacco products, vaping, alcohol or drugs
 - d. Use of over the counter or prescription medications without appropriate permission or supervision.
 - e. Continued disruption of school or classroom procedures including but not limited to:
 - i. Frequent exiting from class during instructional time
 - ii. Eating in the classroom
 - iii. Talking during instructional time
 - f. Vandalism
 - g. Verbal, sexual and/or physical harassment
 - h. Verbal assault/bullying (i.e. the use of demeaning, derogatory, foul, offensive, threatening, or abusive language) toward staff or other students
 - i. Actions that endanger the health, safety or welfare of others
 - j. Fighting and/or bullying of faculty/staff/students
 - k. Premature leaving of a facility without the knowledge or permission of the instructor
 - l. Failure to notify the clinical instructor of an absence
 - m. Cheating, plagiarism, copying or altering records
 - n. Theft of property
 - o. Breach of confidentiality/privacy See **HIPAA Policy**
 - p. Use of cell phones in the classroom (outside of designated use times), or at clinical sites
 - q. Use of social networking sites that could result in civil/criminal liability

- r. “Chain of Command” not followed in clinical or classroom setting or during grievance procedure
- s. Performing procedures not yet observed or always require an instructor independently
- t. Involvement in procedures that are not within the scope of practical nursing practice
- u. Violation of standard patient safety; these include but are not limited to:
 - i. Failure to observe safety precautions, i.e. bed left in high position or unsafe transfer, completion of a new procedure without instructor
 - ii. Failure to follow infection control measures
 - iii. Failure to document or report appropriately medication administration error(s)
 - iv. Failure to observe side rail precautions
 - v. Failure to report or observe changes in the client/patient condition

Corrective actions include, but are not limited to:

1. Removal from the classroom or clinical facility with the loss of hours
2. Written warning which remains in students file
3. Involuntary withdrawal from the PN program

General Program Rules/Policies

1. Students are to conduct themselves in a professional manner at all times.
2. Each instructor will establish classroom rules and expectations that closely align to that of Genesee Valley BOCES.
3. Student will not be allowed to bring children or pets to the classroom or clinical setting for any reason.
4. Students must adhere to campus and classroom instructor policy regarding cellphone usage.

The School of Practical Nursing faculty and administration are available for guidance and support throughout the program. Additionally, students may request academic remediation from the nursing faculty. Financial aid counseling can be acquired from Lead Adult Ed Coordinator at 585-344-7720.

Parking

Parking is at the student’s own risk and expense. Genesee Valley BOCES will not be responsible for any theft or damage arising from parking your vehicle during class or clinical hours. Parking is permitted in designated student parking areas of the school parking lot only. Students must follow clinical agency affiliation (hospitals, nursing homes) rules and regulations for parking. If these rules are broken, the student will receive referral for conduct violation and required to meet with school of nursing faculty/administration.

Smoking

The Genesee Valley BOCES School of Practical Nursing enforces a zero-tolerance policy regarding smoking, chewing tobacco, or electronic smoking devices on campus grounds. Students who disregard the smoking policy by smoking within the boundaries of any school campus will be issued a referral and required to meet with school of nursing faculty/administration.

Felony or Misdemeanor

A student who has been convicted of a crime (felony or misdemeanor) should inform the nursing faculty in order to discuss potential problems and specific actions required for application of NCLEX-PN testing. Additional information pertinent to this process will be shared by the Coordinator upon application of licensure.

Cellphones

There are to be no cell phones on the student's desk or visible in the student's possession during class time. Cellphones must be secured in a student's bag, purse or car on silent. If a student needs to monitor their cell phone due to a family emergency, they must inform the instructor for permission to keep phone in a visible spot. **Cellphones are prohibited on all clinical unit!**

Attendance Policy

Practical Nursing programs in New York State are under the supervision of the State Education Department. Office of the Professional Education Program Review. We can offer this program only under their direction and with their approval. Combined classroom and clinical instruction equal a 1200 clock hour program as approved by the New York State Education Department to include a minimum completion of 664 class hours, 480 clinical hours and 66 lab hours.

Attendance is mandatory to successfully complete the program and to be eligible to take the National Council Licensure Examination, Practical Nurse (NCLEX-PN). *This is a national examination which, when passed, enables the graduate to apply for licensure throughout the United States.*

Students are expected to attend **all** class sessions. **Punctuality** is required. This includes online lectures, clinical and lab. Notify the course instructor if absence is absolutely necessary. Class attendance will be checked daily. We recommend students report to class **15 minutes prior** to the start of class. **The door will be closed at the exact start of class. If a trend of tardiness begins to occur, the student will be asked to meet with the coordinator to discuss the causes of the tardiness and review if any further action needs to happen.**

Online class- students need to have their cameras on and in a quiet room. Students cannot be working while in class, driving, shopping or attending appointments during online class. Students need to wear their Hunter Green scrubs to online classes.

Clinical attendance – No call/No show is reported to the LPN Coordinator for action steps. If a student is late to a clinical site, they may be sent home and will need to schedule an appointment with the Coordinator with regards to lost clinical time. Being on time for Clinical is essential.

The program does recognize that illness does happen. If this occurs, you need to fill out an Emergency Time Off request form (see appendices) and submit it to the office with attached documents stating the need to miss school. The program Coordinators office needs to receive the emergency form and supporting documents within 24 hours. The Coordinator will review all documents before final approval

The maximum emergency time any student can use is 50 hours. No more than 16 hours can be missed in clinical. All time must be made up. There are fees associated with Lab and Clinical makeup. Missed lab fee is \$75.00 to complete with an instructor and clinical is \$75.00. Students that exceed these emergency hours at any point during enrollment will be withdrawn from the PN program.

The overall 50 hours (including 16 hours of clinical time) may be used for absences such as illness, unexpected class tardiness, necessity to leave class early, family emergencies, unexpected personal/family situations and deaths outside of the immediate family. ****Supporting documentation Verifying the emergency must be attached to your form**** and submitted within 24 hours. All missed hours must be made up. Once hours are made-up these hours are **not added** back into your 50 hours allotment.

Please note: Appointments that you schedule such as doctor, dentist, pediatrician, etc. are **not** considered exempt from absence. These appointments should be arranged at times so as not to conflict with class or clinical times. **Leaving early is considered absent hours. An emergency form will need to be completed and submitted. Reminder: Emergency Hours Must Be Approved.**

Students are solely responsible for all material that is missed, including notes, assignments and class announcements. Students are to maintain a record of any missed hours either mailed to them or reviewed by their instructor(s).

When appropriate documentation is provided, three (3) bereavement days are allowed for a death in the immediate family. Immediate family is defined as parent, child, spouse, grandparent, brother, sister, mother- or father-in-law. One (1) bereavement day is given for a death of an aunt, uncle, niece or nephew when appropriate documentation is provided. Hours will be credited upon receipt of documentation. Appropriate documentation can include obituary, memorial, or copy of the death certificate.

Changes in health status or injuries should be reported the instructor or LPN Coordinator if accommodations are necessary due to that injury. Documentation from a physician may be necessary, depending on the type of accommodation requested. This includes request and rationale for separate testing areas, etc.

Jury Duty

Students who receive a summons for jury duty are encouraged to defer jury duty while attending GENESEE VALLEY BOCES. If the student is unable to defer jury duty, the student must present the summons to the administration office. Students are expected to call the attendance line daily to update the school regarding jury status.

Classroom Expectations

Students are responsible for their own learning as demonstrated by preparation for class, submitting written assignments on time, and meeting all course requirements.

Recording Devices

Use of recorders by students in the classroom is permitted **only** at the discretion of each individual faculty member. It is the responsibility of the student to obtain each instructor's permission before using a tape recorder in class. **There is No Recording while at the clinical sites**

Computer Ethics

Students are expected to demonstrate ethical behavior and decision making in the use of the school and nursing program computer system. Profanity, harassment, and other inappropriate communication or use of the computer system is prohibited. Students are expected to conduct themselves in a professional and ethical manner at all times.

Email

Each student will maintain a school email address while a student at Genesee Valley BOCES. Communications will be sent to the students account by faculty. Students are expected to check their email account at least once a day.

Grading Policy

Grading is a mechanism to evaluate the student's level of learning. The student will be evaluated for classroom learning, laboratory competencies and clinical performance. The student is responsible for assigned reading materials, written assignments, active participation, demonstration of employability skills in class/lab/clinical activities, and for seeking clarification of any concepts that seem questionable. Students will be assessed with the use of quizzes, comprehensive exams, homework, and clinical competencies. These assessments allow the student to identify those areas that need reinforcing or further study.

Students will be evaluated at the end of each unit and grade must equal 80% to remain in the program. Component weights of the semesters are noted below, as well as any required passing scores:

1. Quizzes: 20%
2. Comprehensive Exams: 30% - scores must meet or exceed 80%; Pharmacology Math Exam must meet or exceed 85%
3. Lab/Clinical: 20%
4. Clinical Projects, Capstone and Classroom projects: 10%
5. Class Participation Grade and homework assignments: 10%
6. Professionalism/Employability Grade: 10%

Grade reports: will be provided at the end of each course, **after students complete a Course Survey.** Transcripts are only given after full completion of the Practical Nursing Program. If a student requires a more frequent report, they may contact the primary instructor and request a verbal update. If they require a written interim report, they may submit a formal request to the Coordinator or Clinical/Lab Specialist 10 business days in advance of the required report deadline.

Quizzes: Each student will have a quiz bank of available quizzes for retakes. Retakes may be retaken **Once** per quiz if less than 80% is received on the original. These must be retaken within one week of the original quiz. No extra credit can be given on quiz retakes. No grade higher than 80% can be received on a retake quiz. Each course will be assigned a retake quiz bank.

Mastery Test Bank: If the student fails an exam of a unit of subject, he/she will have **one (1)** opportunity to successfully complete a cumulative exam of the unit. The student will be allowed one week to prepare for the retake.

Each course will be assigned a retake mastery bank

The highest grade that can be achieved on a retake is 80%, excluding the Pharmacology Math Mastery Exam which will be an 85%. **If the student test bank has been depleted, this will lead to dismissal from the program.**

Retake banks do not carry over to the next course

- | | | |
|-----------------------------------|---|-------------------|
| 1) A&P | 3 quiz retakes | 2 Mastery retakes |
| 2) Foundations | 3 quiz retakes | 2 Mastery retakes |
| 3) Nutrition | 1 quiz retake | 1 Mastery retake |
| 4) Growth & Development | 1 quiz retake | 1 Mastery retake |
| 5) Pharmacology 1 | The pharmacology course 1&2 have a combined retake bank receive: | |
| Pharmacology 2 | 3 quiz retakes | 1 Mastery Retake |
| 6) Adult Health/ Medical Surgical | 3 quiz retakes | 2 Mastery retake |
| 7) Maternal/Child | | |
| Pediatric Nursing | These small courses combined together, not each, receive: | |
| Mental Health | 3 quiz retakes | 2 Mastery retakes |
| Community Health | | |

Student Course and Clinical Surveys

We need student feedback for all courses and clinical settings. We use the feedback to make needed changes and create new processes.

Surveys must be completed prior to students getting their final course grade. The surveys are anonymous and they are scored through a computerized system. We do not see the student's names the system tells us only who completed them.

Written Assignments/Homework

Unless an assignment is clearly stated as a group/team project, the expectation is that the student will complete his or her own work independently. If this is not followed, it will be considered cheating, resulting in a grade of zero (0).

All ATI assignments are mandatory, including practice and proctored tests. These assignments are scheduled at the discretion of the instructor.

Student Retention

Students have access to tutoring and remediation through Instructor office hours and open Lab days

Instructors in the program will post open hours for individual student assistance. If a student is struggling with course material students need to make the effort to schedule office hour time to get additional help.

Students on a Level 2 Academic warning will be scheduled by the Coordinator for remediation and tutoring assignment

Remediation and Tutoring hours are available for all students that want extra help. Contact your lead Instructor for a schedule of office hours or the Coordinators office for availability of tutors.

Program Requirements

Practical nursing students will be required to successfully complete classroom and clinical requirements necessary for preparation for the NCLEX-PN Licensing Examination. Any student needing special accommodations needs to provide the Coordinator with adequate information to determine an alternative plan. This may take up to 2 weeks to finalize. School of Nursing certification of program completion will not be submitted to the State Education Department until after completion of all requirements and tuition financial obligation is fulfilled.

Withdrawal and Readmission

Adult and Continuing education programs offered at the Genesee Valley BOCES may be similar to programs offered at other BOCES, technical schools or colleges in New York State or other states. However, program clock hours, grade requirements, and attendance policies can differ in other BOCES or post-secondary institutions as well as the arrangement in which subject units within the program are taught. For these reasons, Genesee Valley BOCES does not accept transfer credit for students from other institutions.

Students who wish to withdraw from the program must notify the LPN Coordinator, in writing, of their decision. A clean email is sufficient for this notification, formal letter is preferable. Upon exit or withdraw from the program, students must return all forms of photo identification.

Students who are dismissed or voluntarily withdraw from the School of Nursing for either academic, attendance, or personal situations, may submit a \$100 readmission fee and request (in writing) a readmission to another Genesee Valley BOCES program, using the readmission procedure provided to them in writing at exit. Readmission is **not guaranteed** and requires a four-month waiting period. **During that time, student must meet with financial aid regarding potential readmission.**

Students who reapply are evaluated for appropriate placement in the curriculum using a written exam and clinical skills test. Students are not guaranteed to be placed at the program exit point. Some students may need to start from day one depending on their readmission test scores and past academic performance.

Any new textbooks and equipment added to the program will need to be purchased by the student reentering the new class. **Students are allowed only one readmission request. Students who exhibited severe behavioral problems while in the program will not readmitted.**

Student Dress Code

All nursing students are expected to give attention to personal cleanliness and to dress for attendance at school and professional settings in a manner that is in line with the principles of the Genesee Valley BOCES School Community regarding respect for self and others.

Dress Code-Classroom

A nursing student's choice of dress, grooming and appearance, including but not limited to hair style and color, jewelry, make-up and nails shall:

1. Be safe, sanitary, and appropriate and not disrupt or interfere with the educational process.
2. **Include hunter green nursing scrub uniforms to be worn in the classroom and lab setting every day. The style of the scrubs can be the student's choice. The student must purchase these at their own expense.**
3. Shoes worn for clinical should not be interchangeable with those worn in the class/lab setting.
4. Clean sneakers or shoes are acceptable, no flip-flops or open-toe shoes or sandals.
5. To reduce the risk of spreading infections/germs, clinical scrubs or uniforms and duty shoes worn in the clinical setting are not to be worn in the classroom.
6. Ensure that underwear is completely covered with outer clothing.
7. Sweatshirts/jackets with hoods must be worn with hood down.
8. Not include items that are vulgar, obscene, and libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent acts.

Once the student ID is issued, this must be worn for all classroom and lab experiences. **Upon the final day of class students will be required to hand in photo identification.**

Dress Code – Clinical:

The Genesee Valley BOCES School of Practical Nursing provides standard uniforms that are required for clinical practice nursing experiences. Uniforms provided by the school of nursing should not be worn to classroom or lab settings. The School of Nursing will arrange for uniform fitting opportunities. This will be completed at the beginning of the school

year. All provided clothing and equipment are considered the student uniform and must be available to the student during clinical practice experiences. If the appearance of the student uniform becomes unsightly, it will be the responsibility of the student to purchase additional uniforms at their own cost.

The following items will be included in the clinical uniform allotment:

1. Uniform pant and uniform top – sufficient for weekly clinical assignment.
2. Photo identification noting name and designating student practical nurse
3. Stethoscope, Blood Pressure Cuff, lab bag, scissors, pen light and watch

The mandatory uniform issued from the school approved uniform company consists of following:

1. A green, school-issued pants. Pants must be worn at the waist. Pant length cannot extend beyond the ankle. Capris and jogger style pants are not permitted. Any student that is visibly pregnant at any time during clinical rotation must purchase and wear a regulation maternity uniform.
2. A white, school-issued top with monogrammed student name and school patch. Patch is to be place on the right sleeve by the student.

Uniform must be properly fitted, clean, unwrinkled and in good repair. If uniform becomes worn, a new uniform must be purchased at the student's expense.

Uniform When on Campus

Students are responsible for purchasing hunter green scrub tops and pants to be worn whenever on campus for a class or skill lab. Hoodies are not permitted while on campus. Sneakers should be worn, and these should not be the same shoes used for clinical. ID badges are required to be worn and visible when on campus for class or skill lab.

Feet

The following item is not included in the uniform allotment: **uniform shoes**. It is expected the student will purchase a **white** comfortable uniform shoe/sneaker or nursing clog that meets the following criteria: **is not open toe or open back; is not a high-top sneaker, no canvas or sandals; is solid white with no other colors**. Shoes worn for clinical should not be interchangeable with those worn in the class/lab setting. Female students must wear plain, white hose, knee-hi or socks, clean and without runs. Male students must wear clean, white socks. Shoes must be regulation, clean, including shoelaces.

Outer Coverings

No sweaters, vest may be worn while giving patient care in clinical areas. Students may wear long sleeve **white** shirts underneath uniform top during cold weather or a hunter green scrub jacket.

Hair

Long hair should be pulled up off collar and face and should be secured in a neat arrangement with all hair contained. Items used to secure hair should match the color of hair and not be decorative; white is acceptable. Hair extenders/temporary fashion colors are not acceptable. Males must be clean shaven. Beards and mustaches must be neatly trimmed No non-natural colored hair (i.e. pink, green, bright red, blue).

Hands

Students must have clean fingernails; not to be extended beyond tip of fingers. No nail polish may be worn, including clear coat, acrylics or nail jewelry. Students will be asked to leave the clinical site for the day if nail polish/acrylics are worn or nails are too long.

Jewelry

One small (less than the size of a green pea), silver or gold stud post earrings permitted in each ear lobe only. If a student wears gauges, full plugs must be worn and transparent or flesh in color. Plain smooth wedding band is permissible. No nasal or body piercing jewelry, necklaces, bracelets, ankle bracelets. Loss of or damage to jewelry or precious stones is not the responsibility of the School of Practical Nursing.

Make-up

Should be limited and not worn in excess. No sparkled or jeweled eye shadow/mascara allowed. No false eyelashes.

Perfume

No fragrance products allowed. Use of deodorant and appropriate hygiene are expected.

Tattoos

Must be covered if there is profanity, offensive, or explicit images.

Accessories

No valuables should be in the student's possession while in the clinical area. Neither the clinical facility nor the School of Nursing will be held responsible for loss of valuables. Purses/valuables brought to the clinical area are there at your own risk. See Appendix for electronic use, social media policy.

***Dress Code Is Mandatory**

****Non-Compliance with Dress Code:** Student will be dismissed from clinical.

*****Dress Code Policy May Change Based on Clinical Site's Policy**

Clinical Laboratory Competency

All laboratory days are held at the Batavia Campus, unless notified otherwise. Attendance is mandatory for **all** skills and medication Labs to meet the requirements of the program. Students are expected to complete **weekly ATI laboratory pre-work** assigned **prior** to the scheduled due date and time. Incomplete, late, or missing assignments will result in a **zero** and the student will be excused from their scheduled lab time for that week, requiring a make-up lab session. Students should arrive to the lab 10 minutes prior to the designated start time. Late arrivals or unprepared students will be sent home. Emergency situations must be notified through the appropriate channels as stated in handbook and proper documentation must be submitted.

The students must demonstrate proficiency with all specified clinical skills within the laboratory setting before they enter the clinical setting. Additional practice and skills remediation must be discussed with the Clinical/Lab Specialist and open lab hours may be utilized.

Clinical/Laboratory Skills Checklists will be provided to each student at the start of skill lab. The student is responsible for maintaining an accurate sign-off from each laboratory instructor that is designated for each skill completed. The checklist must be handed in at the completion of lab daily and will be returned to the student on the next lab day until full completion of skills laboratory checklist, where it will become part of the student's permanent file. In addition to the skills Checklist, students will be required to successfully demonstrate and **pass** a Head to Toe Assessment with a full set of manual vital signs **prior** to starting the Nursing 1 Clinical Rotation.

Clinical Expectations

Student preparation for all clinical settings include the requirement of all students to provide and maintain the required current medical and CPR documentation (as stipulated upon enrollment) by **no later than the end of the first week of the program**. Students are responsible for ensuring that necessary updates to their health record information is completed and submitted. **Failure to comply will affect the student's ability to attend clinical.**

Students must be prepared to attend clinical course work in either **AM** or **PM** on the defined days throughout the program. **The full clinical day must be kept available to the program** as clinical hours vary and may begin as early as 7am and end as late as 11pm. Locations of the facilities also vary and it is the student's responsibility to have reliable transportation to the clinical site along with any associated fees (parking, tolls, etc.). **Do not schedule yourself to work on either of these days and ensure you have adequate and reliable child care options for both day and evening hours.**

Clinical schedules are provided to the student at least 3 weeks prior to the start of the clinical rotation. **Students are not allowed to request specific clinical times or locations nor are students allowed to trade/switch clinical with other students.** There may be instances where a facility may decline a student for certain reasons or change facility availability last minute; at that time the Clinical/Lab Coordination and/or Programs Coordinator may need to make changes after the initial schedule has been provided. **Should weather or unexpected facility changes be necessary, hours may need to be altered with less than 24-hours' notice.**

Weekly Clinical "pre-work" is **mandatory** to attend clinical. All assignments must be completed fully by the scheduled due date and time. Failure to complete the required pre-work or submit the assignment on time will result in the student's inability to attend clinical day 1 of that week and will receive a **Clinical Fail/absence** for the day. The student is responsible for completing all missing or late "pre-work" within 24 hours to attend the next Clinical Day.

A student is expected to report for clinical experiences **10 minutes prior** to the start of the clinical. If a student arrives tardy or unprepared (i.e. missing equipment, badge, or improper uniform, etc.) for any clinical experience, the student may receive a warning for the first incident with a reflection in the daily clinical grade. For subsequent issues a student will be asked to leave the clinical area, which they must do without incident, and a student will be issued a referral level 1 warning and may be required to meet with school of nursing faculty/administration.

The student is expected to enter and leave the clinical area/clinical grounds in a professional manner. If a professional manner is not maintained, the student will be issued a referral for unprofessional conduct and a meeting with nursing faculty/administration will result. A professional manner includes, but is not limited to:

1. Wearing clinical uniform while entering and exiting the facility
2. No raised voice
3. No profanity
4. No argument/debate
5. No threatening or negative body movements with authority figure

Failure to notify the program secretary, clinical/lab specialist, and clinical instructor **prior** to an absence or late arrival is considered a "No Call/No Show" incident and it will result in a zero on the student clinical evaluation for the day. Two "No Call/No Show" incidences will result in exit from the program.

All missed laboratory and clinical hours are required to be made up along with payment of associated fee of \$75.00. The Clinical Lab Specialist will schedule all missed laboratory and clinical days. These make-up days may include evenings and Fridays.

Any accrued cost must be paid in full prior to date for make-up (See Appendix for Acknowledgement).

No smoking is allowed on all clinical grounds; this includes any form of electronic smoking devices and/or tobacco products. Students are not permitted to leave the clinical grounds during any scheduled times for any reason.

Students taking prescribed controlled substances must provide documentation of said prescription. Student taking prescribed narcotics cannot be present at clinical facility while under the influence of said narcotics as it is against facility policy.

Unsafe practice within the clinical setting will be defined as: inappropriate student behavior/misconduct, incorrect performance of procedures, actual or potential safety violations that endanger a patient, visitor, staff member, peer, or the student nurse. Unsafe practice will result in an Unsatisfactory (F) for the clinical day, issued a referral, and required to meet with school of nursing faculty/administration.

Failure to report on or off to the staff nurse will result in a reflection of the daily grade. Subsequent incidents will result in a referral and meeting with nursing faculty administration.

Clinical Grading

Each facet of the grading procedure will be specified during pre-clinical orientation.

The student will demonstrate a level of performance in the clinical setting that indicates a proficient integration of classroom theory with technical skills. Student Clinical Evaluations will be completed for each rotation by the clinical instructor of the facility. Students lacking progression of skills in the clinical setting will be referred to the Clinical/Lab Specialist to plan for remediation.

Clinical grades are based on a Pass/Fail system. To achieve a passing grade each day, a student must complete all of the required weekly clinical pre-work, daily client assessment form, daily clinical planning form, and a weekly clinical post-work assignment. Any missing assignment or incomplete work for the clinical day will result in a **fail** for the Clinical day. Students who are observed displaying unsafe or unprofessional practices will also result in a **fail** for the clinical day. Students may have **No more than Two (2) Clinical Fails** during each Clinical rotation of the program.

Clinical Project

Students will complete 3 Clinical Projects that will count toward 10% of their grade. It is expected that a minimum of 80% is achieved on all projects. If an 80% is not achieved with the first submission/attempt, students will need to meet for remediation and make corrections to their project based on guidelines provided.

Late Projects will be deducted 10 points and must be submitted within 24 hours. After 24 hours the student will receive a **zero**.

Plagiarism/Copied Work: Should a student plagiarize any portion of their clinical project they will receive a **zero** and a referral will be made. Both students found for copied work will receive a **zero**. **This includes Medication Cards.**

Student Warning Notices

Students who violate program policies, have poor attendance and are academically struggling will be given written warnings that are reviewed with their instructor and/or the Coordinator depending on the Level and circumstance.

Level one warnings are a first step to recognizing with the student that they are not meeting program expectations in one of the following areas: Student Code of Conduct/policies/Expectations, Academic Performance, and attendance concerns. A level one warning indicates the student needs to change some processes to be successful completing the program.

****Level one warnings are aimed at advising the student for success in the program. The goal is to correct the student problems and provide a pathway to assist the student in correcting certain processes before they become a barrier in successfully completing the program****

Level two warnings are a serious concern or ongoing problem in one of the following areas: Student Code of Conduct/policies/expectations, Academic performance, and attendance concerns. The Coordinator or Health Careers Specialist will meet with the student to review next steps. A Level two warning can lead to program dismissal if the problem continues. Students who have been given a level two warning for the same Level one violation can also be put on a Last Chance Agreement plan. (See Appendices)

Circumstances Requiring Referral/Administrative Action

1. Cheating, plagiarism, furnishing false information on school or health facility records.
2. Physical or verbal abuse/threats, bullying, sexual innuendo or sexual harassment of faculty, staff, or fellow students.
3. Failure to respond to corrective efforts initiated by an instructor for inappropriate behavior.
4. Knowingly and intentionally damaging or destroying school property and/or personal property of any school employee or any person lawfully on school grounds or at a school function.
5. Sale or use or misuse of narcotics, marijuana, prescription drugs or any other drug including alcohol, is prohibited by law.
6. Failure to follow “No smoking” policies for campus/clinical sites.
7. “Chain of Command” not followed in clinical or classroom setting or during grievance procedure.
8. Unprofessional attitude, disrespectful words or actions.
9. Use of social networking sites that could result in liability or negatively impact the practical nursing program.
10. Patient confidentiality not maintained.
11. Performing procedures not yet observed or performing procedures which require an instructor, independently.
12. Involvement in procedures that are not within the scope of practical nursing practice.
13. Violation of standard patient safety; these include but are not limited to the following
 - a. Failure to observe safety precautions, i.e. bed left in high position or unsafe transfer
 - b. Performing a new procedure without an instructor
 - c. Failure to follow infection control measures
 - d. Failure to document or report appropriately medication administration error(s)
 - e. Failure to observe side rail precautions
 - f. Failure to report or observe changes in the client/patient condition

All the above are considered serious events and the Program Coordinator will make the final decision on exiting the student from the program for any of the above events.

There may be times when students and/or faculty are in conflict or under stress. The nursing faculty feels it extremely important for individuals to learn and to use a process to resolve any conflicts in a constructive manner. The following are identified as constructive steps to be used in resolving conflicts which may arise:

1. Identify the essence of the problem, clearly stating objective as well as subjective data
2. First, attempt to approach the person(s) who are directly involved in the conflict in a manner in which you would wish to be approached

3. Ask for a meeting to explore the issue and resolve the conflict with the person involved
4. If you are unable to resolve the issue at the most direct level, contact the program Coordinator for an appointment to seek resolution.

****Know that All Persons Involved will participate as the issue moves up channels**

Grievance Procedure & Concern Procedure

The Genesee Valley BOCES School of Practical Nursing provides a Grievance Procedure/Chain of Command mechanism by which the student may problem solve or resolve complaints. The objectives that govern the grievance procedure are as follows:

1. To offer the student an easily accessible means to voice issue/complaints
2. To alert instructors and the Coordinator to issues/complaints that may impede student progress

The following sequences of events has been established to guide students in resolution of issues or complaints. You may seek the assistance of a faculty or staff member at any time during the grievance procedure. Because the “Chain of Command” is recognized as the cornerstone of problem resolution, the following steps **must** be followed in **sequential order** for the grievance procedure to be recognized as appropriate by faculty and administration of the School of Practical Nursing.

1. **Step One:** The first step in resolving any problem is discussing it frankly with the person involved, whether it is a classmate, instructor or staff member. This can be settled in a professional and satisfactory manner; if this is not the result, move to step two.
2. **Step Two:** If a satisfactory resolution is not possible, a meeting with the LPN Coordinator must be requested, where a resolution will be determined. Students will be required to submit written documentation as to the specifics of the issue. Prior to meeting the Coordinator
3. **Step Three:** If the student disagrees with the finding with the resolution within step two or disputes the validity of the solution, the student may request an appointment with the Adult Education Director within 3 business days of receiving the LPN Coordinator’s findings. The student will provide the following in writing at the time of the request:
 - a. Reason for disagreement with the specific findings and/or resolution of the LPN Coordinator
 - b. Other pertinent information
4. **Step Four:** The Adult Education Director will meet with the student and the Coordinator (where appropriate) and review the problem or policy violation together. The student and Coordinator will submit any documents pertaining to the process to the Adult Education Director prior to the meeting.
Student must follow the above process in sequential order
5. Final decision on the Grievance will be written up and sent to the student and Coordinator within a 5 Business day period of time

****All official documents and communication are to be submitted by EMAIL ****

Students on a Last Chance agreement, that have violated the agreement do not participate in the Grievance Process

Graduation

A student will be eligible to participate in graduation, receive his/her certificate in Practical Nursing and have all forms releasing the new nurse to take state licensing testing after meeting the following requirements:

1. Attaining completion and a minimum grade of 80% in program components.
2. Pass the final clinical with an overall (P) Pass and submit all required clinical paperwork.
3. **Satisfaction of all financial obligations to Genesee Valley BOCES.**
4. Individual attendance record of Classroom/Lab and Clinical hours meets the 1200 program hour requirements.
5. Approval of professionalism/employability by the nursing department. It is incumbent upon the student to avoid actions, behaviors and practices that are in violation of nursing standards, handbook guidelines or professional integrity/ethics.

When these requirements have been met, transcript and grade reports will be issued to other schools or employment agencies and the necessary verification forms for licensure will be submitted to the State Education Department. **If you are lacking in any area, your information will not be included in the submission to the State Education Department.**

Students can find information on the transcript policy and transcript request form on the www.gvboces.org website.

Graduation/Capping Guidelines

In order to accomplish a successful graduation ceremony, students play an important part of this program. Your attendance is vital in obtaining the professionalism required to celebrate your accomplishments in this accelerated and demanding program.

Genesee Valley BOCES administration, Cooperative Services Board, staff and practical nursing Faculty/instructors are invited to this momentous occasion. Some will make congratulatory speeches.

Attire is provided by the student. In order to maintain a professional appearance, everyone will be required to wear a white nursing uniform, top and bottom, no skirts or dresses, with white shoes (no high heels will be permitted) to graduation. Hair should be pulled up securely off collar and face in a neat arrangement with all hair contained. Jewelry should be minimal. **One small silver, gold or pearl stud post earrings are permitted in each ear lobe only. Weddings rings only. No necklaces, bracelets or body piercing jewelry.**

At the end of your school year, the program for graduation will be discussed again with details of dates, time and place.

Felony/Misdemeanor Conviction

1. A student who has been convicted of a crime (felony or misdemeanor) should inform the School of Nursing Coordinator in order to discuss potential problems and specific actions which may ease admission to NCLEX-PN testing.
2. The following documents may be required when sending your NCELX-PN testing application:
 - a. Submit letter giving complete detailed explanation of the incident
 - b. Include copies of court records (conviction records)
 - c. A copy of your Certificate of Relief of Disabilities or your Certificate of Good Conduct
3. There is no guarantee that the State Education Department will issue you a license after completion of the program

Students with Disabilities – Guidelines for Accommodations

The faculty of the Genesee Valley BOCES Practical Nursing Program values the process by which individuals achieve their highest level of functioning. The faculty also is interested in attracting the widest possible group of talented individuals who can successfully enter the profession if appropriately supported. These values are balanced by the responsibility to the public to prepare only those professional nurses who will provide safe and effective care. The Americans with Disabilities Act (ADA) provides legal framework to guide these responsibilities (AACN, 2001).

Reasonable Accommodations

Students with documented accommodative needs may require reasonable accommodation in the classroom and clinical setting. However, there are some impairments that preclude participation in professional nursing. An individual may be able to master content and pass classroom examinations but possess certain limitations or conditions that cannot be surmounted with present technology (AACN, 2001). All requests for **reasonable accommodations** are handled on an individual **case-by-case basis**. Students who need special accommodation or services must fill out a request form and provide required documentation to the Program Administrator. This is to be done prior to the Program start date

References

American Association of Colleges of Nursing. (January, 2001). Guidelines for accommodating students with disabilities in nursing. www.aacn.nche.edu/education/ada.htm

National Council of State Boards of Nursing. (July 2011). Uniform core licensure requirements – A supporting paper. <http://www.ncsbn.org/regulation/nursingpractice-nursing-practice-licensing.asp>

Emergency School Closings

The two major regions of Genesee Valley BOCES are:

1. Batavia Genesee Valley BOCES Region: Includes BOCES program operated throughout the Batavia Region
2. Mt. Morris BOCES Region: Includes BOCES program operated throughout Mt. Morris Region.

Batavia region BOCES may close, while Mt. Morris region BOCES does not, and vice versa. BOCES may close apart from the decisions of the component districts that it serves. *Those in the Monroe County classes, please watch for closings associated with Monroe 2 BOCES.* In the event of adverse weather conditions without school closing, the student is advised to make every reasonable effort to safely attend class/clinical.

Radio/TV announcements will indicate which region is closing. If day classes are cancelled, evening classes are automatically cancelled as well. Every effort will be made to notify radio stations prior to 6:30 a.m. Decisions of other school districts may delay the decision to close beyond the 6:30 a.m. deadline.

The LPN Coordinator/Clinical Specialist/Clinical Instructor may need to make the decision to cancel clinical before the School District actually closes school due to our early morning hour to report to clinical sites. Students will use their best judgement with respect to unsafe road conditions. Instructors will exercise judgement with extenuating circumstances. Please also check your Genesee Valley BOCES email and Google Classroom for any announcements before leaving to travel to class or clinical.

The following radio stations will announce school emergencies/closings:

1. WBTA 1490 AM – Batavia
2. WBTF 101.7 FM – Batavia
3. WHAM 1180 AM – Rochester

4. WMJQ 102.5 FM – Buffalo
5. WBEN 930 AM – Buffalo

The Snow Alert Hotline on WHEC-TV Channel 10 (Rochester) and WKBW-TV Channel 7 (Buffalo) will be contacted in addition to radio stations

Closings or Cancellations will also be posted on your Google Classroom site.

Student Representation

Students from the PN Cohorts have opportunities to serve on the following Committees:

1. Curriculum Committee
2. Graduation Committee
3. Genesee Valley BOCES PN Advisory Board

Appendix 1 – Blood and Body Fluid Exposure Procedure

When a blood or body fluid exposure occurs, it is required that the faculty and student know what procedures to follow for the facility and the necessary follow up and medical care that is essential. If the student or faculty sustains a needle stick injury, blood or body fluid splash, cut from any device used on a patient, etc., please contact the department manager/nursing supervisor urgently. He/she will advise you on how to proceed. In addition, cleanse the area as noted in the facility's blood/body fluid exposure policy. Some exposures may be true medical emergencies depending on the source patient's medical problems or the type of injury that occurred. Therefore, act quickly and the nursing supervisor/department manager may then refer you to Employee Health Services or ED if indicated. More specific details can be found in the facility's infection control policies.

As noted in the contracts, students and faculty are responsible for their own medical expenses, including the urgent/emergent care received at the hospital site. In addition, the student and faculty may need to obtain ongoing follow up care with their Primary Care Physician and take post-exposure prophylactic treatment, which can be costly. Consequently, all faculty/students should be informed of this possibility in case such an event occurs, and that students/faculty has the opportunity to choose adequate insurance coverage to assist in such an event. This will help prevent delay in treatment as well as minimize confusion and distress when such an event may occur. Please note students and faculty may have to decide whether to go on post-exposure prophylactic therapy within two hours of the exposure. Therefore, students and faculty need to process the information prior to getting to the clinical site in the event they may need to make a quick decision.

The incident is to be reported to the LPN Coordinator as soon as possible after initial care, if required, has been initiated. Faculty and student are to complete an incident report at the facility and a copy is to be provided to the LPN Coordinator in addition to a GENESEE VALLEY BOCES School of Nursing incident report within 24 hours.

Appendix 2 – Code of Conduct for the Licensed Practical Nurse (LPN)

The LPN shall:

1. Consider as basic obligation the conservation of life and the prevention of disease
2. Promote and protect the physical, mental, emotional and spiritual health of the patient and his/her family
3. Fulfill all duties faithfully and efficiently
4. Function within established legal guidelines
5. Accept personal responsibility for his/her acts and seek to merit the respect and confidence of all members of the health team
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession and in no way at no time violate this confidence
7. Give conscientious service and charge just remuneration
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people
9. Meet the obligation to the patient by keeping abreast of current trends in health care through reading and continuing education
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.

Appendix 3 – Legal Aspects for Licensed Practical Nursing-General Provisions for Health Occupations

Unprofessional conduct shall also include:

1. Abandoning or neglecting a patient or client under and/or in need of immediate professional care, without making reasonable arrangements for the continuation of such care, or abandoning a professional employment by a group practice, hospital, clinic or other health care facility, without reasonable notice and under circumstances which seriously impair the delivery of professional care of patients and clients.
2. Willfully harassing, abusing or intimidating a patient either physically or verbally.
3. Failing to maintain a record for each patient which accurately reflects the evaluation and treatment of the patient. Unless otherwise provided by law, all patient records must be retained for at least six years and until one year after the minor patient reaches the age of 21 years.
4. Using the word "doctor" in order to perform professional services without also indicating the profession in which the license holds a doctorate.
5. Claiming professional superiority or special professional abilities, attainments, methods or resources, except that a specialist qualified or certified by an agency recognized for such purpose by the Board of Regents. This provision shall apply in lieu of Section 29.1 (b) (1) (6).
6. Failing to exercise appropriate supervision over persons who are authorized to practice only under the supervision of the licensed professional.
7. Failing to make available to a patient or, upon a patient's request, to another licensed health practitioner consistent with that practitioner's authorized scope of practice, copies of reports, test records, evaluations or x-rays relating to patient, or failing to complete form or reports required for the reimbursement of patient by a third party. Reasonable fees may be charged for such copies, forms or reports.
8. Guaranteeing that satisfaction or cure will result from performance of professional services.
9. Ordering of excessive tests, treatment or use of treatment facilities not warranted by the condition of the patient.
10. Claiming or using any secret or special method of treatment which the license refused to divulge to the state board of the profession.
11. Failing to wear an identifying badge indicating the practitioner's name and professional status, while practicing as an employee or operator of a hospital or clinic or while practicing at a group practice or other multi-professional facility or at a commercial establishment.
12. Entering into an arrangement or agreement with a pharmacy form compounding and/or dispensing of coded specialty marked prescriptions.

Appendix 4 – Infectious Disease Control

Amendment of Section 29.2 of the rules of the Board of Regents pursuant to sections 207, 6504, 6506, 6509 of the Education Law. Paragraph (13) of subdivision (a) of section 29.2 of the Rules of the Board of Regents is added effective March 13, 1992 to read as follows:

1. Failing to use scientifically accepted infection prevention techniques appropriate to each profession for the cleaning and sterilization or disinfection of instruments, devices, materials and work surfaces, utilization of protective garb, use of covers for contamination-prone equipment and the handling of sharp instruments. Such techniques shall include but not be limited to:
 - a. Wearing appropriate protective gloves at all times when touching blood, saliva, other body fluids or secretions, mucous membranes, non-intact skin, blood-soiled items or bodily fluid-soiled items, contaminated surfaces, and sterile body areas, and during instrument cleaning and decontamination procedures;
 - b. Discarding gloves used following treatment of a patient and changing to new gloves if torn or damaged during treatment of a patient; washing hands and donning new gloves prior to performing services for another patient; and washing hands and other skin surfaces immediately if contaminated with blood and other body fluids;
 - c. Wearing of appropriate masks, gowns, or aprons, and protective eyewear or chin length plastic face shields whenever splashing or spattering of blood or other body fluids is likely to occur;
 - d. Sterilizing equipment and devices that enter the patient's vascular system or other normally sterile areas of the body;
 - e. Sterilizing equipment and devices that touch intact mucous membranes but do not penetrate the patient's body or using high level disinfection for equipment and devices which cannot be sterilized prior to use for a patient;
 - f. Using appropriate agents including but not limited to detergents for cleaning all equipment and devices prior to sterilization or disinfection;
 - g. Cleaning, by the use of appropriate agents including but not limited to detergents, equipment and devices which do not touch the patient or that only touch the intact skin of the patient;
 - h. Maintaining equipment and devices used for sterilization according to the manufacturer's instructions;
 - i. Adequately monitoring the performance of all personnel, licensed or unlicensed, for whom the licensee is responsible regarding infection control techniques;
 - j. Placing disposable used syringes, needles, scalpel blades, and other sharp instruments in appropriate puncture-resistant containers for disposal; and placing reusable needles, scalpel blades, and other sharp instruments in appropriate puncture resistant containers until appropriately cleaned and sterilized;
 - k. Maintaining appropriate ventilation devices to minimize the need for emergency mouth-to-mouth resuscitation;
 - l. Refraining from all direct patient care and handling of patient care equipment when the health care professional has exudative lesions or weeping dermatitis and the condition has not been medically evaluated and determined to be safe or capable of being safely protected against in providing direct patient care or in handling patient care equipment; and
 - m. Placing all specimens of blood and body fluids in well-constructed containers with secure lids to prevent leaking; and cleaning any spill of blood or body fluid with an appropriate detergent and appropriate chemical germicide.
 - n. Failure to follow Infection Control Procedures is now Unprofessional Conduct. Nurses who fail to follow accepted infection control procedures can now be reported to the Office of Professional Discipline (OPD) and run the risk of losing their licenses to practice. The new regulations, designed to protect the public from unnecessary risk, have been approved by the Board of Regions and are effective March 13.

In addition, the Board of Regents plans to encourage administrators, colleagues, and patients to report all health care professionals who do not meet accepted standards. Given the current climate of alarm over possible HIV infection, nurses can expect increased scrutiny from all sides. Rigorous adherence to universal precautions protects nurses and patients alike. NYSNA urges all nurses to familiarize themselves with the guidelines listed below and to follow them scrupulously.

1. Wear gloves when touching blood and other body fluids, secretions, or surfaces contaminated by these fluids.
2. Discard or change gloves when appropriate; wash hands and other skin surfaces.
3. Wear appropriate protective garb.
4. Utilize sterile technique for sterile areas of the body.
5. Clean and disinfect equipment prior to sterilization.
6. Monitor technique of all personnel responsible for infection control policies.
7. Dispose of sharp instruments appropriately.
8. Refrain from direct patient care when one has communicable lesions.

Report, Official Newsletter of NYSNA, March 1992, page 3.

Appendix 5 - HIPAA

Student HIPAA/Confidentiality Acknowledgement Form

INTRODUCTION TO HIPAA

What is HIPAA?

HIPAA stands for Health Insurance Portability and Accountability Act

The act itself was signed into law in 1996 with the intention of protecting people, who lost or changed jobs, from losing their health insurance.

In addition, the HIPAA Act created a **National Standard** intended to protect the access, use, and disclosure of personal health information.

Called Administrative Simplification, the requirement had three components:

Transaction Rule – this rule standardized billing codes and practices nationally. This rule was fully implemented by October 16, 2003. This standard affects the agency/facility's billing processes and the fiscal and information technology departments.

Security Rule – this rule addresses the physical and electronic protection of records held in computers which contain protected health information. This rule was individually identifiable health information maintained or transmitted via electronic media or any other form fully implemented April 20, 2005. This standard effect billing, professional nursing and clinical support staff and the information technology department.

Privacy Rule – this rule addresses the access, use, and disclosure of protected health information created and maintained by Genesee Valley BOCES LPN Program. This rule became effective April 14, 2003. The Privacy Rule requires all members of the workforce, including volunteers, receive training in the legal requirements to access, use and disclosure of protected health information, and the rights of the patient/employee as to how this information is used and maintained.

Definitions Please read the definition list below:

Access: the ability or the means necessary to read, write, modify, or communicate data/information or otherwise use any system resource.

Health Information: means any information, whether oral or recorded in any form or medium that is created or received by Genesee Valley BOCES LPN Program students or faculty member and relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or past, present, or future payment for the provision of health care to an individual.

Individually Identifiable Health Information: is information that is collected from an individual, including demographics (such as address, social security or health insurance number, etc.). This information is created or received by Genesee Valley BOCES LPN Program student or faculty member and it relates to the past, present, and future physical or mental health of the individual, the provision of health care to an individual, or the past, present or future payment for the provision of healthcare to an individual. This information identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual.

Protected Health Information (PHI): Individually identifiable health information maintained or transmitted via electronic media or any other form or medium. Information that can be used to identify an individual that is directly related to that individual's health and is used by Genesee Valley BOCES LPN Program in electronic transactions and maintained or transferred in any medium (including paper records).

Privacy Official: The person in a health organization that is responsible for HIPAA compliance and the privacy practices.

Treatment: means the provision, coordination, or management of health care and related services by one or more health care providers, including the coordination or management of health care by a health care provider with third party; consultation between health care providers relating to the patient; or the referral of a patient for health care from one provider to another.

Use: means the sharing, utilization, examination, or analysis of individually identifiable information maintained or utilized by Genesee Valley BOCES LPN Program.

Disclosure: means the release, transfer, allowing access to or divulging in any other manner of information outside of Genesee Valley BOCES LPN Program.

Minimum Necessary: means when using or disclosing PHI or requesting PHI from another covered entity, Genesee Valley BOCES LPN Program must make a reasonable effort to limit PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request. Minimum necessary does not apply to requests by a health care provider for treatment

What does the Privacy Rule mean for **Genesee Valley BOCES LPN Program and you** as a student of this school?

HIPAA affects you in three ways:

You are obligated to uphold the school's policies and federal regulations governing the health and financial information about the patients that you access, use, and disclose in the process of meeting patient care responsibilities.

Is there a difference between privacy regulations and confidentiality law? While both the confidentiality law and privacy regulations are mandatory, the privacy regulations guarantee the individual greater access to his or her personal health information and establishes clear penalties for any breaches. For example, any provider who knowingly discloses health information for the purpose of financial gain may find himself or herself facing fines as large as \$250,000 and 10-year jail sentences, depending on the scope and severity of the disclosure.

The privacy regulations clearly describe how and what information may be used and disclosed. The confidentiality law is a general guideline that left the health care provider with responsibility for determining how, what, and when the information should be disclosed.

The patient's privacy rights do not end with the death of the patient. The individual's representative may invoke, with appropriate credentials, the privacy rule on behalf of the patient. The patient's right under the confidentiality law ended with the patient's death.

The privacy regulations require agency/facility governed by the Department of Health to set up a specific policy regarding discipline for breaches in privacy. The privacy regulation requires that written documentation of the action taken be placed in the personnel file or the business associate agreement file.

The privacy regulations require that documentation of disclosure of health information to be tracked and available to the patient, upon request. Under confidentiality, a health care provider is not required to track the disclosure nor provide the patient with a report of those disclosures.

The privacy regulation describes the conditions under which the patient's authorization is required for releasing protected health information. This authorization limits the information that is to be accessed, used, and/or disclosed. Under confidentiality, the health care provider would decide when a release of information is required.

The HIPAA Privacy Rule creates a **national standard** to protect an individual's medical records (including your own) and other personal health information.

It gives individuals more control over their health information and may, therefore, influence the choices the individual makes in health care providers and/or services. Under HIPAA the individual has **Seven Rights**:

The right to receive a paper copy of the agency/facility's Notice of Privacy Practices. This is provided to the patient at the time of admission

This is provided to the employee during orientation

The right to file a complaint related to the agency/facility's privacy practices.

The notice contains a description of the process to take to file a complaint with the agency/facility or the Office of Civil Rights.

Complaints must be kept by the agency/facility for 7 years.

The right to request restrictions on the use and disclosure of health information.

Although the agency/facility is not required to agree, the patient has a right to request restrictions on how the agency/facility uses and discloses health information.

The right to receive confidential communications.

The patient has a right to request that they receive any communication from the agency/facility at any place or in any manner they wish.

The agency/facility must make reasonable attempts to meet the patient's wishes. The agency/facility requires that this request be in written form.

The right of access to protected information.

The patient may request to access their protected health information to read and/or obtain a copy.

While there are some legal restrictions, the agency/facility is expected to comply with the patient wishes as completely as possible. The agency/facility may charge up to \$.75 per sheet for any copying.

This agency/facility requires these requests to be in written form. The right to amend health care information.

The patient has a right to request an amendment to his record if he feels that the documentation is incorrect or incomplete.

This does not mean that information in the record is changed, but rather that information from the patient will be added to the existing record.

The agency/facility does have a right to refuse the request for amendment.

What is a breach? A breach is the failure to abide by a rule or law. There are three types of breaches under HIPAA:

Level I – Also called Incidental- it is an unplanned, unexpected use or disclosure of protected health information with no deliberate intent. Students may not even be aware that the breach has occurred. Ex- a telephone repairman overhears students discussing a patient.

Level II – unplanned, unauthorized use or disclosure of protected health information with no deliberate intent.

Level III – a planned, deliberate, unauthorized use or disclosure of protected health information. Ex- a student reads the chart of a family member who was a patient she had on her first rotation.

Under the Privacy Rule, HIPAA requires that each facility develop and maintain a Notice of Privacy Practice, which outlines how the individual's PHI may be used and disclosed. Each facility a student is placed in for clinical experience will have such policies and may require the review of their policies by the student.

All patients are informed of their privacy rights at the time of admission. It also requires that the health care provider make a reasonable attempt to obtain the individual's signature on a receipt of privacy practices notice. If written acknowledgement cannot be obtained, the reason must be clearly documented in the patient's record.

The governing authority of each facility designates a Privacy Officer/Official. This individual is responsible for seeing that the HIPAA Privacy Standards are incorporated and followed.

Secure health information so that it is not readily available to individuals who do not require access.

The Notice of Privacy Practices will describe the agency/facility's practices regarding the permitted and required uses and disclosures of health information and the patient's rights with respect to that information. Students should be aware that:

- a. It allows the agency/facility and identified staff/students to receive, access, use, and disclose protected health information without further authorization for treatment, payment, and health care operations, except when disclosing of HIV, Mental Health, and substance abuse information is involved.
- b. It allows the agency/facility and its staff to share information with any provider with whom the patient has or had a relationship, providing the information requested pertains to the subject of that request.
- c. It requires the agency/facility obtain authorizations when use and disclosures is not for treatment, payment or health care operations or when in doubt as to whether an authorization is needed.
- d. Copies of the Notice must be available to anyone who requests a copy. Each office is provided with a supply of the Notice of Privacy Practices. A copy of the Notice is posted in each regional office and on the agency/facility's website.
- e. The agency/facility may use the patient health information, applying the "minimum necessary" rule, use information for treatment, payment, and health care operations. Watch for any documentation that suggests that use or disclosure has exceeded the limits set by the regulation.
- f. All outside requests for protected health information or an accounting of disclosures will be processed and approved by the Privacy Officer.

VI. General Applications of the Privacy Rule

A. Protecting PHI-All students are responsible for:

1. Accessing, using, and disclosing the minimum necessary to perform tasks assigned by their instructors.
2. Securing PHI in his/her possession from inappropriate/incidental disclosure, including not discussing the patient's health with the patient's family or friends.
3. Securing reports with PHI, keeping them out of sight and secure.

Appendix 6 – Social Media and Technology Policy

Policy: The transmission of electronic data and communication via computer, phone, or other electronic devices provides students with opportunities to share knowledge, experiences, and express ideas through academic, professional and social venues (e.g. Facebook, blogs, Twitter). However, the sharing of electronic information also has the potential to cause grave harm and compromise to confidentiality. Therefore, students are responsible and accountable to protect personal and professional reputations of themselves and others, and to avoid exposing private, slanderous, sensitive, and protected health information- particularly when transmitting electronic data and communications that are susceptible to public dissemination.

All types of communication (electronic, verbal, or written) should be in compliance with standards, guidelines, and policies set forth by the:

American Nurses Association

National Council of State Boards of Nursing

U.S. Department of Health and Human Services, Office for Civil Rights- Health Insurance Portability and Accountability Act (HIPM)

Healthcare facilities and agencies used as clinical sites

Nursing students may not post any material, pictures, or information that could potentially violate patient privacy and confidentiality on social media sites. Students may be subject to disciplinary action within the school and clinical agency for behaviors that are either unprofessional or violate patient privacy. HIPM regulations apply to postings made on social networking sites, and violators are subject to the same prosecution/sanctions as other HIPM violations.

When using an electronic venue of any sort, any transmission of information or communication which can cause actual or potential harm or violate the privacy of any person the student encounters, will be grounds for dismissal from the nursing program. Electronic venues include (but are not limited to) text messages, emails, photographs, and postings to websites that may be academic, professional, or social in nature. Persons the student may encounter include (but are not limited to) fellow peers, faculty, health care workers, and health care consumers/patients and their families and friends. Students are required to promptly report any discovery of a breach in this policy to their instructor or the coordinator of the nursing programs

Students are expected to review and follow the American Nurses Association's (ANA) and National Council of State Boards of Nursing's (NCSBN) guidelines on social networking. These guidelines apply to both nurses and nursing students. (American Nurses Association, 2011, National Council of State Boards of Nursing, 2011).

Resources:

American Nurses Association's Social Networking Principles Toolkit at

<http://www.nursingworld.org/FunctionaiMenuCategories/AboutANA/Sociai-Media/Sociai-Ntetworking-Principles-Toolkit>

American Nurses Association's Principles for Social Networking

<http://www.nursingworld.org/functionalmenucategories/aboutana/social-tips-for-nurses-using-social-media-poster.pdf-media/social-networking-principles-toolkit/6->

American Nurses Association's Fact Sheet- Navigating the World of Social Media

<http://www.nursingworld.org/FunctionaiMenuCategories/AboutANA/Sociai-Media/Sociai-Networking-Principles-Toolkit/Fact-Sheet-Navigating-the-World-of-Sociai-Media.pdf>

Revised 11/2022

National Council of State Boards of Nursing's Social Media Guidelines website resources: NCSBN White Paper: A Nurse's Guide to the Use of Social Media

https://www.ncsbn.org/Social_Media.pdf

NCSBN- A Nurse's Guide to the Use of Social Media- pamphlet

https://www.ncsbn.org/NCSBN_SocialMedia.pdf

NCSBN- Social Media Guidelines for Nurses- video <https://www.ncsbn.org/347.htm>

Procedures:

1. Comply with all applicable federal and state laws, college policies, and clinical facility/agency policies for the use of technology and social media.
2. Examples of such regulations include, but are not limited to, HIPAA and other privacy protection laws, copyright protection laws, the Computer Fraud and Abuse Act, and the Electronic Communications Privacy Act, among others. Users are responsible for understanding and complying with the laws, rules, and policies applicable to use of technology and mobile devices.
3. Comply with all policies, rules and regulations established by Genesee Valley BOCES and clinical facility/agency partners, including network access rules and security programs.
4. Engage in safe computing practices by establishing appropriate access restrictions.
5. Failure to abide by the professional behavior set by this policy and institution will lead to disciplinary action, up to and including dismissal from the nursing program.

Social Media:

1. Social media includes but is not limited to blogs, podcasts, discussion forums, online collaborative information, and publishing systems that are accessible to internal and external audiences. Examples include, but not limited to, Wikis, RSS feeds, video sharing, and social networks such as Instagram, Vik Yak, Snapchat, Twitter, YouTube, and Facebook.
2. Transmission of electronic communication and/or postings on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.
3. Restricted postings include, but are not limited to, protected health information- individually identifiable information (oral, written, or electronic) about a patient's physical or mental health, the receipt of health care, or payment for that care.
4. Online postings or any discussions of patients or events are strictly prohibited, even if all identifying information is excluded.
5. Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.
6. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.
7. Students must recognize that all electronic communications are considered public, not private, and therefore subject to discovery in legal matters, and can be made available to the general public.
8. Patient data, patient identifiers, and other sensitive personal health information must not be transmitted electronically.
9. Students cannot post any information related to patient care or clinical work anywhere online. This includes direct identifiers of healthcare facilities/agencies/units, patients, and events, as well as any indirect comments that, when combined with other information available online such as place of work, may lead to identification of patients. This also includes comments regarding patient status, behavior or activity that does not include identifying information.

10. Students who choose to participate in an online community or other form of public media should do so with the understanding that they are accountable for any content posted online.

Use of Mobile Devices in Clinical Agencies:

If a student uses an internet based smart phone or tablet to download reference material or their clinical paperwork, the clinical instructor has the authority to instruct the student of the time and place of the use of the device. Devices will not be allowed in patient care areas.

1. Care and security of the device used will be the sole responsibility of the student.
2. Use of these mobile devices in classrooms and clinical settings will comply with course, school, and/or healthcare facility/clinical agency policies where they are used, as well as the individual expectations set forth by each professor or clinical instructor.
3. The clinical instructor will communicate with the unit manager at the clinical site to establish an acceptable place on the clinical unit where students may use their mobile devices. Students cannot use the device in front of patients, families, or visitors within the clinical unit. NOTE: Some units in a healthcare facility/agency may have specific policies regarding no use of mobile devices/phones on a particular unit.
4. In the clinical setting (including pre- and post-conferences), the camera and phone mechanisms in these devices will be turned off. Students may use their phone for personal use during breaks, but only in designated break areas in the healthcare facility/agency/unit for this purpose.
5. Failure to follow the Genesee Valley BOCES policy will make the student subject to disciplinary action up to and including termination from the program.
6. Still and video photography may not be used to capture any patient data or patient identifiers (including lab settings) or patient images.
7. Devices must have a passcode or security-question to prevent unauthorized use.
8. Wallpapers, screensavers, or other publicly visible aspects of your device (i.e. cases, covers) must be professional and appropriate for a patient-care environment.
9. Devices must follow institution infection control practices in the settings in which they are used.

Appendix 7 – Student Transcript Sample Form

Student Transcript – Genesee Valley BOCES – School of Practical Nursing
 8250 State Street Road – Batavia, NY 14020 (585) 344-7793

Name: _____ Clinical Affiliations: _____
 Address: _____
 Social Security: _____ Date of Birth: _____
 Date Enrolled: _____ Date Completed: _____

Graduation Requirements: A grade of “B” meets minimal objectives

Academic and Clinical Grade Summary

Courses	Theory	Learning Lab	Clinical Hours	Grade
<i>First Term Courses:</i>				
Nursing I	191	30	100	
Anatomy & Physiology	90			
Growth and Development	45			
Pharmacology	40	12		
Nutrition	24	6		
<i>Second Term Courses:</i>				
Nursing II (med-surg)	140	18	285	
Pharmacology	30		37	
Maternal Child Nursing	30		21	
Pediatric Nurse	30		16	
Mental Health Nursing	24		21	
Community Health	20		21	
Overall GPA				
Total Program Hours	664	66	480	1200+

Adult Ed. Coordinator: _____ Program Coordinator: _____

Date: _____ Date: _____

Numerical	Letter Grade
100-89.5	A
89.4-79.5	B
79.4 or Below	F
	S/U (Satisfactory/unsatisfactory)

**** Transcript Official Only With Genesee Valley BOCES Seal****

Appendix 8 – Emergency Time Off

Genesee Valley BOCES Practical Nursing Program

Emergency Time Off *** Form ***

<i>Instructor Use Only:</i>	
Classroom _____	Batavia _____
Clinical _____	Greece _____
Skills Lab _____	Mt. Morris _____

_____ was *late/left early* _____ or

Student Name

Minutes/Hours

was *absent* on _____ due to an emergency as stated

Date

This student has been made aware of this incident and has been informed of the attendance policies as stated in the Genesee Valley BOCES School of Practical Nursing Student Handbook.

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Appendix 9 – Student Warning Form Level One

Student Name	Class
Instructor Name	Date of Incident

<p>Reason(s) for Warning</p> <p><input type="checkbox"/> Violation of Student Code of Conduct/Policies/Expectations</p> <ul style="list-style-type: none"> ○ Being unreasonably noisy and/or disruptive in the classroom/site ○ Using language or gestures that are profane, lewd, vulgar, or abusive ○ Obstructing vehicular or pedestrian traffic (driving recklessly) ○ Hygiene Issue/Inappropriate Dress ○ Violation of tobacco, alcohol, or drug policies ○ Demonstrating disrespect to instructor, school administration, or other school employees ○ Failing to comply with reasonable direction of instructor, school administrators, or other school employees <p><input type="checkbox"/> Academic Performance</p> <ul style="list-style-type: none"> ○ Violating Academic Standards (i.e. cheating, plagiarizing, or copying a fellow students work) <p><input type="checkbox"/> Attendance concerns</p> <ul style="list-style-type: none"> ○ Tardiness or leaving school/site without prior permission ○ Absent without notifying the office or instructor <p><input type="checkbox"/> Other (please describe)</p>

Current Student Performance (check box for EACH category)			
Academic Performance			
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations
Technical Competency			
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations
Professionalism/Attendance			
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations

Attendance	
Total Program Hours _____	Cumulative Program Hours _____
Total Hours Absent _____	% of Attendance Level _____

Comments/Plan of Action	
Reviewed policies w/student; student agrees to cooperate.	Student regrets incident Student agrees to cooperate

Student Signature	Date	Instructor Signature	Date
-------------------	------	----------------------	------

Appendix 10 – Student Warning Form Level Two

Student Name	Class
Instructor Name	Date of Incident
➤ Reason(s) For Referral	
<input type="checkbox"/> Excessive Absences <input type="checkbox"/> Inappropriate use of Cell Phone <input type="checkbox"/> Rude/Discourteous <input type="checkbox"/> Disruptive Behavior <input type="checkbox"/> Lack of Cooperation <input type="checkbox"/> Inappropriate Dress <input type="checkbox"/> Violation of Student Code of Conduct/Policies/Expectations <input type="checkbox"/> Academic Misconduct (plagiarism, cheating, copying) <input type="checkbox"/> Poor Academic Performance <input type="checkbox"/> Other (please describe): _____	
➤ Incident Description	
➤ Instructor Action Taken Prior to Referral (include dates)	
<input type="checkbox"/> Student Warning(s) Issued: _____ <input type="checkbox"/> Academic concerns <input type="checkbox"/> Violation of Code of Conduct/Policies/Expectations: _____ <input type="checkbox"/> Attendance concerns <input type="checkbox"/> Other (please describe) _____	
➤ Current Student Performance (Check Box for each Category)	
Academic Performance: _____ <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations Technical Competency: _____ <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations Professionalism/Attendance: _____ <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations	
➤ Comments	

Student Signature	Date	Instructor Signature	Date
Admission Advisor Signature	Date	Director Signature	Date

Appendix 11 – Hepatitis B Waiver Form



Hepatitis B Waiver Form

The New York State Department of Health (NYS DOH) currently recommends immunization of Hepatitis B for health care workers. Although not required by the NYS DOH nor Genesee Valley BOCES LPN Program, the NYS DOH ideally recommends that nursing students be immunized with Hepatitis B vaccine prior to the beginning of their clinical practice.

Your health record needs to stipulate whether you have received the series of three immunizations, whether that series is in progress or whether you do not plan to receive the Hepatitis B vaccine.

Please complete the information that appropriately reflects your current status pertaining to this matter

Student Name: _____

- Hepatitis B received – copies of dates provided to the office
- Currently receiving series – will provide copies of dates to office
- Decline the Hepatitis B vaccine series – no copies needed by office

Student Signature: _____ Date: _____

Appendix – 12 Student Acknowledgement Form #1



- _____ I have had the opportunity to ask questions regarding the Genesee Valley BOCES School of Practical Nursing Handbook updated: _____. Any questions that I might have asked seeking clarification to points I did not understand have been explained satisfactorily.
- _____ I understand that I will not be allowed to attend clinical until all my required health forms and immunizations have been submitted. I also understand that at any time during the year updated immunizations may be required, this is my responsibility.
- _____ I understand that I must have an updated CPR card in order to attend clinical. I also understand that if my CPR card expires at any time during my admission into the program, it will be my responsibility to renew the card on my own time.
- _____ I understand that I must complete at least 1200 hours of combined clinical, lab and classroom time in order to graduate from Genesee Valley BOCES School of Practical Nursing.
- _____ I understand that I must pass my Pharmacology Mathematics Exam with an 85% or I will be dismissed from the Genesee Valley BOCES School of Practical Nursing.
- _____ I understand that I must pass my final clinical with a Satisfactory in order to graduate from the Genesee Valley BOCES School of Practical Nursing.
- _____ I understand that if I am not dressed for clinical, as per the clinical instructor, I may be asked to leave for the day. This time will be deducted from my total time bank.
- _____ I understand I must carry my own health insurance to cover any inadvertent errors I may make or may occur to me in the class, lab, clinical or observational environment that appear to cause a change in my health status. I understand that Genesee Valley BOCES does not carry health insurance to cover student illness/injury/health prevention.
- _____ I understand that I can miss no more than 50 hours of approved emergency time signed off by the coordinator on the emergency time off request. These hours include clinical time and clinical hours within the 50 mark, which cannot exceed 16 hours.
- _____ I understand that such excuses will be reviewed by the faculty/Coordinator on an individual basis regarding the possibility of making up the time. I understand that made up time is not guaranteed nor necessarily readily available.
- _____ I understand that if I have an emergency that impacts clinical attendance, I must communicate with the nursing office through phone call and email.
- _____ I understand that if I do not show up to clinical and no phone call was made indicating the absence, it will result in possible subsequent removal from Genesee Valley BOCES School of Practical Nursing.
- _____ I understand that I must act appropriately in the classroom, clinical sites and in my communication with the Coordinator, instructors and associate instructors. I understand that if my behavior is deemed inappropriate, I will be asked to leave the classroom/clinical site. A referral form will be completed by the instructor. Depending on the level (determined by the Coordinator) or the conduct violation, it could result in dismissal from the Genesee Valley BOCES School of Practical Nursing.
- _____ I agree that I have been informed what appropriate behavior is.
- _____ I am aware of the grading policies in the Student Handbook, inclusive of the policy that requires me to be punctual to all exams and quizzes.
- _____ I understand that if I am late or absent to an exam, I will not be allowed to enter the room. I will need to use an available retake and I will be dismissed immediately if I fail the available retake.
- _____ I understand that I am responsible for the maintenance of the Chrome Book purchased as a textbook with my tuition dollars.
- _____ I was given an opportunity to clarify and ask questions relating to this Student Acknowledgement Form.
- _____ I agree to abide by the Policies, Procedures, Expectations and Regulations set forth in the Genesee Valley BOCES School of Practical Nursing Student Handbook. I realize that there is a copy of the handbook on the Genesee Valley BOCES website. I understand that the policies and regulations set forth in this student handbook will be used as a guideline for resolution of any questions/controversy regarding the School's policies, procedures, expectations or regulations.
- _____ I have read and completely understand the policy for Laboratory Skills Attendance.

Student Signature: _____ Date: _____

Student Name (printed): _____

Appendix 13 – Student Contact Update



Practical Nursing Student Contact Update

Student Legal Name:

Student Social Security Number: _____

Student's Current Address (House Number, Street, City and Zip Code):

Student's Current Phone Number: _____

Date Change is Reported: _____

Please be sure to fill this form out completely and if there are changes during the year be sure to send in an updated form to keep your files current. Please do not call the office or email the office with this information. It must be on this form so that it can go into your file.

Appendix 14 – Drug and Alcohol Policy

Drug and Alcohol Policy

Genesee Valley BOCES complies with the Drug-Free Schools and Communities Act Amendments of 1989. In compliance with federal and state laws, at Genesee Valley BOCES the following will apply:

1. In compliance with state and federal law, it is illegal to possess, consume, use, manufacture, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on any campus of Genesee Valley BOCES, Instructional Service Centers or at event sponsored or supervised by the school, including facilities used for clinical experiences.
2. No person may consume, possess, or sell any alcoholic beverages, containers, or bottles on any campus of Genesee Valley BOCES, Instructional Service Centers or at any event sponsored or supervised by the school, including facilities used for clinical experiences.

A number of Health Care Facilities are now requiring that students have a negative drug screen prior to beginning the clinical experience at their facilities. Any student that does enroll into Genesee Valley BOCES LPN Program and participates in clinical components is required to have an initial pre-clinical drug/alcohol test as part of their physical at their own expense. Students are also subject to drug and alcohol screening if a basis for reasonable suspicion is reported by any Genesee Valley BOCES employee, by any employee of any participating Health Care Facility, or if a reasonable basis exists for any other reason.

Basis for a determination of reasonable suspicion of substance abuse may include, but are not limited to:

1. Behavioral changes
2. Mood swings
3. Social withdrawal
4. Irritability
5. DWI or DUI arrest or violation
6. Decline in quality of schoolwork or care giving
7. Frequent absences
8. Tardiness
9. Unkempt appearance
10. Alcohol on breath
11. Defensive behavior
12. Signs of obvious impairment such as confusion, inappropriate sleepiness, balance issues or erratic behavior

(New York State Nurses Association Statewide Peer Assistance for Nurses, 2017. www.nysna.org)

A student suspect of impairment at any clinical facility may be asked to leave the property immediately. Drug and alcohol testing will be conducted at a lab, certified to conduct drug and alcohol testing, selected by the Genesee Valley BOCES at **the student's expense**. Students found to be in violation of the school's drug and alcoholic beverage policies and/or who refuse to submit to a request for drug or alcohol testing will be subjected to disciplinary action, which could result in termination of enrollment.

Appendix 15 – Student Information Notice and Declination



The Genesee Valley BOCES takes great pride in our students. We celebrate their activities and accomplishments. We share those activities and accomplishments with the public in many ways, including through our own flyers and newsletters, as well as through newspapers, on the Partnership website, on teacher websites, on video recordings used for professional development and to obtain teacher certification, and on social media such as Facebook, Twitter and podcasts. We love to tell our story.

In the process of telling our story, sometimes we release background information about the students who participate. That information is called, “directory information.” More specifically, directory information includes:

1. Student honors, awards, degrees earned, and past projects completed.
2. Student names, the Partnership activities they participate in, their photograph and video recordings of the students.
3. Student academic programs, courses, statements and interviews.
4. Student grade level, dates of attendance and home school.

Directory information **does not include** more private information such as student test scores, grades, special education classification or student discipline records.

The Partnership does not share information that we feel is of a personal or private nature. However, some eligible students, parents or legal guardians may still prefer that even the directory information listed above not be shared or publicized. In that case, the eligible student, parent or legal guardian may prohibit the release of the student’s directory information completing this form and returning it to the Principal at the student’s campus.

Do Not Sign and Return This Form

Unless You Want to Prohibit the Sharing of Your Student’s Directory Information

Dear Principal _____,

Please do not share or publicize this student’s Directory Information:

Student Name (print)	Date
----------------------	------

Parent or Guardian/Eligible Student Name (print)

Parent or Guardian/Eligible Student (signature)

Appendix 16 – Clinical Laboratory Competency



All students must demonstrate proficiency with specified skills within the clinical laboratory setting before they are performed in the clinical setting.

1. Guidelines that contain specific critical elements for each skill will be provided to each student.
2. Satisfactory return demonstration of each skill is necessary and a grade of satisfactory must be attained in all skills for progression to occur.
3. Clinical/Laboratory Skills Checklists will be provided to each student. The student is responsible for maintaining accurate sign-off status by current lab instructor.
4. Clinical/Laboratory Skills Checklist is handed in at completion of lab and becomes part of the student's permanent file.

Students are required to attend All labs. Students will be required to submit all lab homework per the assignment guidelines. Missed labs, additional practice, and skills remediation must be discussed with the Clinical Lab Specialist. Students that have missed lab are required to contact the Skills Lab Specialist within one week of the missed lab. It is the student's responsibility to contact the Clinical Lab Specialist to arrange make-up lab.

Missed labs must be made up. The cost of lab make up is \$75.00 per occurrence. This fee must be paid in full prior to the date of make-up. Make up labs may be scheduled at the Clinical Lab Specialist discretion which may include Fridays.

I have read and completely understand the policy for Laboratory Skills Attendance as stated above:

Print Name: _____ Signature: _____

Date: ____ / ____ / ____

Appendix 17 – Dignity for All Students Act

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student’s ability to learn and achieve high academic standards, and a school’s ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the Partnership will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the Partnership’s educational mission. Since cyberbullying is a form of bullying, the term “bullying” as used in this policy will implicitly include cyberbullying even if it is not explicitly stated.

The Partnership condemns and prohibits all forms of bullying, discrimination, and/or harassments of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination, and/or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Dignity Act Coordinator

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information by:

1. Listing such information in the Code of Conduct and updates posted on the internet website, if available;
2. Including such information in the plain language summary of the Code of Conduct provided to all persons in parental relation to students before the beginning of each school year;
3. Providing such information to a parents and persons of parental relation in at least one mailing or other method of distribution including, but not limited to, sending such information home with each student and, if such information changes, in at least one subsequent Partnership or school mailing or other such method of distribution as soon as practicable thereafter;
4. Posting such information in highly visible areas of school buildings;
5. Making such information available at the Partnership’s and school-level administrative offices.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

Training and Awareness

The Partnership shall establish guidelines for training which shall be approved by the Board of Education. Training will be provided each school year for all Partnership employees in conjunction with existing professional development training to raise staff awareness and sensitivity of bullying, discrimination and/or harassment directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from bullying, discrimination and/or harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to bullying, “discrimination and/or harassment as well as ensuring the safety of the victims.

Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, tolerance, respect for others, and dignity shall include awareness and sensitivity to bullying, discrimination and/or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Rules against bullying, discrimination and/or harassment will be included in the Code of Conduct, publicized Partnership-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

Reports and Investigations of Bullying, Discrimination and/or Harassment

The Partnership will investigate all complaints of bullying, discrimination and/or harassment, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the Partnership finds that this policy has been violated, corrective action will be taken in accordance with Partnership policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The Partnership will annually report material incidents of bullying, discrimination and/or harassment which occurred during the school year to the State Education Department. Such report shall be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner.

Prohibition of Retaliatory Behavior (Commonly known as “Whistle-Blower” Protection)

Any person who has reasonable cause to suspect that a student has been subjected to bullying, discrimination and/or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of bullying, discrimination and/or harassment.

Education Law Sections 10-18 and 801-a 8 New York Code of Rules and Regulations (NYCRR) Section 100.2Q), 100.2 (kk), and 100.2 (1)(2)

Adopted by Board

10/17112

Appendix 18 – Dignity Act Incident Report Form



Dignity for All Students Act Bullying, Harassment and Discrimination Complaint Form

The purpose of this form is to inform the district of an incident, or series of incidents, of bullying and/or harassment so we can investigate and take appropriate steps.

Today’s date: _____

Person filling out this form:

- Student
- Parent/Guardian
- Staff Member
- Community Member
- Component School District Personnel

Contact Information of person filling out this form:

Name: _____

Address: _____

Phone Numbers: (Home) _____ (Cell) _____ (Work) _____

(If you are a student filling out this form)

Educational Program: _____ (AM or PM, circle one)

Instructor’s Name: _____

Incident Information

The basis of the actual or perceived bullying, harassment or discrimination is:

- Race
- Color
- Weight
- National Origin
- Ethnic Group
- Religion
- Religious Practice
- Disability
- Sexual Orientation
- Gender (identity/expression)
- Sex

Name(s) of individuals involved: _____

Is the person(s) involved a (check all that apply):

- Student
- Employee

Description of alleged bullying, harassment, and discrimination:

Date(s) of the alleged incident(s): _____

Where did the incident(s) take place? _____

Explain what happened (use additional paper if necessary):

(Please attach any supporting documentation (ie. copies of emails, notes, photos, etc.)

Were there any witnesses? YES NO

If YES, please list the name of the individual(s): _____

Has the incident been previously reported? YES NO

If YES, when and to whom?

I certify that all statements on this form are accurate and true to the best of my knowledge.

Signature _____ Date _____

(For Office Use Only)

Person(s) investigating the incident:

_____ Title: _____

Title:

Please describe, in detail, how the investigation was handled

What is the result of the investigation?

Unfounded

Explain why incident was unfounded: _____

If founded, please indicate type:

- Harassment
- Bullying
- Discrimination
- Cyber bullying

Corrective action that was taken: _____

Provide copies of documentation pertaining to corrective action (ie. referrals, counseling notes, etc.)

Signature of staff member completing this form:

Date: _____

Appendix 19 – Standardized Testing Policy



A goal of the Nursing Program is to prepare graduates for success on the NCLEX-PN examination. In order to assess readiness for the NCLEX-PN examination, students will be given nationally standardized assessment examinations at intervals throughout the program. These may be computerized or paper/pencil exams.

This testing program has been planned to:

1. Apprise students on their achievement of course objectives at various stages of the program.
2. Allow the students and faculty to compare scores of Genesee Valley BOCES students with those of students in AD programs throughout the country.
3. Assist the student in preparing for the National Council Licensure Examination for Practical Nurses.
4. Assist the faculty in monitoring the effectiveness of the curriculum and identifying areas that may require modification.

The results of each exam are meant to provide guidelines for the students' strengths and areas for improvement in knowledge and skills required by the nursing profession for safe and effective entry level practice.

Appendix 20 – Legal Limitations to Licensure

Legal Limitations to Licensure

Graduation from the program does not guarantee licensure. Refer to the New York State Education Department Office of the Profession, State Education Building 2nd floor, Albany, NY 12234. (www.op.nysed.gov)

Completion of the Nursing Program does not assure admittance to attempt the licensure examination. Graduates of this Nursing Program meet the **education requirements** for admittance to the LPN licensure exam, however, there is a requirement that the applicant be of “good moral character” and a fee must be paid for the test. On the application for the test the applicant is required to truthfully answer the following questions:

1. Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court?
2. Are criminal charges pending against you in any court?
3. Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censored, reprimanded or otherwise disciplined you?
4. Are charges pending against you in any jurisdiction for any sort of professional misconduct?
5. Has any hospital or licensed facility restricted or terminated your professional training, employment, or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid impositions of such measures?

In accordance with Federal regulations, the New York State Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, Genesee Valley BOCES does not discriminate on the basis of age, race, religion, color, creed, marital status, veteran’s status, sexual orientation, national origin, gender, or disability in admission, educational programs, activities, or employment.

Appendix 21 – FERPA Policy

Policy Information

Series 6000 - Students

Data Security and Privacy Policy

Policy # 6430

POLICY

2020 6430
Students

SUBJECT: Data Security and Privacy Policy

In accordance with New York State Education Law §2-d, the BOCES hereby implements the requirements of Commissioner’s regulations (8 NYCRR §121) and aligns its data security and privacy protocols with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity Version 1.1 (NIST Cybersecurity Framework or “NIST CSF”).

In this regard, every use and disclosure of personally identifiable information (PII) by the BOCES will benefit students and the BOCES (for example, improving academic achievement, empowering parents and students with information, and/or advancing efficient and effective school operations). PII will not be included in public reports or other documents.

The BOCES also complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Consistent with FERPA’s requirements, unless otherwise permitted by law or regulation, the BOCES will not release PII contained in student education records unless it has received a written consent (signed and dated) from a parent or eligible student.

In addition to the requirements of FERPA, the Individuals with Disabilities Education Act (IDEA) provides additional privacy protections for students who are receiving special education and related services. For example, pursuant to these rules, the BOCES will inform parents of children with disabilities when information is no longer needed and, except for certain permanent record information, that such information will be destroyed at the request of the parents. The BOCES will comply with all such privacy provisions to protect the confidentiality of PII at collection, storage, disclosure, and destruction stages as set forth in federal regulations 34 CFR 300.610 through 300.627.

The Board of Education values the protection of private information of individuals in accordance with applicable law and regulations. Further, the Assistant Superintendent of Instruction is required to notify parents, eligible students, teachers and principals when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and Board policy and New York State Education Law §2-d

a. "Private information" shall mean **personal information in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

1. Social security number.
2. Driver's license number or non-driver identification card number; or
3. Account number, credit or debit card number, in combination with any required security code, access code, or password, which would permit access to an individual's financial account.
4. Any additional data as it relates to administrator or teacher evaluation (APPR).

"Private information" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

**"Personal information" shall mean any information concerning a person, which, because of name, number, symbol, mark or other identifier, can be used to identify that person.

b. Personally Identifiable Information, as applied to student data, means 40 personally identifiable information as defined in section 99.3 of Title 34 of the Code of 41 Federal Regulations implementing the Family Educational Rights and Privacy Act, 20 42 U.S.C 1232-g, and as applied to teacher and principal data, means personally 43 identifying information as such term is defined in Education Law §3012-c (10).

c. Breach means the unauthorized access, use, or disclosure of student data and/or teacher or principal data. Good faith acquisition of personal information by an employee or agent of the BOCES for the purposes of the BOCES is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

Notification Requirements

a. For any data owned or licensed by the BOCES that includes private information, the BOCES shall disclose any breach of the security of the system following discovery or notification of the breach to any resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the within 60 days, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The BOCES shall consult with the New York State Cyber Incident Response Team and the New York State Chief Privacy Officer to determine the scope of the breach and restoration measures.

b. For any data maintained by the BOCES that includes private information that the BOCES does not own, the BOCES shall notify the owner or licensee of the information of any breach of the security of the system within 60 days following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

Methods of Notification

The required notice shall be directly provided to the affected persons and/or their guardians by one of the following methods:

a. Written notice;

b. Secure electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by the BOCES when notifying affected persons in electronic form. However, in no case shall the BOCES require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;

Regardless of the method by which notice is provided, the notice shall include contact information for the notifying BOCES and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired. This notice shall take place 60 days of the initial discovery.

In the event that any residents are to be notified, the BOCES shall notify the New York State Chief Privacy Officer, the New York State Cyber Incident Response Team, the office of Homeland Security, and New York State Chief Security Officer as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected residents.

The District Superintendent or his/her designee will establish and communicate procedures for parents, eligible students, and employees to file complaints about breaches or unauthorized releases of student, teacher or principal data (as set forth

in 8 NYCRR §121.4). The District Superintendent is also authorized to promulgate any and all other regulations necessary and proper to implement this policy.

Data Protection Officer

The BOCES has designated a BOCES employee to serve as the BOCES's Data Protection Officer.

The Data Protection Officer is responsible for the implementation and oversight of this policy and any related procedures including those required by Education Law Section 2-d and its implementing regulations, as well as serving as the main point of contact for data privacy and security for the BOCES.

The BOCES will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1 (1988; rev. 2004).

Annual Data Privacy and Security Training

The BOCES will annually provide data privacy and security awareness training to its officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations.

References:

Education Law §2-d

8 NYCRR §121

Family Educational Rights and Privacy Act of 1974, 20 USC §1232(g), 34 CFR 99

Individuals with Disabilities Education Act (IDEA), 20 USC §1400 et seq., 34 CFR 300.610–300.627

Board Approved:

Adoption Date: 7/15/2020

6000 – Students

Appendix 22 – Library Information

1.) Gates Library

Address: 902 Elmgrove Rd, Rochester, NY 14624

Hours:

Monday 9am-9pm

Tuesday 9am-9pm

Wednesday 9am-9pm

Thursday 9am-9pm

Friday 9am-6pm

Saturday 10am-5pm

Sunday Closed

2.) GCC Library 585-343-0055 ext. 6418

Hours

Mon-Thursday 7:30am-9:30pm

Friday: 7:30am-4:30pm

Saturday: 12pm-5pm

Sunday: 12pm-6pm

3.) <http://fishforinfo.org/resources/gvlpn>

The school will give you a passcode