

**DeSoto County  
School of Practical Nursing**

**Student Handbook  
2016 - 2017**

**Volume XXII**



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**Division of Career and Adult Education  
School District of DeSoto County  
School of Practical Nursing**

**MISSION STATEMENT**

The school system being an integral part of the community, fully accepts the responsibility delegated to it to make a concerted effort to identify and meet the educational needs of the citizens it serves. As the responsible agent for delivering those services, we have dedicated ourselves to being flexible enough to adapt to change, to assist in solving current problems, and to anticipate the needs of those we serve.

The mission will be accomplished through the provision of educational opportunities and experiences that will enable each participant to learn and accept the responsibilities placed upon him/her. An integral part of these experiences will be the opportunity for self-understanding, appreciation of others, self-reliance and social adaptability.

Basic skills education will be provided to prepare each participant with skills to achieve his/her academic, vocational, economic and social goals.

Cooperation with the home, business, industry, and other agencies is a realistic attitude compatible with this mission.

The School District of DeSoto County does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

School District of DeSoto County  
Human Resources Department  
530 LaSolona Avenue  
Arcadia, FL 34266  
863/494- 4222, ext. 1101

## **DESOTO COUNTY PRACTICAL NURSING PROGRAM OBJECTIVES**

It is our belief that a graduate of this program will possess the skills to practice nursing in a safe manner, function successfully as a beginning practitioner of nursing, and pass the state licensing examination.

Graduates of this program will have met the following objectives:

1. Gain self- understanding which will enable this student to function more effectively as a person, a member of society, and as a nurse.
2. Develop a clear understanding of his/her place on the health team.
3. Understand his/her responsibilities and limitations.
4. Function under minimal supervision in uncomplicated situations and as an assistant to the professional nurse, physician, and others in situations of greater complexity.
5. Develop effective relationships between himself/herself and the patients and other members of a health team.
6. Develop an appreciation and understanding of the health needs of the patient.
7. Exemplify good personal habits and hygiene.
8. Gain skill and knowledge needed to give safe, intelligent, patient- centered nursing care.
9. Utilize problem solving techniques in meeting personal and vocational needs.
10. Understand the significance and importance of health related work to the community.
11. Exhibit those traits necessary for successful working relationships in practical nursing such as: good working habits, skills, knowledge, and understandings.
12. Assist healthy individuals to maintain optimum health.
13. Show sympathetic understanding for the total needs of the patient when meeting these needs.
14. Acknowledge that education is a continuing process and that learning is an individual responsibility.

## DESOTO COUNTY PRACTICAL NURSING SCHOOL PHILOSOPHY

The philosophy of the DeSoto Practical Nursing Program is based on the belief that nursing is primarily concerned with human welfare and nothing should impede or hinder the availability of nursing care in the community.

The training of nursing students in this program is for national as well as local needs. The students will be trained to render nursing services in all environments where there are people and needs.

We believe the nursing program should involve decision making and problem solving on the practical nursing level. The students should be inspired to realize that learning is a lifelong process, which enables them to grow and function more effectively in the nursing field. In this way, we recognize the science of nursing, as well as, the nutritive aspects of nursing.

We believe that this nursing program with a rural focus will produce graduates who want to work in rural areas and therefore remain as useful permanent citizens of the community.

This program will encourage the graduate to become a better participating citizen of the community not only in healthcare but in community based activities. It will allow them to function as a part of a health care team in the care, cure, and coordination of health needs and in recognizing their abilities and limitations.

We believe practical nursing is an important aspect of the health care profession and we agree to the definition as it appears for Practical Nurses in the Florida Nurse Practice Act:

“The practice of practical nursing means the performance of selected acts, including the administration of treatments and medications, in the care of the ill, injured, or infirm and the maintenance of health and prevention of illness of others under the direction of a registered nurse, licensed physician, dentist, osteopath, podiatrist, or ARNP.....”

**THE SCHOOL DISTRICT OF DESOTO COUNTY  
PRACTICAL NURSING  
CURRICULUM PLAN AND HOURS**

<u>Course</u>	<u>Theory Hours</u>	<u>Clinical Hours</u>
1. Vocational Adjustments I	24	
2. Nursing Fundamentals I	70	84
3. Nursing Fundamentals II	40	
4. Growth and Development	24	18
5. Nutrition	20	
6. Medications	65	
7. Disorders of Adults & Children	273	334
8. Community Health	10	36
9. Geriatrics	30	98
10. Maternity	32	24
11. Vocational Adjustments II	6	
<b>TOTAL HOURS</b>	<b>594</b>	<b>594</b>

**Pre-requisite courses\* to the Practical Nursing Program:**

\*Basic Healthcare Worker (HSC0003) 90 Hours  
 \*Nurse Aide and Orderly (HCP0121 - Articulated) 75 Hours

Licensed Practical Nurse (PRN0091, PRN0092, PRN0096) 1185 Hours

**PROGRAM TOTAL: 1350 Hours**



**CURRICULUM OUTLINE  
2016-2017**

**DESOTO SCHOOL OF PRACTICAL NURSING CURRICULUM OUTLINE**

Course	Vocational Adjustments I	24 Hours
	<ul style="list-style-type: none"> <li>Unit 1. Introduction to Health Care System and of Practical Nursing</li> <li>Unit 2. Nursing Past and Present</li> <li>Unit 3. Legal and Ethical Issues</li> <li>Unit 4. Cultural Differences</li> </ul>	
Course	Nursing Fundamentals I	70 Hours
	<ul style="list-style-type: none"> <li>Unit 1. Communications</li> <li>Unit 2. Medical Terminology</li> <li>Unit 3. Basic Structure and Function</li> <li>Unit 4. Infection Control and HIV</li> <li>Unit 5. Basic Skills and Lab</li> <li>Unit 6. Safety and Security</li> <li>Unit 7. CPR &amp; First Aid</li> <li>Unit 8. Domestic Violence</li> <li>Unit 9. Death and Dying</li> </ul>	
Course	Nursing Fundamentals II	40 Hours
	<ul style="list-style-type: none"> <li>Unit 1. Assessments/Observations/Documentation</li> <li>Unit 2. Admissions, Transfers, Discharges</li> <li>Unit 3. Advanced Nursing Skills</li> <li>Unit 4. Pre and Post OP Care and IV Monitoring</li> </ul>	
Course	Growth and Development	24 Hours
	<ul style="list-style-type: none"> <li>Unit 1. Introduction to Human Development</li> <li>Unit 2. Growth and Development, Infant to Early childhood</li> <li>Unit 3. Growth and Development, School Age to Adolescent</li> <li>Unit 4. Development and Needs of Young Adult, Middle- Aged and Elderly</li> </ul>	
Course	Nutrition	20 Hours
	<ul style="list-style-type: none"> <li>Unit 1. Nutritional Needs of All Ages</li> <li>Unit 2. Hospital Diets to Meet Individual Needs</li> </ul>	
Course	Medications	65 Hours
	<ul style="list-style-type: none"> <li>Unit 1. Introduction to Pharmacology</li> <li>Unit 2. Math Review and Calculations</li> <li>Unit 3. Preparation and Administration of Medications</li> <li>Unit 4. Common Drugs and their actions and usage</li> </ul>	
Course	Meeting Nursing Needs of Adults and Children with Health Disorders	273 Hours
	<ul style="list-style-type: none"> <li>Unit 1. Care of Cancer Patients and Immune Disorders</li> <li>Unit 2. Care of Circulatory and Respiratory Disorder Patients</li> <li>Unit 3. Care of the Gastrointestinal and Metabolic Disorder Patients</li> <li>Unit 4. Care of the Genitourinary and Reproductive Disorder Patients</li> <li>Unit 5. Care of the Nervous System and Senses Disorder Patients</li> <li>Unit 6. Care of the Muscular/Skeletal Disorder Patients</li> <li>Unit 7. Care of the Mentally Impaired and Substance Abuse Patients</li> <li>Unit 8. Special Nursing Needs of the Sick Child</li> </ul>	
Course	Community Health	10 Hours

- Unit 1. Health of the Individual
- Unit 2. The Family Unit and Health
- Unit 3. Home Health and Rehabilitation Nursing

Course        Geriatrics        30 Hours

- Unit 1. Introduction to the Care of the Elderly
- Unit 2. Concerns of the Aging
- Unit 3. General Nursing Considerations

Course        Maternity        32 Hours

- Unit 1. Introduction to Maternity Nursing
- Unit 2. Nursing During the Prenatal Period
- Unit 3. Nursing During Labor and Delivery
- Unit 4. Nursing During the Puerperium
- Unit 5. Nursing care of the Newborn

Course        Vocational Adjustment II        6 Hours

- Unit 1. Employability Skills and Job Search
- Unit 2. Resume and Letters of Application and Resignation
- Unit 3. Fill Out Applications for State Board Exam

## DeSOTO COUNTY SCHOOL OF PRACTICAL NURSING

Family Service Center  
310 West Whidden Street  
Arcadia, Florida 34266  
Phone: (863) 993- 1333  
Fax: (863) 993- 9181

### Syllabus for the school year 2016 - 2017

1. Vocational Adjustments I
2. Nursing Fundamentals I
3. Nursing Fundamentals II
4. Growth and Development
5. Nutrition
6. Medications
7. Meeting the Nursing Needs of Adults and Children with Disorders
8. Community Health
9. Geriatric Nursing
10. Maternity and Study Module for Maternity and Newborn
11. Vocational Adjustments II

## Student Responsibilities for Attendance and Training

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1. Make prior arrangements with the instructor for absences involving extenuating circumstances. Excused absences will be granted only then and must be substantiated with documentation in students' files.
2. For absences on the day of a class, call the instructor prior to class.
3. For absences on clinical days, call the instructor and call the unit of the hospital prior to the scheduled clinical time.
4. Report to the assigned clinical area fifteen (15) minutes before scheduled clinical time.
5. If late to clinical training, report directly to the instructor upon arrival at the clinical site.
6. Obtain permission from the instructor before leaving the clinical setting for any reason.
7. If absent due to an infectious illness or if absent three or more consecutive days because of an illness, obtain a release from a doctor before returning to class.
8. It is the student's responsibility to ask for any assignments covered in the classroom during absence. Make up work will be completed on own time and be made up within one week of returning to class.
9. Student will be required to pay for instructors' time for any clinical make-up time that is agreed to beyond any scheduled make-up times.
10. Non-emergency medical and dental appointments must be scheduled before or after school hours.
11. Early departures, class cut, tardiness, etc., for any portion of an hour will be counted as a full hour absence. Six (6) hours of absence constitutes one (1) day. Any student who misses more than five (5) days during the fall/winter term or three (3) days during the spring/summer term may be required to withdraw from the program.

## **DESOTO COUNTY SCHOOL OF PRACTICAL NURSING RULES**

In order for the DeSoto Practical Nursing Program to meet the Florida State Board of Nursing Standards there are policies and regulations that are specific to the practical nursing program.

Students accepted into the practical nursing program will be on probationary status from August through September. Students will be removed from the program for any of the reasons listed below:

### **ATTENDANCE:**

Health care workers must be reliable and dependable employees. Reporting to work as scheduled and arriving on time are critically important employability characteristics to maintain. The administration, faculty, and staff at FSC believe that it is essential within the practical nursing curriculum to teach employability skills as an integral part of the educational program, and to practice these skills throughout the program. The patient's welfare is dependent on the worker being in the right place at the right time. Additionally, regular attendance is necessary for the student to take full advantage of the available educational opportunities.

Regular and punctual attendance in all classes and clinical is required in addition to the proficiency attested to by class work and examinations. By enrolling in this program, the student is obligated to attend class. If an unavoidable absence is necessary, the student is responsible to notify the instructor as early as possible, but at least one hour before class or clinical begins, stating the reason of absence. Students should treat class attendance as if it were a job. Absences will be considered time missed from employment and termination from the program will be considered as termination from employment. Instructors will act as an employer would act in monitoring job performance and attendance.

#### **Absences (per term):**

1. One day of clinical or theory – conference with the instructor. Appointment must be made the first returning day to clinical or theory.
2. Two days of clinical and/or theory – probationary status. Conference with Administration within 48 hours of returning to clinical or theory.
3. Three days of clinical and/or theory – possible termination. Conference with Administration within 48 hours of returning to clinical or theory.
4. Nursing faculty will require make-up work for any absences.
5. Leaving before the stated ending time of class or clinical is considered an absence during that time.
6. If absences are due to infectious illnesses, a statement from a doctor will be needed to return to the clinical area.
7. Doctors' appointments and other appointments should be scheduled after school hours.

**NOTE:** Any student who misses more than five (5) days (as defined in the attendance policy) during the fall/winter term (August '16 thru Dec.'16), regardless of circumstances may be required to withdraw from the program. Any student who misses more than three (3) days (as defined in the attendance policy) during the spring/summer term (Jan.'17 thru June '17), regardless of circumstances, may be required to withdraw from the program.

### **TARDINESS**

A tardy is defined as any time missed from class or clinical during required time of attendance, such as arriving late or leaving early. The clock in the classroom or in the clinical area will measure the official time.

Tardies shall be governed by the following rules:

1. One (1) tardy – conference with instructor. Appointment must be made the day of the offense.
2. Being tardy on three (3) occasions constitutes one (1) absence.
3. The nursing instructor will require make up work for three (3) tardies.

Make-up work: It is the responsibility of the student to make up classroom work that was missed. Upon returning to class following an absence, the student must make an appointment with the instructor regarding any/all work that was missed. Make up work may be related to theory or clinical at the discretion of the instructor. All make-up work is required to be completed within one week of return to school. Failure to complete make-up work within one week will result in receiving a zero for the assignment. Should an absence occur at a clinical site, the make-up time must be pre-approved by the nursing instructor, at an approved adjunct faculty, and/or clinical site. A 'Clinical Tracking Sheet' must be signed by the nurse at the clinical site and turned in to Nursing Instructor for student file.

#### STUDENTS WILL NOT ACCUMULATE HOURS TO USE FOR ABSENCES

#### EXAMINATION FAILURES:

Students are expected to maintain a 77% or higher average on examinations. Any student failing to maintain a 77% average on examinations will be placed on academic probation. A GPA (grade point average) of 3.0 or higher is required at all times to remain in the program. Should a GPA fall below the minimum requirement, the student will receive a letter of academic probation. If the GPA is not raised to the required minimum 3.0 within the following term of enrollment, you will be terminated from the program. The student (veteran or non-veteran) can submit a written request for an appointment with the program administrator for an appeal.

#### VACATIONS AND HOLIDAYS:

Holidays vary within the year and are listed on the class calendar. Practical nursing student holidays will not always coincide with other school programs. Please consult the program calendar for scheduled vacation days and holidays

#### PROGRAM HOURS:

Classroom theory hours will be 8:00 a.m. to 2:45 p.m. with 30 minutes for lunch. (Lunch time 11:30 am to 12 noon). It is suggested that during classroom theory days, students bring their lunch with them as there are no vending machines or cafeteria on campus. Clinical hours (in hospital) will be the usual routine hours of the hospital, i.e.: 7- 3, 3- 11.

Sometimes a change of hours may be necessary to obtain the desired learning experience. There will be days of second shift (in clinical setting) throughout the program that will be posted at appropriate times. Hours within specialty areas (i.e., doctor offices, clinics) may also vary and may require hours that begin and end later than the usual school program hours.

No student is to leave the clinical setting for any reason without the instructor's permission.

**SMOKING:**

There will be no smoking in the classroom or on school grounds. Smoking is not allowed in the hospitals except in designated areas outside the hospital grounds. If you smoke, please use a breath mint afterwards.

**GUM:**

Chewing gum is **not** allowed at any clinic area and is at the discretion of the classroom instructor, during theory and skills lab .

**PERFORMANCE REQUIREMENTS:**

Classroom evaluation will include performance on tests and skills demonstration. Grades will be determined as follows:

Exams	70%
Quizzes	10%
Homework	10%
Classwork	10%

The grading scale will be as follows:

A	= 93 - 100
B	= 85 - 92
C	= 77 - 84
D	= 70 - 76
F	= Below 70

Any assignment, including test(s) missed because of absence, must be made up during the first week back to school. It is the student's responsibility to find out what they missed as well as schedule a time, outside of the regularly scheduled classroom time, to complete missed assignments and/or tests.

**Clinical Evaluation:** Evaluation of practical clinical performance will be done on satisfactory / unsatisfactory basis. This will include job retention skills, behavior, communication skills and appearance.

**Comprehension Evaluation:** National League of Nursing (NLN) achievement tests will be given throughout the program year. The score on all NLN achievement tests will be included in the grading equation for the class. It is recommended that a student consistently score an 80% likelihood of passing all NLN achievement tests to be fully prepared for the NCLEX/PN test.

As of July 1, 2014, the graduate nurse is required to take the state boards within six months of graduation. If not taken, the graduate will be required to take a refresher course before sitting for their state boards.

**TABE POLICY:**

The following schedule is encouraged for those students who have a Reading, Language, or Math TABE A Level score below 11.0:

- July 2016 - Remedial packets distributed
- August 29, 2016 - TABE will be administered to any student who has below 11.0 on any subject area of their TABE
- August 31, 2016 - Additional remedial packets will be distributed to those students who did not earn 11.0+ on the August 29<sup>th</sup> TABE. Student will be placed on probationary status until next TABE
- November 18, 2016 - TABE will be administered to any student who has below an 11.0 on any subject area of their TABE

## PERSONAL APPEARANCE / GROOMING:

All students are expected to look employable while enrolled in the program and are to be well groomed while on duty in the various hospitals/clinical settings. If a clinical setting has specific guidelines as to acceptable appearance / grooming, PN students will adhere to these rules.

### 1. Uniform: FOR CLASSROOM AND CLINICALS:

The uniform color and style will be chosen by the school, appropriate socks and closed-toe duty shoes are the responsibility of the student. Denim jeans are not permitted.

\*\*\*Please note that uniforms must be clean and wrinkle free, shoes must be clean and in good condition and hose should not have runs. Jewelry should be limited to wedding bands, non-dangling earrings (one set only), and a watch with a sweep (second) hand. No visible piercings are allowed; i.e., eyebrows, nose, tongue, lip, etc. Necklaces, bracelets and/or anklets may not be visible at any time.

Dress will be appropriate to the academic environment at all times. All students must maintain exemplary standards of cleanliness and neatness. Scrubs or uniforms should be worn while attending theory classes at Family Service Center. While participating in clinical settings, appropriate class uniform must be worn.

### 2. Tools:

Bandage scissors, black pen, pocket size notebook, penlight and stethoscope should be carried at all times.

### 3. Hygiene:

Hair: Must be clean and worn above the shoulders and off the face. Ponytails or hair that swings down over the shoulder is NOT allowed. Hair is not to be dyed an unnatural color. Male students may have closely shaven and well groomed beards or mustaches. A determination of any infraction will be left to the discretion of the instructor of the program, administrator or clinical facility.

Fingernails: Must not extend beyond the fingertips and must be clean (only clear nail polish). Acrylic nails are not allowed in the clinical setting.

Body: Must be clean and deodorant to be used as necessary. Cosmetics should be used in moderation (no heavy eye make-up) and no perfumes should be worn. (Remember a patient in the hospital may be very sensitive to unusual odors. This also includes odor from smoking. Please carry breath mints at all times.) Body art will be left to the discretion of the clinical site.

### 4. Dress Code for Graduation:

Ladies: White nurses uniform, dress or pant-suit; White or neutral colored undergarments  
White professional nursing shoes fully covering the feet  
Hair up and off the shoulders; no hair hanging down covering the face or eyes  
Light make-up. Sport length nails, clear polish.  
Jewelry in moderation.

Men: White uniform - shirt and trousers or scrub top and pants; White or neutral colored undergarments  
White professional nursing shoes with white above ankle socks.  
Hair groomed well; length kept at or above ear/neck level; facial hair shaved; beards or mustaches closely trimmed  
Jewelry in moderation.

NO GUM CHEWING



### LIABILITY INSURANCE:

Liability insurance fees are paid by students who are accepted in the PN program. This insurance is required to release the School District of DeSoto County from any liability resulting from the actions of students while in the program.

### HOSPITAL AND PERSONAL INSURANCE:

Students are responsible for personal health insurance to cover any injury sustained while in the classroom or in the clinical setting and must provide proof of such insurance prior to beginning clinical studies.

### IMMUNIZATIONS:

All students must have proof of up- to- date immunizations including the Chicken Pox vaccine, the seasonal flu shot, the Hepatitis B series and a PPD test within the last year. All must be verified prior to beginning the clinical studies.

### STUDENT CONDUCT:

All adult students are expected and required to conduct themselves in a manner reflecting good citizenship and courtesy, both on and off campus. Actions which reflect discredit on the school district or affect the standing of this department in the community it serves, is not acceptable.

Disciplinary Infractions and Administrative Actions:

1. Verbal warning, by Instructor - written documentation in student's cumulative file
2. 2nd occurrence (or infraction) - appointment with Administrator and Instructor; formal letter of warning in student's cumulative file
3. 3rd occurrence (or infraction) - appointment with Administrator for probationary status or possible dismissal from program; formal letter in student's cumulative file

For a detailed description of Student Discipline, you can locate the DeSoto County Code of Student Conduct on the District website at: <http://www.desotoschools.com/>

Academic honesty is required throughout the duration of the program. This includes all tests, NLN exams, and quizzes. Failure to comply with this policy will result in automatic dismissal from the program.

Examples of unacceptable conduct include: Involvement with police concerning drugs or moral turpitude, felonious conduct and violation of School Board Policy regarding conduct. If any police record is involved, there could be a problem with the taking of state board exams upon graduation. Please discuss these matters with the instructor and administration during the first week of class.

**CELL PHONE USAGE IS INAPPROPRIATE FOR THE CLASSROOM AND/OR CLINICAL SETTING. ALL CELL PHONES ARE PROHIBITED DURING CLASS AS WELL AS AT ALL CLINICAL SETTINGS.**

### HEALTH:

Any illness occurring during program which requires treatment or absence from the program will require a written statement from the attending physician.

A student who becomes ill during school hours shall report to their instructor. If (s)he becomes ill in the clinical area, the student should report to the instructor or department director. If a student who becomes ill at the clinical site requests treatment, care will be given, through the local hospital emergency room, at the students expense.

If any condition results that requires a doctor's supervision (i.e., pregnancy), a note must be obtained from the primary physician stating ability of student to continue in the program and subsequent follow up notes as the condition progresses. This should be obtained with every visit to the physician. If there is any possibility of a pregnancy the instructor must be notified. It is the student's responsibility to take the necessary precautions in the clinical area in regards to x-ray, radiation, chemical or viral exposure.

### MEALS:

Eating while in clinical areas is to be confined to the cafeteria or the nurse's lounge. A student may bring his/her lunch, but it must be eaten only at meal time in the appropriate area. Eating in the patient hospital room is not permitted. During theory and skills lab, you are permitted to have a water bottle. Eating is not permitted on the second floor of FSC at any time.

### DRUG & ALCOHOL TESTING:

Post-Secondary students, who participate in work experience activities outside the school perimeter in which activities are core components of the curriculum, will be required to follow the same procedures for alcohol and drug testing as the employees they work among. The final decision to alcohol and/or drug test a student will be determined by the clinical personnel and the instructor for the career tech program.

Clinical sites may require drug screening as a prerequisite for the student participating in clinical studies at their facility.

## REMOVAL FROM THE PROGRAM

Any student will be dismissed from the program if he/she is in violation of the attendance policies, including the policies relating to tardies.

Any student will be dismissed from the program if he/she is in violation of the academic standards as set forth in this document.

Any student will be dismissed from the program if he/she disregards the instructions of the nursing instructor and/or clinical staff, is insubordinate to authority figures and/or jeopardizes the health and well-being of a patient.

All students enrolled in this program are subject to the School District of DeSoto County's Code of Student Conduct which can be found at [www.desotoschools.com](http://www.desotoschools.com). All students are subject to expulsion for violations described within, subject to the superintendent's recommendation and action of the school board.

## POLICIES RELATING TO THE READMISSION OR TRANSFER OF STUDENTS

The School District of DeSoto County – School of Practical Nursing Program provides only one class per year. To meet the cost of the program the maximum enrollment of twelve students needs to be maintained for the entire 1350 hours of the program. Students dropping out of the program or transferring to another program have a detrimental effect on the program. One of the dimensions that are looked for in the interview and selection process is the candidates past history of completing projects or jobs they begin. The selection committee does recognize that extenuating circumstances sometimes occur and the individual must leave the program through no fault of his/her own. Therefore the following opportunities for transfer into or readmission to the program exist:

### VACANCY:

1. Applicant must make application for admission and meet all existing admission requirements.
2. If more than one applicant for vacancy exists, the initial screening and selection process will be followed.
3. Applicant must have satisfactorily completed all competencies which have been taught in program at time of entry.
4. Previous membership hours and hours remaining in the program year will need to be sufficient for student to complete current year program.

## CONDITIONS FOR RE-ENTRANCE

As there is only one practical nursing program per year, a student who has been dismissed for unsatisfactory progress may not re- enter during the year he/she was removed.

A student who was removed for lack of satisfactory progress may seek admission to a new class by making application and following the procedures for new applicants.

Students will be considered in accordance with Policies Relating to the Re- admission or Transfer of Student.

## ACCEPTANCE INTO NEW CLASS

1. Applicant must make application for admission and meet all existing admission requirements.
2. Applicant will be included with all initial candidates for screening and selection.
3. If selected, the student will be required to complete the entire training program.

## CONDITIONAL ACCEPTANCE INTO PROGRAM

An applicant, who has obtained a “high school diploma” from a correspondence school or has taken a test on-line and received a diploma, must take the opportunity to obtain a General Education Development (GED) diploma or return to their initial high school and complete courses at the adult high school. This process must be completed and documented prior to the beginning of the Practical Nurse program.

The application for the PN program will be accepted by the DeSoto County School of Practical Nursing and the applicant may continue with the application process.

If the applicant is accepted into the program the following will apply:

1. The applicant will attend classes and follow all procedures of the school to achieve the GED diploma or AHS diploma.
2. If the applicant is accepted into the PN program and the diploma is not achieved by the time the class begins, the accepted student will be removed from the program for that year.
3. If the student has not achieved the diploma by the beginning of the next school year, the student will not be accepted into the program and must re-apply after receiving the GED or AHS diploma.

## STUDENT GRIEVANCE PROCESS

### Due Process

Due process is a right guaranteed to all by the Fifth and Fourteenth Amendments of the Constitution. Individuals must have proper notice, an opportunity to be heard, and the hearing must be conducted fairly. Students must be informed of school rules which have been violated either orally or in writing by a school official. They shall be given the right to present evidence or witnesses concerning the charges.

The basic steps to be followed in guaranteeing due process procedures are:

1. Individuals must have proper notice of the charge or complaint being made against them.
2. Individuals must have the opportunity to know what the specific charges or complaints are and who is making these charges or complaints.
3. Individuals must be given a fair and impartial hearing and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing.
4. Individuals must have had prior opportunity to know that their actions were in violation of established rules and regulations.
5. Individuals must be advised that they have the right to appeal to the next higher authority if not satisfied with the action or decision rendered at their hearing.

## STUDENT GRIEVANCE PROCEDURE

The following procedures are to inform students of the correct procedure to follow in filing a grievance.

- A. Purpose- The purpose of this procedure is to secure solutions to problems which arise at the lowest possible level. Both parties agree that these procedures will be kept as informal and as confidential as may be appropriate at any level of the procedure.
- B. Time Limits- Problems should be processed rapidly. Time limits set forth in this procedure shall be considered maximum. Any and all grievances should be filled with the administrator within five days of the occurrence.

## PROCEDURES FOR FEE REFUNDS

The Florida Statutes require a set tuition fee be charged as part of the local effort. Failure to collect appropriate fees results in a fee penalty assessment of approximately eight times the fees generated from the state.

Fees charged for textbooks or instructional materials will not be refunded.

The procedure for tuition refunds including VETERANS BENEFITS for tuition will be made using the following method:

If a student leaves the program for any reason, the number of hours the student was enrolled will be divided by the total number of hours necessary to complete the program. The resulting percentage will be multiplied by the total program cost for program tuition, and financial assistance. This amount will be multiplied by up to 10% to cover indirect costs associated with the handling of these funds. This figure will be compared to the amount of funds the individual has paid. The exact amount in excess of this pro rata portion (which includes the approximate 10% fee) will be refunded to the student.

*Example:            Program is 1350 hours in length  
                          2015-2016 tuition = \$2.33 per hour\*  
                          Tuition (1350 hrs. x \$2.33) = \$3145.50*

*The student has paid for entire course and withdraws after 600 hours  
600 divided by 1350 = 44%    \$ 3145.50 x 44%= \$1384.02  
\$1384.02 plus up to a 10% handling fee = \$1522.42  
Student receives a check for \$1623.08 refund.  
( $\$3145.50 - \$1522.42 = \$1623.08$ )*

The refund of the unused portion of tuition, for students who withdraw or discontinue prior to completion will be made for amounts paid which exceed the approximate pro ratio portion of the total charges of the course. The pro-rating will be determined on the ratio of the number of hours of instruction completed by the student to the total number of instructional hours in the course.

- Based on 2015- 2016 hourly rate

## **DeSoto County School of Practical Nursing Veteran's Attendance Policy**

Excused absences will be granted for extenuating circumstances only. Excused absence must be substantiated by entries in students' files. Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as an unexcused absence. Being late/tardy on three occasions will constitute 1 absence. Students exceeding five total absences in Semester one or three total absences in Semester two **will be** terminated from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

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### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.2 each third month.

A VA student whose CGPA falls below 3.0 at the end of any term of enrollment, will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 3.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified for the following school year. As there is only one practical nursing program per year, a student who has been dismissed for unsatisfactory progress may not re-enter during the year he/she was removed.

A student who was removed for lack of satisfactory progress may seek admission to a new class by making application and following the procedures for new applicants.

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### **Veteran's Refund Policy**

The refund of the unused portion of tuition for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-rata will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

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### **Veteran's Credit for Previous Education or Training**

Student must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately and the VA and student notified.

Florida Department of Education  
Postsecondary Adult Vocational (PSAV) to AAS/AS Degree Articulation  
Statewide Agreement Worksheet Summary

PSAV Program Name: Practical Nursing  
PSAV CIP Number: 0317.060500  
PSAV Program Number: H170605  
AAS/AS Degree Name: Registered Nursing  
AAS/AS CIP Number: 0318.110100/1318.110100

Admission Requirements: Students entering the Associate in Applied Science and or the Associate in Science Program in Registered Nursing must have a standard high school diploma or its equivalent, or a CPT Eligible Certificate of Completion. Students must meet the requirements of State Board Rule 6A-10.0315(3), FAC (College preparatory testing, placement, and instruction). Students earning scores less than those listed shall enroll in college preparatory communication and computation instruction.

Other admission requirements: Students must enter the Associate Degree program within five years of their completion dates. Students must meet the college's entry, residency, completion and academic requirements.

Validation Mechanisms: Completion of a practical nursing program in Florida, and current Florida licensure as a practical nurse.

School district technical center and community college faculty committee met and agreed to propose that the 1350 clock hour program in practical nursing shall articulate ten (10) college credit hours to the AAS/AS Degree in Registered Nursing. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

Community College: AAS/AS in Registered Nursing

Total AAS/AS Degree Program ..... 72 credit hours

Will award course credits or a block of credit toward AAS/AS program for 10 (ten) hours of college credit.

## **EQUAL EDUCATIONAL OPPORTUNITIES ASSURANCES**

**SCHOOL BOARD POLICY EPS CODES: AA & JFCL**

### **NON-DISCRIMINATORY MINORITY LANGUAGE EQUITY**

"National origin minority or limited English proficient students shall not be subjected to any disciplinary action because of their use of a language other than English." [FAC 6A-6.0908(3)]. If you feel you have been unfairly discriminated against and disciplined because of your use of a language other than English in the DeSoto County public schools, please notify the school principal and/or Mr. Daniel Dubbert, Director of Student Services at (863) 494-0377.

### **VOCATIONAL EDUCATION EQUITY**

**SCHOOL BOARD POLICY EPS CODE: AA**

All vocational courses are open to all students without regard to race, color, national origin, sex or disability. If you feel you have been discriminated against in any one of these areas, please notify your principal and / or Dr. Angie Staley, Director of Student Services at (863) 494-0261.

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**SCHOOL BOARD POLICY EPS CODE: AC**

Unlawful Discrimination Prohibited. The DeSoto County School Board subscribes to and will comply with the Florida Educational Equity Act. The school board will ensure implementation of this Act in the following areas: treatment of students, health services, interscholastic, club and intramural athletics, student financial assistance, student employment, educational and work environment, and personnel.

No person shall, on the basis of race, color, religion, sex, national origin, disability, age or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity except as provided by law.

General Authority 230.22 FS., 228.2001 FS, DOE Rules 6A-19.01, 6A-19.10.

Director of Human Resources  
530 LaSolona Ave.  
Arcadia, FL 34266  
(863) 494-4222

Contact the Director of Human Resources for a copy of the Customer Complaint Procedures (EPS Code: AA-R).



**DESOTO PRACTICAL NURSING PROGRAM**  
**ATTENDANCE AND BEHAVIOR AGREEMENT**

In order that you have a complete and clear understanding of what is expected of you in regard to your attendance and behavior, both in classroom and clinical experience, we have initiated the following contract for the school year.

I have received and read the DeSoto County Practical Nursing Handbook, and agree to abide by the established rules and regulations.

I agree to and understand the importance of keeping in confidence all knowledge of patient information and details that I may learn in my year of study as a practical nursing student. I understand failure to do so could result in my dismissal from the program.

I agree to complete the required minimum number of hours in each subject or clinical area as identified on the attachment to this contract. I understand that I may pay extra, above and beyond my tuition costs or any other fees I have previously paid, to gain any make-up hours I must have to graduate, or to be certified as a practical nurse. I understand this extra charge will be based on the salary schedule adopted by the School District of DeSoto County for the current year.