

# COLUMBUS SCHOOL OF PRACTICAL NURSING

## STUDENT HANDBOOK

SEPTEMBER 2025



ADULT & COMMUNITY EDUCATION, COLUMBUS CITY SCHOOLS  
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## UNIT I: PROGRAM HISTORY, PHILOSOPHY AND STRUCTURE

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### Welcome!

The staff and faculty of Adult & Community Education, Columbus City Schools welcome you on your educational journey in achieving a career in healthcare. Nursing is a very rewarding profession involving both art and science interspersed with human caring. Practical Nursing education is challenging, sometimes filled with joys, sorrows, headaches, and sleepless nights. Yet it is worth every minute when you finish as a graduate practical nurse.

Education is a partnership – built upon the responsibility of student learning along with teacher guidance and support. The focus of both teacher and student is upon the successful accomplishment of learning objectives for each course within the Practical Nursing Program.

Three key values guide the central values structure and operation of the Columbus School of Practical Nursing Program. Each individual is charged to utilize judgment and behavior which fit these three values to the highest degree. They include the following:

**INTEGRITY** - Adherence to a code of values: honesty, sincerity, candor, truth, respect for others, their beliefs and property, soundness of character.

**QUALITY** - Degree of excellence, demonstrating distinguishing attributes.

**SAFETY** - Assuring standards to avoid harm or jeopardy, especially in caring for health of patients, families and community.

**Adult & Community Education Mission Statement:** Adult & Community Education improves the lives of adult students through personalized, quality learning.

**Columbus City Schools Mission Statement:** Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

**Columbus City Schools Vision Statement:** A world-class model of public education that prepares all students to be Portrait-ready graduates and reach their full potential.

## Adult & Community Education Staff and Faculty

Adult & Community Education Staff	
Ed O'Reilly, Director	
Benita Blackwell, ACE Secretary	
Michael Harvin, Graduation & Workforce Pathways Coordinator	
Julie Kudika, Student Services & Workforce Recruitment Coordinator	
Judith Monseur, Compliance Coordinator	
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Adult & Community Education Practical Nursing Faculty	
Patricia Harris, RN, PhD, Health Occupations Administrator	
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Ericia Howard, DNP	
Debra Parham, RN, ADN	
Joy Rockhold, RN, MSN	
Christina Workman Morgan, RN, ADN	

## **Program Approval**

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The Columbus School of Practical Nursing is approved by the Ohio Board of Nursing, 17 South High St., Suite 400, Columbus, Ohio 43215, 614-466-3947, <https://nursing.ohio.gov/>

Adult & Community Education, Columbus City Schools is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta GA 30350, (770) 396-3898, or (800) 917-2081, [www.council.org](http://www.council.org).

## **History of the School**

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In 1948, the Columbus League of Nursing Education in cooperation with the State League formed a committee to study the need for practical nurses in Central Ohio. Findings were presented to the Metropolitan Health Council, which then recommended that a school be organized. The school was organized in late 1952 under the sponsorship of the Columbus Board of Education, all the Columbus hospitals and the Community Chest.

In January 1953, the Practical Nursing School of Columbus and Franklin County opened and was cooperatively operated by the Columbus Board of Education and the Community Chest. The school was located at Mercy Hospital, 1414 South High Street in the basement facilities of the Hospital's former School of Nursing.

Student fees of \$75.00 covered the cost of tuition, books, uniforms and laboratory fees. Participating hospitals in the community gave each student \$75.00 at the time they were doing their clinical experience. In the years that followed, tuition increased to cover program costs. At the same time, the stipend was decreased and finally eliminated in 1964.

In February 1959, the Columbus Board of Education assumed full financial and administrative responsibility for the school. With community support, as well as Ohio Department of Vocational Education reimbursement, the Board of Education was able to maintain a school. In October 1977, the Comprehensive Employment and Training Act (CETA) started sponsoring at least thirty-five (35) eligible students in each class. The Columbus Board of Education has continued to maintain the school, graduating three (3) classes per year.

In March 1961 to 1971, the school moved to 1485 West Fifth Avenue. From 1971 to 1977, the school was located at 1441 Clifton Avenue. Since 1977, the school has moved four times: to Central High School; to Bellows Avenue Adult Education Center; to North Education Center; and finally, to the current location at 2323 Lexington Avenue.

Since Florence Nightingale in 1860 designed a cap for her school of nursing, the cap has been a symbol of nursing. Internationally, each school of nursing has had its own specially designed cap. The cap worn by our students was designed by Mrs. Yolanda Guttman and worn by the first class and each succeeding class since 1954. The cap is registered with the Office of the Secretary of State (Number 2954). In 1966, the student body and the alumnae elected to have a choice of selecting either the school cap or a standard cap with an orchid band after graduation. Students in the early classes selected school colors lavender and white. For many years, the student uniform

reflected the school colors. In 1977, the lavender was no longer available for the student uniform. The uniform color was changed to white and royal blue with a designated patch containing the school logo. The current uniform color is royal blue. The current school logo for nursing was designed in 2008 by Pam Newsome.

The school pin was also designed by Mrs. Guttman and was produced by a local jeweler. After the selected jeweler's passing, the original pin was no longer available, so a new pin was designed. The pin is also a symbol of the nursing profession as every school awards a special pin upon graduation.

In 2003, the school celebrated its fiftieth (50th) anniversary of the opening. In January 2023, we celebrated the school's 70<sup>th</sup> anniversary. Since 1953, the school has been led by appointed Program Directors/Coordinators/ Administrators:

Yolanda Guttman .....	1953 to 1954
Edna Kies .....	1954 to 1956
E. E. Galloway .....	1956 to 1957
H. E. Nighman .....	1957 to 1960
Elizabeth Gurney .....	1960 to 1967
Janice Sandiford.....	1967 to 1978
Sharon Bell.....	1978 to 1995
Rose Wilcox.....	1995 to 1998
Jill Whalen .....	1998 to 1999
Donna Thomas .....	1999 to 1999
Sharon Bockus .....	1999 to 2003
Tamar J. Gilson.....	2003 to 2006
Lisa A. Ghiloni.....	2006 to 2008
Judith Ryan Higel, RN, MS, JD.....	2008 to 2012
Joni Meeker MSN, RN, FNP-BC .....	2012 to 2012
Tawnya Lawson, RN, MS.....	2012 to 2013
Joy Rockhold, RN, BSN.....	2013 to 2015
Constance Doughty, RN, MSN.....	2015 to 2016
Patricia Harris, RN, PhD .....	2016 to Present

The last curriculum revision approved by the Ohio Board of Nursing was in July 1996. The curriculum was revised to include IV Therapy, as new content in Practical Nursing per Ohio Board of Nursing rule change of February 2004.

## **Philosophy of Education**

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The faculty of Columbus School of Practical Nursing believes that the role of the teacher is to enhance the learning process. The school has been developed to perpetuate and improve society by offering all individuals an education appropriate for their needs.

We believe that:

- education changes behavior patterns using anticipatory guidance as a means of discipline and that education provides an understanding of the various cultural beliefs, including religious principles;
- education should be provided in a democratic atmosphere utilizing authoritative leadership; and
- education is a shared responsibility of all social institutions, including local, state, and federal.

## **Columbus School of Practical Nursing Philosophy**

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We, the Faculty of the Columbus School of Practical Nursing, concur with the mission statement of Columbus City Schools: “Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community” and the district vision statement: “A world-class model of public education that prepares all students to be Portrait-ready graduates and reach their full potential.”

We, the faculty of the School of Practical Nursing, believe that the concepts of person, nursing, environment, health, teaching/learning are central to the practice of nursing.

We believe a person is a unique, worthwhile, biopsychosocial, cultural and spiritual being. This being is a living system made up of parts that function together as a unit. This living system interacts with the external environment, made up of suprasystems and with the internal environment, made up of subsystems. The suprasystems and subsystems interact with this biopsychosocial, cultural and spiritual person as a living system. A person is in constant interaction with the internal and external environment. Adaptation to environmental change promotes the integrity of a person which leads to an optimal healthy state. When a person responds positively to environmental change, adaptation has occurred. Ineffective response to environmental change leads to disruption of a person’s integrity, resulting in illness (Theorist Sister Callista Roy).

Health is perceived as a state of well-being by the person, influenced by one’s biopsychosocial and spiritual environment. We believe health is a dynamic state. Health occurs when there is a balance within the living system between the internal and external environments. Health is a personal balance on a continuum of health promotion, health maintenance, and health restoration. Illness occurs as a result of an inability to adequately adapt to internal and/or external environmental changes. When a person or group responds to environmental change with an inadequate response, illness may result. The person’s perception of and response to environmental change influences one’s ability to adapt and maintain a healthy state.

We believe nursing is a creative and scientific approach which assists the person to adapt to the environment. The goal of nursing is to assist people in their response to environmental change which influences one's ability to adapt and maintain a healthy state. Nursing utilizes both verbal and non-verbal communication to identify a person's needs to adapt to environmental change. Communication is the process that allows the nurse to directly assess the need and assist the person to adapt to a changing environment. The expected outcome of nursing intervention is to attain a level of optimal health status within the person. The nurse creates a safe environment for this interaction to occur.

We believe nursing intervention occurs at three levels of care. Health promotion assists persons in their ability to develop positive adaptive responses prior to an identified illness. Once ineffective responses have occurred and illness is present, nursing intervenes to maintain positive adaptive responses through health maintenance. The last level of care, health restoration, helps restore the person to his or her highest level of health by adapting to permanent change.

Nursing is a practice profession based on knowledge from the biological, behavioral and nursing sciences. Knowledge of the sciences enables the nurse to make critical judgments utilizing problem solving skills while providing nursing care within the scope of practice of the Licensed Practical Nurse.

We believe practical nursing education provides the necessary preparation for the graduate to care for persons at the direction of a registered nurse, physician, dentist, podiatrist or optometrist. Drawing from the biological, behavioral and nursing sciences, the graduate is prepared to assist the registered nurse in collection and organization of health care data, in identification of health needs and problems while contributing to the interdisciplinary health care team in addressing client physiological, psychological, cultural and spiritual growth and developmental experiences. The graduate is able to safely perform nursing psychomotor skills, understand the client's attitude towards health maintenance and to effectively communicate with the client. Practical Nurse education also provides the opportunity for students to develop a holistic view, with the focus on the biopsychosocial, cultural and spiritual dimensions.

We believe learning is best accomplished in a caring environment. Students not only learn how persons and groups adapt to changes in their internal/external environment, but also apply this knowledge to their own lives. Learning is a shared responsibility between faculty and students. It is optimized in an atmosphere that encourages respect and uniqueness of the individual.

Nursing faculty facilitates learning by creating a climate where students experience stimulation, challenge and the spirit of inquiry. Nursing faculty create a caring learning environment where students are respected and accepted. The faculty assists students to value their strengths, identify areas for improvement, and realize their professional boundaries. Faculty provides teaching opportunities which promote active student participation in the classroom, laboratory and clinical settings. The clinical focus provides students with opportunities to care for individuals and groups throughout the life span. Continuing evaluation of both faculty and students is evident throughout the curriculum. Learning is a life-long process. The Practical Nursing program recognizes the value of continued personal and professional growth and fosters commitment to continued lifelong professional development.



We believe students learn in a variety of ways, i.e., cognitively, affectively and behaviorally. A variety of clinical settings is utilized to prepare the graduate to function in selected client populations in a cost-effective manner. Students are exposed to various teaching methods and opportunities to enhance their learning. Nursing faculty maintain responsibility for curriculum development and teaching. Faculty collaborates with other health care professionals to enhance learning opportunities and to expose students to the extended health care community.

The graduate practitioner is prepared for an entry level position in structured settings at the direction of the registered nurse, physician, physician assistants, dentist, podiatrist or optometrist. The graduate serves as an advocate by collaborating, communicating and working with other members of the health care team. The graduate is prepared to practice nursing with persons throughout the life span within an ethical, political, economic and legal framework. The graduate of the Columbus School of Practical Nursing is prepared to function in accordance with the Licensed Practical Nurse scope of practice set forth by the Nurse Practice Act.

## **Conceptual Framework**

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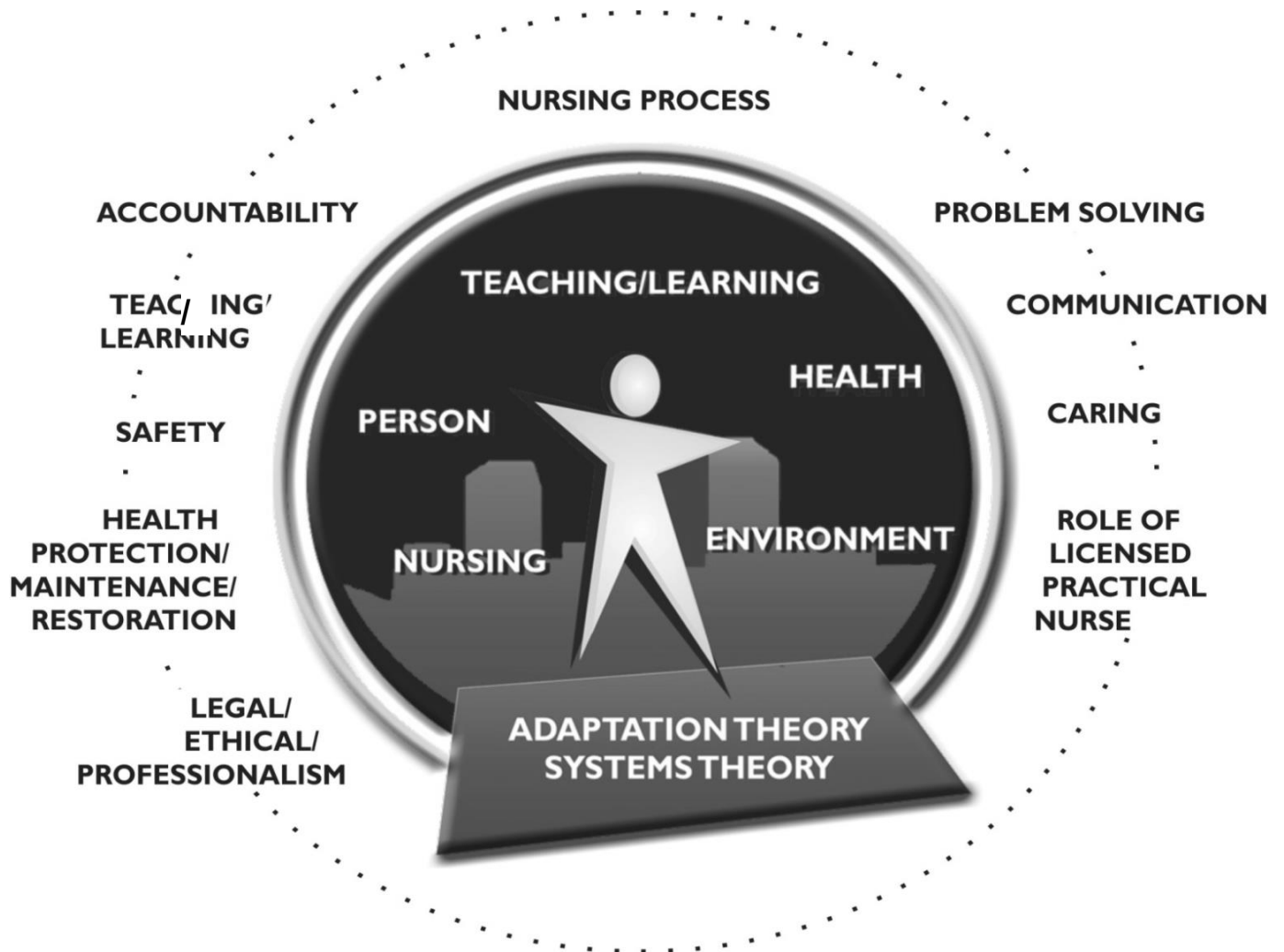
The Conceptual Framework of the Columbus School of Practical Nursing may be visualized within the Conceptual Model of the program logo. The base of the logo provides the foundation of the curriculum by the integration of adaptation and systems theory. The major concepts of the curriculum are nursing, health, teaching/learning. Person and environment are reflected within the inner circle of the logo. The inner circle of the logo is supported by the foundation. The threads of nursing process, communication, caring, safety, teaching/learning, accountability, role, health, legal, and problem solving are reflected as specific topics on the outer circle of the logo.

The framework of the curriculum is based on the person as an adaptive system. The person responds to the environmental stimuli through physiological, self-concept, role function and interdependence modes and aims to achieve an optimal healthy state. The need for nursing care arises when the person has a high risk for or actual ineffective response to the environment. The physician, nurse, other health team members, and the person, collaboratively determine what is causing the ineffective response and by utilizing the nursing process and problem-solving concepts intervenes to promote, maintain and restore health. Nursing implementations focus on communication, accountability, safety, caring, teaching/learning, health promotion, maintenance and restoration strategies to assist the person to adapt to the internal and external environmental stimuli.

Throughout the curriculum, the nursing process is generated by using data collection skills in studying physical assessment techniques, diagnostic data, adaptive responses and ineffective responses. With a foundation in care planning, implementation, and evaluation, the student in upper levels builds knowledge and skills in communication, caring, accountability, teaching/learning, and safety for effective professional practice.

The expectation of the student role increases in the level of accountability demonstrated by problem solving techniques and the nursing process through planned activities. Systems theory is used to look at the person and the environment. Adaptation theory provides a framework for nursing to interact with a person and his/her environment to create an optimal healthy state.

## COLUMBUS SCHOOL OF PRACTICAL NURSING CONCEPTUAL MODEL



## **Program Objectives**

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### **Upon completion of the program, the student will:**

1. Apply basic knowledge drawn from the biological, behavioral, and nursing and technological sciences in the practice of nursing.
2. Apply basic knowledge related to adaptation within systems, suprasystems, and subsystems in the provision of nursing care.
3. Meet the established course objectives in the classroom, laboratory, and clinical experiences.
4. Apply the nursing process within the scope of practice of the licensed practical nurse.
5. Apply the problem-solving approach in nursing practice.
6. Apply principles of clinical judgment in the delivery of nursing care.
7. Complete course content related to intravenous therapy as described in Chapter 4723-5-14 of the Ohio Administrative Code.
8. Delegate appropriate nursing tasks in accordance with Chapter 4723-13 of the Ohio Administrative Code.
9. Apply knowledge of legal, ethical, historical, and emerging issues in nursing that include but are not limited to the law and rules regulating nursing practice in Ohio.
10. Communicate effectively with clients, families, and significant individuals.
11. Collaborate with the health care team in organizing, managing, and supervising nursing care in a safe effective care environment.
12. Document nursing care within various health information systems.
13. Demonstrate appropriate information management as it pertains to health records, nursing science and evidence-based nursing practice.
14. Incorporate teaching/learning principles in nursing practice.
15. Demonstrate accountability for personal nursing practice.
16. Demonstrate caring behaviors which take into account dignity, integrity, and respect for the uniqueness of the person.
17. Provide safe, effective nursing care in a structured setting at the direction of a registered nurse, physician, dentist, podiatrist or optometrist.
18. Accept responsibility for professional and personal growth as a life-long process and take the opportunity to act as a mentor for other nurses.
19. Safely and effectively practice cognitive, psychomotor and affective skills in the performance of a variety of basic nursing functions with individuals of groups across the life span.
20. Incorporate critical thinking to increase knowledge, skills, technology and client care activities into evidence-based nursing practice.

## **Trimester I**

The student studies basic nursing and skills following principles of safe nursing care, anatomy and physiology, integration of nutrition, intravenous therapy, communications, dosage calculations, pharmacology, and safe medication administration. Emphasis is placed on study and test taking skills. Clinical experiences are concurrent with classroom learning activities.

### **Objectives**

**Upon completion of Trimester I, the student will:**

1. Apply basic knowledge drawn from the biological, behavioral, and nursing sciences to the practice of nursing.
2. Identify normal findings related to basic systems, subsystems, and suprasystems in nursing care.
3. Apply basic knowledge drawn from physiological adaptation and psychosocial behavior to provide basic care and comfort measures to clients.
4. Apply basic knowledge related to psychosocial behaviors.
5. Define the concept of health, wellness and health promotion and maintenance.
6. Define standard of care and identify institutional policies and procedures as they relate to nursing practice.
7. Apply the nursing process steps of data collection, planning and implementation.
8. Demonstrate problem solving skills in the classroom, laboratory and clinical setting.
9. Define principles of pharmacologic therapy and the safe pharmatherapeutic and medication administration.
10. Describe ethical, economic, political and legal issues related to nursing practice.
11. Provide a safe client environment and demonstrate knowledge of medical and surgical asepsis and infection control.
12. Utilize effective communications skills.
13. Utilize teaching/learning principles.
14. Define delegation as it applies to the role of the licensed practical nurse.
15. Demonstrate accountability for own nursing actions.
16. Demonstrate caring behavior that reflects dignity, integrity and respect for the uniqueness of the person.
17. Recognize and describe effective therapeutic communications skills.
18. Utilize opportunities to practice technical skills in the laboratory setting in order to provide quality care in the clinical setting.
19. Recognize the roles of members of the health care team in the clinical setting.
20. Provide fundamental nursing care for clients in structured settings.
21. Accept responsibility for personal and professional growth.
22. Function within the role of the student practical nurse.
23. Maintain safe and effective care environment while reducing potential for patient risk.
24. Define evidence-based practice.

## **Trimester II**

The student continues to study the basic principles of nursing, medical-surgical and family-centered nursing with the integration of therapeutic nutrition, anatomy and physiology, pharmacology, general psychology, growth and development and professional issues. Clinical experiences are concurrent with classroom learning activities. Intravenous therapy is included in the curriculum.

### **Objectives**

**Upon completion of Trimester II, the student will:**

1. Integrate basic knowledge drawn from the biological, behavioral, and nursing sciences in the practice of nursing.
2. Integrate basic knowledge related to adaptation and/or effective responses within systems, subsystems, and suprasystems in the provision of nursing care.
3. Apply knowledge of physiological principles in basic nursing care and safe medication administration.
4. Demonstrate use of data collection, planning, and implementation steps of the nursing process.
5. Compare client status with stated expected outcomes.
6. Demonstrate problem solving skills in the classroom, laboratory and clinical setting.
7. Apply knowledge of legal, ethical, historical and emerging issues in nursing that include but are not limited to the law and rules regulating nursing practice in Ohio.
8. Provide safe, effective nursing care to adult clients in a variety of settings.
9. Provide safe, effective care environment.
10. Demonstrate effective communication skills in the classroom, laboratory and clinical settings.
11. Apply knowledge of standards of care and institutional policies and procedures in organizing nursing care.
12. Apply basic knowledge related to psychosocial behaviors.
13. Utilize opportunities to practice technical skills in the laboratory setting in order to provide quality care in the clinical setting.
14. Utilize teaching/learning principles in client teaching.
15. Demonstrate safe pharmacotherapeutics and safe medication administration in the laboratory and clinical setting.
16. Demonstrate accountability for own nursing practice.
17. Demonstrate caring behaviors that reflect dignity, integrity, and respect for the uniqueness of the person.
18. Cooperate and collaborate with members of the health care team.
19. Accept responsibility for professional and personal growth.
20. Function within the role of the student practical nurse.
21. Provide evidence-based research to support client care activities.

## **Trimester III**

The student studies practical nursing professional issues as they relate to health and illness across the life span. Concepts and principles of management and leadership, community nursing, care of clients experiencing psychological crisis, nursing care of children and adolescents and maternal-infant care are introduced. Clinical experiences are concurrent with classroom learning activities.

### **Objectives**

**Upon completion of Trimester III, the student will:**

1. Integrate basic knowledge drawn from the biological, behavioral, and nursing and technological sciences in the practice of nursing.
2. Apply basic knowledge related to adaptation and/or ineffective responses within systems, subsystems, and suprasystems in the provision of nursing care.
3. Utilize the nursing process within the scope of practice of the licensed practical nurse.
4. Identify principles of delegation of nursing task as it applies to the licensed practical nurse.
5. Apply the problem-solving approach consistently in nursing practice.
6. Apply knowledge of legal, ethical and historical and emerging issues in nursing that include but are not limited to the law and rules regulating nursing practice in Ohio.
7. Provide safe, effective nursing care in structured settings at the direction of a registered nurse, physician, dentist, podiatrist or optometrist.
8. Communicate effectively with clients, families and significant others.
9. Incorporate teaching/learning principles into nursing practice.
10. Demonstrate accountability for own nursing practice.
11. Demonstrate caring behaviors that reflect dignity, integrity, and respect for the uniqueness of the person.
12. Collaborate with the health care team to organize, provide, and assist in the management of nursing care in a safe, effective care environment.
13. Accept responsibility for professional and personal growth as a life-long process.
14. Utilize opportunity to practice technical skills in laboratory setting in order to provide quality care in the clinical setting.
15. Demonstrate safe pharmacotherapeutic and safe medication administration in the laboratory and clinical setting.
16. Apply knowledge of standards of care and institutional policies and procedures in organizing nursing care.
17. Describe legal principles as they apply to potential risks that may occur in nursing practice.
18. Apply evidence-based practice to clinical practice and evaluate professional performance.

## Curriculum Overview (September 2025)

### AU25 Term

<b>Trimester I</b>	<b>Total Hours</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>
<b>Anatomy and Physiology I</b>	<b>96</b>	72	24	
<b>Nutrition</b>	<b>48</b>	48		
<b>Pharmacology I</b>	<b>96</b>	<b>96</b>		
<b>Theoretical Foundations of Nursing I/ Medical Terminology</b>	<b>240</b>	96	79	65
<b>Total Hours Trimester I</b>	<b>480</b>	<b>312</b>	<b>103</b>	<b>65</b>
<b>Trimester II</b>	<b>Hours Total</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>
<b>Anatomy and Physiology II</b>	<b>90</b>	66	24	
<b>Nursing Care of the Adult I</b>	<b>107</b>	107		
<b>Pharmacology II</b>	<b>73</b>	73		
<b>Theoretical Foundations of Nursing II</b>	<b>210</b>	53	53	104
<b>Total Hours Trimester II</b>	<b>480</b>	<b>299</b>	<b>77</b>	<b>104</b>
<b>Trimester III</b>	<b>Hours Total</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>
<b>Nursing Leadership</b>	<b>256</b>	98	50	108
<b>Nursing Care of the Adult II</b>	<b>54</b>	54		
<b>Maternal-Child-Pediatric Nursing</b>	<b>116</b>	96	8	12
<b>Mental Health Nursing</b>	<b>54</b>	48		6
<b>Total Hours Trimester III</b>	<b>480</b>	<b>296</b>	<b>58</b>	<b>126</b>

IV Therapy—Related Components include:

- (a) Legal overview, standards of care, role of LPN, principles and practice of infection control.
- (b) Anatomy and Physiology related to IV practice, fundamentals of fluid and electrolyte balance.
- (c) Basic information required to calculate parenteral solutions.
- (d) Homeostasis, systemic complications, assessment, and IV therapy related components.
- (e) Acid-based balance and electrolyte imbalances.
- (f) Infusion delivery systems, calculation of flow rate/formulas, documentation, and flow rate regulation and IV therapy.
- (g) Administration sets, peripheral, central and electronic infusion devices, accessory equipment, cannulation overview, and systemic complications.

## Course Descriptions

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### Trimester I:

**Theoretical Foundations of Nursing I and Medical Terminology** - This course introduces nursing history, theories, and theorists. Characteristics of nurses, professionalism, and accountability will be discussed along with legal and ethical issues affecting delivery of nursing care. The health care system, including economics, complementary and alternative medicine, and the promotion of health and wellness is explored. The nursing process, patient teaching, communication and documentation is introduced. Ethnic, cultural, and spiritual aspects of nursing care, along with nursing care during the dying process are discussed. Emphasis is placed on care of the elderly. The laboratory experience introduces basic psychomotor skills needed to perform vital signs, head-to-toe data collection, and oral medication administration along with skills related to medical asepsis, proper body mechanics, and safe nursing care. Direct client care in a clinical setting focuses on psychomotor, cognitive and affective skills.

**Anatomy & Physiology I** - This course provides a basic foundation for nursing care, including principles of anatomy, physiology, chemistry, and microbiology, with a laboratory component providing additional experiences. Roy's physiological model is introduced in anatomy and physiological systems. Biological foundations are presented through the concepts of skin integrity, chemistry, skeletal, muscular, neurological, blood, lymphatic, nutrition, activity, rest and oxygenation. Intravenous therapy is discussed, including integumentary, blood, cells, microbiology, body fluids, and disease process.

**Pharmacology I** - This course introduces the foundations of pharmacology in nursing, including general principles, basic math skills for dosage calculation of oral and parenteral medications, and conversions from different systems of measurement, safe medication administration, intravenous solutions and infusion rate calculation. Medications used to treat infections, urinary disorders, eye disorders, and manage pain are presented with importance placed on actions, uses, common or life-threatening adverse reactions, contraindications, precautions and interactions of the different classes of anti-infective medications. The nursing process and the adaptation model used for implementation of care for clients receiving pharmacological therapy and for the client's adaptive or maladaptive responses to therapy is presented. Emphasis is placed on an optimal response to therapy while contributing to the interdisciplinary health care team in monitoring and managing adverse reactions and to educating client and family concerning the pharmacologic therapies. Principles of intravenous therapy are presented, including Ohio law related to IV therapy for the LPN. This course provides for development of computer operating skills.

**Nutrition** - This course provides a foundation in normal nutrition. Basic principles of nutrition, factors that affect nutrition, such as proper food selection and storage, and food hygiene are included. The role that nutrition plays in maintaining a state of wellness is emphasized.

### Trimester II:

**Theoretical Foundations of Nursing II** - The use of the nursing process to administer care to the adult client with adaptive and ineffective responses is presented, including the clinical portion which emphasizes implementation of the process. Ethical, economic, political, and legal issues in nursing practice are included. Psychomotor and affective components of Trimester I and Trimester II theory are integrated into this course, as are four modes of Roy's theory.



Opportunities are provided to practice goal-oriented nursing care with adult clients at varying life stages. Laboratory and clinical experiences focus on psychomotor, cognitive, and affective skills and application of problem solving methods, effective communications strategies, caring behaviors and teaching/learning principles. The student practical nurse role in applying nursing principles in caring for adult clients with adaptation problems is identified.

**Anatomy & Physiology II** - This course emphasizes cardiovascular, urinary, digestive, immune, respiratory, heredity, sensory, endocrine and reproductive systems. Roy's physiological mode is introduced. Biological foundations of the human body are presented through each concept.

**Nursing Care of the Adult I (Medical-Surgical Nursing)** - This course introduces nursing students to basic principles in providing nursing care for the adult patient with adaptive and ineffective responses. Opportunities are provided to study systems and adaptation theories. Communications strategies, caring concepts, and teaching/learning principles are incorporated throughout the course. Ethical and legal issues in nursing practice will be examined. The importance of cooperation with the health care team and accountability is included, and therapeutic diets related to the client's health and plan of care are incorporated. Communication strategies, caring concepts, and teaching/learning principles are emphasized. This course also covers common patient diagnoses, nursing interventions, rationales, and outcome criteria.

**Pharmacology II** - This course builds on the principles in Pharmacology I with emphasis on the knowledge of specific medications that affect the body systems. The information includes categories of medications with their actions, uses, common or life-threatening adverse reactions, contraindications, precautions, interactions, dosages, nursing implications, safe dosage calculation, and safe medication administration. The nursing process and the adaptation model are used for implementation of care of the client receiving pharmacological therapy and for the client's adaptation or maladaptive responses to the therapy. Emphasis is placed on ways to promote an optimal response to therapy while contributing to the interdisciplinary health care team in monitoring and managing adverse reactions and to educating client and family concerning pharmacologic therapies. Principles of intravenous therapy will be presented including Ohio law related to IV therapy for the LPN. This course provides for development of computer operating skills.

### **Trimester III:**

**Nursing Leadership** - This course provides the student with problem solving skills to facilitate the transition from student nurse to Licensed Practical Nurse. Current and relevant issues facing nurses are examined within the context of the historical development of organized nursing, including the role of the practical nurse, responsibilities, accountabilities and professionalism in caring for a group of clients. Concepts include evidenced-based practice, safe care environment, management, supervision, delegation, safe medication administration, including the role of the LPN in intravenous therapy for the adult client; and knowledge and skills required to perform specified intravenous therapy procedures on adults at the direction of a licensed physician, dentist, optometrist, podiatrist or registered nurse. System adaptation and teaching learning theories are incorporated. Documentation of nursing care within various health information systems is discussed and practiced. Legal and ethical issues relevant to nursing care are presented. Methods of effective communication, resume' development and provision of safe

nursing care in a caring, culturally and spiritually sensitive environment are emphasized. This course is designed to help the student prepare for NCLEX and develop computer operating skills.

**Nursing Care of the Adult II** - This course emphasizes on understanding and contributing to the nursing process in the care of the adult patient with adaptive and ineffective responses. Opportunities are provided to study systems and adaptation theories as they relate to the care of the adult patient. Communications strategies, caring concepts and teaching/learning principles are incorporated throughout the course. Nursing care concepts that address the physiological, psychological, cultural and spiritual need of adult patients are discussed. Students explore the role of the student practical nurse and examine safety principles, including patient safety, infection control and pharmacological concepts. Documentation of nursing care in a variety of health information systems is discussed. The importance of collaboration with the health care team, clients, families and other individuals significant to the client is emphasized.

**Pediatric Maternal-Child Nursing** - This course provides the student with problem solving skills to foster data collection, implementation, and evaluation of nursing care for the child and the adolescent with a focus on health promotion, health maintenance, and health restoration of children and adolescents with acute and chronic conditions. Methods of effective communication and provision of safe nursing practice in a caring, culturally, and spiritually sensitive environment are emphasized. Laboratory and clinical experiences help students develop problem solving skills to foster the implementation and evaluation of nursing care for clients across the life span, with the emphasis on children and adolescents. Knowledge of adaptation and systems theory is integrated into the child's or adolescent's plan of care, including demonstration of personal and professional accountability and responsibility in care. This course focuses on the pregnant client and/or neonate and their families, including both adaptive and ineffective responses to the prenatal experience. Selected pharmacological agents and dietary modifications will be discussed with regard to the pregnant client/neonate. Strategies to create a safe environment and the role of the licensed practical nurse in caring for the pregnant client, the neonate, and the family are presented.

**Mental Health Nursing** - This course builds upon the concepts acquired in Theoretical Foundations of Nursing I & II and looks at Roy's theory concerning self-concept, role function and interdependence mode and focus on the adaptation during ineffective behaviors and stable behaviors. Other factors discussed are multi-cultural diversity, spirituality, ethical, and legal, socioeconomic, political, community and societal influences and how they impact the client and health care system. Therapeutic communication techniques and clients experiencing chronic, ineffective emotional health conditions that have predictable outcomes are discussed. Caring behaviors are discussed as they relate to these conditions. Selected psychotherapeutic agents are introduced as part of the pharmacological therapy for clients with stable chronic, ineffective or emotional health conditions. Instruction is presented to facilitate the care of clients experiencing acute behavioral ineffective responses. Pharmacological therapy for clients with acute ineffective behavioral health conditions is discussed. Strategies to create a safe environment and the licensed practical nurse's role in caring for clients experiencing a psychological crisis are presented.

## Glossary of Terms

**Academic/Disciplinary Probation:** A trial period which allows a student to redeem himself or herself. A trial period in which abilities are tested to see whether the student complies with program standards. A period in which character and abilities are tested to see whether the student is meeting the course objectives or established rules defined in the student handbook.

**Academic/Disciplinary Warning:** To give written notice; to offer advice about what could be done about a student's classroom or clinical problem.

**Adaption Problem:** The occurrences of situations of inadequate response to need deficits or excesses.

**Advocate:** A person who supports, maintains, or defends the causes of individuals, groups, and issues.

**Affective Domain Assessment:** The domain of attitudes, values, and beliefs.

**Behavioral Domain:** The process of implementing selected reinforcement, modeling, skills training, shaping, and role-playing activities.

**Caring:** A purposeful human activity comprised of those nurturing behaviors that support a person through the life span.

**Cognitive Domain:** The domain of knowledge.

**Collaboration:** Working with others to achieve common goals through mutual respect and valuing others' perspectives.

**Communication:** Actions that encourage therapeutic interpersonal relationships and the transfer of correct information about patients.

**Community:** The population of culturally diverse groups of individuals within a common locality who interact with and support one another.

**Concept:** A complex mental formulation of an object, property, or event derived from perceptual experience.

**Conceptual Framework:** Key concepts and basic themes expressed in philosophy which forms the basis for the curriculum and serve as a decision-making guide for curriculum building.

**Coping Mechanism:** Responses that arise from environmental stress.

**Culture:** Beliefs, values, patterns of behavior, and methods of problem solving that are transmitted from one generation to the next.

**Data Collection:** Gathering of information for the purpose of determining wellness, adaptive, and maladaptive responses.

**Delegation:** Transferring to a competent person the authority to perform a selected task in a selected situation.

**Evidence-based Practice:** Carrying out nursing practice using the best available knowledge.

**Environment:** All internal and external stimuli that influence a person or group. The suprasystem environment is composed of culture, community, and society.

**Ethics:** A set of principles and values established by a profession to guide individual practicing members.

**Evaluation:** An ongoing process which measures the extent to which objectives and goals have been met. Determines effectiveness of care (last step of the nursing process).

**Grievance:** A complaint involving the violation, interpretation, or application of a rule and/or regulation of the nursing program.

**Group:** Two or more persons who have an interdependent relationship.

**Health:** A continually changing personal balance between adaptive and ineffective responses which includes the person's perception and his/her biophysical and spiritual state.

**Health Maintenance:** Responses that preserve a person's integrity throughout the life span.

**Health Promotion:** Behaviors that seek a healthy lifestyle.

**Health Restoration, Simple:** An acute, self-limiting, effective response that affects a person's health.

**Health Restoration, Complex:** An acute, effective multi-system response that affects a person's health.

**Implementation:** Carrying out the written plan of care.

**Ineffective Responses:** Responses that do not contribute to adaptation and personal integrity.

**Interdependence Mode:** Significant relationships and support systems of the person.

**Legal Aspects:** Regulations, policies, and standards that govern nursing practice.

**Learning:** A dynamic, life-long endeavor which involves acquiring new information, skills, attitudes, values, and understanding.

**Maladaptation:** Ineffective response to environmental stimuli that leads to disruption of the person's integrity and illness.

**Management:** A method of organizing resources to accomplish goals.

**Mode:** Component through which a person adapts to environmental change.

**Nursing:** A dynamic practice profession that promotes, maintains, and restores the health of the person based on biological, physical, behavioral, and nursing science. As an art, nursing is a caring, individual expression which assists persons with adaptation to the environment.

**Nursing Process:** A problem-solving approach composed of assessment, planning, implementation, and evaluation.

**Performance Improvement Plan:** A plan developed to identify and address class or clinical deficiencies given to the student by the instructor.

**Person:** A unique biopsychosocial, cultural being who is worthy of respect.

**Physiological Mode:** Biological components of a person involving the body's basic needs and ways of dealing with adaptation in regard to fluid and electrolytes; exercise and rest; and elimination, nutrition, circulation, oxygen, and regulation, which include the senses, temperature, and endocrine regulation.

**Planning:** Identification and formulation of short- and long-term goals.

**Potential Incident Report:** A form completed by the students and instructor when there is an identified error in the clinical setting that did not result in harm to the patient but is an unsatisfactory clinical due to unsafe practice.

**Problem Solving:** A reasoning process during which data are reviewed and explanations and consequences considered before a judgment is formed.

**Process:** A series of actions leading toward a goal.

**Professionalism:** Qualities that characterize a profession and a professional person; demonstrating the embodiment of the qualities of a profession.

**Psychomotor Domain:** The domain of motor function.

**Research:** A systematic inquiry using scientifically-based methods to answer questions or solve problems.

**Respect:** To feel and show honor and esteem for or hold in high regard.

**Role:** A pattern of behaviors that emerges from meaningful interactions between self and others.

**Role Function Mode:** The social role component of a person.

**Safety:** Freedom from harm.

**Scope of Practice:** The defined limits regulating nursing practice by a regulatory board.

**Self-concept Mode:** The psychological component of a person.

**Society:** A suprasystem composed of persons, families, groups, and communities sharing common ideas, values, and environment.

**Spirituality:** Intangible, intrinsic personal view that defines a person's meaning to life.

**Structured Setting:** A setting in which direction and supervision are readily available; written policies and procedures are in place; information, material, and human resources are easily accessed.

**Subsystem:** Component parts within the system, including physical, psychosocial, and spiritual aspects, as well as values, beliefs, and aspiration.

**Supervision:** A method of utilizing human resources to accomplish goals.

**Suprasystem:** Components outside the system, such as conditions, circumstances and influences; cultural and legal surroundings affecting the development and behavior of persons and groups.

**System:** An identified unit, such as a person, group, community or society.

**Teaching:** An interactive, cognitive, and affective behavioral process in which knowledge and ideas are exchanged.

## **Unit II: Admission Policy: State Board Rule 4723-5-12 (A-1)**

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The main objective of the Admissions Committee of the Columbus School of Practical Nursing is to admit candidates that we believe are capable of achieving the established program objectives. Therefore, it is our policy that applicants will meet the following admission requirements **prior** to acceptance into and commencing the program:

### **Education**

1. Be a graduate of an accredited high school or its High School Equivalent (HSE).
  - a. An official transcript or copy of the high school record is required of high school graduates.
  - b. An official transcript or copy of the HSE scores is required of HSE applicants.
  - c. If outside the United States, equivalent of high school transcript is required.

### **Entrance Exam**

2. Have successfully completed the HESI pre-entrance exam:
  - a. The HESI examination must be completed within two (2) years of the date of admission.
  - b. A composite score of 75% on the HESI exam covering the areas of Reading Comprehension, Vocabulary and General Knowledge, Grammar, and Math. Composite score of 75% must be achieved during a single test administration.
  - c. Any applicant who falls below the required composite score may re-take the test one time for the session in which they want to enroll. If an applicant falls below the required composite score of 75% for a second time, he/she must wait to retake the exam for the subsequent cohort.

### **Supporting Documents**

3. Have submitted the following: a completed application; Social Security Card; legal photo identification, a clear BCI and FBI background check as determined by current Ohio Revised Code; and a current BLS/CPR Provider Card.

### **Personal Medical History**

4. Complete and submit verification of the following prerequisites:
  - a. Physical examination form with Personal Medical History form indicating no restrictions.
  - b. Immunizations (per local, state, and federal regulations)
  - c. Completed Hepatitis B form.
  - d. Negative Drug Screen (conducted at the Program Orientation)

### **Request for Advanced Standing**

5. Applicants who wish to be considered for advanced standing (i.e., credit for coursework previously taken at another practical nursing program) must request credit for consideration when they submit their application materials and must follow the requirements as stated in the advanced standing policy. Such requests will be considered on an individual basis. Requests for credit submitted after Orientation will not be considered.

## **Background Investigation Policy:**

### **State Board Rule 3701-60-07, 3701-60-08, 3701-60-09 & 173-9-07**

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1. The purpose of a background investigation is to maintain a safe and productive educational and clinical environment. Students who refuse to comply with the background investigation process will be denied admission to the Columbus Practical Nursing Program.
2. Any conviction, plea of guilty or no contest, or deferred prosecution of the following criminal offenses (felony or misdemeanor) that appears on any part of a criminal background check at the time of application to the program will disqualify an applicant's admission to their program and may disqualify a student from admission to a clinical facility.
3. Offenses specified in the Ohio Administrative Code 3701-60-08, 3701-60-09, and 173-9-07 may disqualify an individual for any position that would include the care of children and older adults.
4. If the background investigation reveals information that could be relevant to the application, the Health Occupations Administrator may request additional information from the applicant. The potential disqualifying offense shall be reviewed on a case-by-case basis. The Columbus Practical Nursing Program reserves the right to withdraw/dismiss a student in the event a disqualifying offense is revealed during any point of the application process/enrollment. Students may be subject to random or for cause drug screens. Refusal to comply with such a request will result in immediate withdrawal/dismissal.
5. Clinical facilities may also choose to require additional background checks, drug screens and/or fingerprinting, and may disqualify students from participating at a clinical site based on individual facility policies independent of any action by the Columbus Practical Nursing Program and that a disqualifying background check from a clinical agency may subject applicants/current students to dismissal from the Columbus Practical Nursing Program. Any additional drug screening will be at additional cost to the student.
6. Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any the following crimes listed on the Ohio Board of Nursing's List of Potentially Disqualifying Offenses may be disqualified from being licensed as a practical nurse.

Consequences: Columbus School of Practical Nursing students who have any misdemeanors or felonies related to the mentioned charges will be denied admission to or dismissed from the program.



## **Request for Advanced Standing: State Board Rule 4723-5-12 (A-3)**

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1. Advanced credit is available in both nursing and non-nursing courses if these courses have been completed at an appropriately accredited or approved post-secondary program within the last two years unless noted otherwise below:
  - a. Anatomy & Physiology I (proficiency exam may be required passing score of 80%)
  - b. Anatomy & Physiology II (proficiency exam may be required passing score of 80%)
  - c. NutritionA fee will be assessed for each proficiency exam administered.
2. Requests for advanced credit will be evaluated on an individual basis.
3. If advanced credit is requested, the following criteria are to be met:
  - a. Submit an official transcript from the previous school attended.
  - b. Show no less than a “C” in the subject(s) being considered for credit.
  - c. Submit a description and/or syllabus of the course.
  - d. Meet all current requirements for admission to the Columbus School of Practical Nursing.
  - e. The above information must be provided prior to program Orientation.
4. For individuals with experience in the armed forces of the United States, National Guard, or in a reserve component your experience may qualify you for advanced credit in both nursing and non-nursing courses if the experience has been within the last two years. To determine eligibility, the Health Occupations Administrator, with input from the admission committee, will:
  - Review the individual’s military education and skills training
  - Determine whether any of the military education or skills training is substantially equivalent to the curriculum
  - Award credit to the individual for any substantially equivalent military education or skill training.
5. The decision as to whether or not advanced credit will be granted is made by the Health Occupations Administrator in consultation with the Admissions Committee and based on evidence of comparability of courses for which advanced credit is being applied.
6. Clinical nursing courses may require a clinical skills evaluation and/or refresher in order for credit to be granted. A fee will be assessed for this evaluation and refresher. A student admitted with advanced standing is required to attend Orientation.
7. To graduate from the Columbus School of Practical Nursing, a minimum of second and third trimesters must be completed within the Columbus School of Practical Nursing.

## **Health Requirements Upon Admission Policy**

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1. All incoming students are responsible for providing documentation of a physical exam and immunizations. These are due upon application to the program and must be complete no later than the first day of Orientation. Personal Medical History and Physical Examination Forms are provided in the Practical Nursing Application Packet located online and in the Student Services Office.
2. During Orientation and before the first day of class, students must complete and have a negative drug screen.
3. Random drug testing may be requested by the Health Occupations Administrator and/or clinical facilities during a student's participation in the program or prior to re-admission into the program.
4. All health records and BLS/CPR must be updated prior to the start of each clinical and submitted to the records liaison. Students will be ineligible to attend clinical if their records are not up-to-date. Students will pay the clinical make-up fee for each missed clinical.

## **Technical Standards/Skills for Practical Nursing Policy**

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The Columbus School of Practical Nursing Program can provide supportive services for students with diagnosed disabilities. In an effort to assist all individuals, including those with disabilities, in making career decisions, the following technical standards and skill requirements which nursing students are expected to possess and demonstrate are as follows:

- Sufficient visual acuity, such as needed in the accurate preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
- Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitor, stethoscope, IV infusion pumps, Doptone, emergency alarms, etc.
- Sufficient gross and fine motor coordination to respond promptly and to implement the skills including ability to lift (50 lbs.), positioning, transferring patients, and manipulation of equipment which is required in meeting health needs.
- Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest.

## Disability Services

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It is the standard of the Columbus School of Practical Nursing that a student with a diagnosed disability be granted reasonable accommodations by the Health Occupations Administrator.

In accordance with Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act, Adult & Community Education will make every effort to provide supportive services to students with disabilities who qualify for programs. It is, however, the responsibility of the student to disclose the nature of the disability and to submit the required documentation of the disability to the Health Occupations Administrator in order to receive such accommodation.

An assessment that documents a disability must have been done within the past three (3) years. Documentation of the assessment performed must be submitted by an appropriate licensed professional (e.g. physician, psychologist). A student may request a waiver of this requirement by providing a statement from a qualified professional that re-testing is not medically necessary to document the existence of a current disability.

The request for supportive services may be submitted to the Health Occupations Administrator before or after admission to the program, but at least 30 days prior to the implementation of the service.

Students with a disability must be able to perform and meet the Technical Standards/Technical Skills of the Practical Nursing Program with reasonable supportive service.

### Process for Requesting Disability Services

While a student with a disability is not required to disclose his/her disability to anyone, it is the responsibility of the student to disclose the nature of the disability and to submit the required documentation of the disability if the student wishes to receive services and/or accommodations. The student may ask that the request be kept confidential except for notification of the person(s) who is responsible for providing the services and/or accommodations. Before the program begins, or as soon as the student suspects or becomes aware of a disability, several procedural steps must be taken:

#### Meeting

- 1) The student makes his/her instructor(s) aware of the disability.
- 2) The student submits the *Disability Services Request and Verification Form* provided to the Health Occupations Administrator. Alternatively, if the student has a disability that has been documented by a licensed provider (e.g., physician, psychologist, etc.) within the past three years, he/she may instead submit alternative documentation to the Health Occupations Administrator, which may be considered sufficient. **Please note: An Individualized Education Program (IEP) is not automatically accepted as documentation.** If the assessment was conducted more than three years prior to the request for services, a student may request a waiver of this requirement by providing a statement from a licensed provider that re-testing is not medically necessary to document the existence of a current disability.

- 3) The Health Occupations Administrator reviews the *Disability Services Request and Verification Form* (or alternative documentation) submitted by the student.
- 4) The student meets with the Health Occupations Administrator for an intake appointment to discuss the *Disability Services Request and Verification Form* (or alternative documentation). The student may also request that the Resource Coach attend this appointment.

### **Documentation**

- 5) Following the intake meeting, the student submits the *Disability Services Request and Verification Form* to the licensed provider. If the student does not have access to a licensed provider, he/she shall notify the Health Occupations Administrator at the initial meeting.
- 6) Upon receiving the completed *Disability Services Request and Verification Form* from the licensed provider or the alternative documentation, the Health Occupations Administrator documents the recommendations, registers and approves the student for services and/or accommodations made by the licensed provider and informs the instructor(s) of the services and/or accommodations. It may take up to 30 days for the service/accommodations to be implemented.

### **Implementation**

- 7) The instructor(s) provides the services and/or accommodations to the student.
- 8) At the student's discretion, the Resource Coach follows up with the student to conduct a progress check.

**Please note:** Any accommodations the student is approved for shall be justified by the information presented in the disability documentation received from the licensed provider. Students with a disability must be able to perform and meet the career-technical standards/skills of the program with reasonable supportive service.

Other testing and assessment organizations/boards may have additional procedures for responding to the special needs of applicants with disabilities who are eligible for admission to take certification or licensure examinations. Disabilities which should be brought to their attention include but are not limited to the following: physical, mental, hearing or visual impairments, reading or learning disabilities. Examples of accommodations are the use of medication or snacks, extra time, and/or the use of any kind of special equipment or aids. To allow sufficient time to secure the required documentation of a disability, it is recommended that the applicant notify the organization/board, in writing, six months prior to the date the applicant wishes to test, but no later than concurrently with the submission of the certification/licensure application.

### **Disability Services Policy Link**

Details and required forms necessary to request disability services are located here:  
<https://www.ccssoh.us/Page/2207>.

## **Unit III: Operational Standards**

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1. The program shall operate in a manner which meets standards of regulating agencies and the profession:
  - a. The program is approved by the Ohio Board of Nursing which provides for the graduates of the program to sit for the NCLEX-PN Licensure Examination.
  - b. The curriculum shall meet the standards of the Council of Occupational Education. The U.S. Department of Education entitles the school to provide Federal Pell Grants and Federal Student Loans to eligible students.
  - c. The program abides by requirements of the Ohio Department of Education & Workforce and Ohio Department of Higher Education.
2. The curriculum shall provide adequate hours and standards for all programs/objectives.
  - a. Successful completion of the program for a full-time student usually takes 12 months.
  - b. The successful completion of all courses is required for graduation from the program.
  - c. Successful completion means the student must achieve a grade of 75% or better in all courses.
  - d. The student must also achieve a “Satisfactory” (graded S/U) in all clinical course experiences.
  - e. Planned instruction shall be based on thirty (32) clock hours per week.
  - f. Instructional hours are usually between 8:00 a.m. and 3:30 p.m., five (5) days per week for the program. Hours may vary depending on available hours for clinical agency experiences.
  - g. Specific hours for classes and clinical will be circulated by a published calendar updated and distributed on a regular basis. The School reserves the right to modify schedules to best meet standards and available education resources.
  - h. Student clinical assignments are designated by the clinical instructor.
3. Students shall abide by all policies, rules, and regulations of Columbus City Schools and the Columbus School of Practical Nursing.
4. Clinical Affiliation
  - a. Students shall abide by the clinical agency policies wherever assigned.
  - b. Students shall perform only those duties approved by the affiliating clinical facility and as directed by the clinical instructor assigned by the School of Practical Nursing.
  - c. Students shall be under the direct supervision of the clinical instructor.
5. Chain of Command

Constructive criticism of the education process is welcome and utilized in continuous improvement planning. An atmosphere of mutual trust and open dialogue is facilitated toward problem resolution and ongoing program enhancement. Students are to direct complaints involving instruction, discipline, or learning materials via the following channels.

- a. Instructor
  - b. Health Occupations Administrator
  - c. Adult & Community Education Director
6. Holidays and School Closure:
- a. Nursing students will have seasonal breaks identified on each Trimester calendar.
  - b. In the event of inclement weather, Adult & Community Education follows the Columbus City Schools district policy regarding school closure.
7. Guidance/Counseling/Conferences
- The Columbus School of Practical Nursing recognizes that many factors affect the student's ability to complete the Program. To assist students in dealing with such factors, the School of Practical Nursing provides the following:
- a. The Health Occupations Administrator and instructors have office hours for individual conferences with students to discuss performance issues and to provide academic counseling.
  - b. Students may initiate conferences with instructors at any time throughout the course by scheduling with the instructor.
  - c. Instructor initiated conferences with a student may be arranged whenever the instructor deems it necessary to assist a student in meeting individual or school objectives.
  - d. Scheduled conferences between the instructor and a student are routinely conducted at the conclusion of each clinical experience.
  - e. Students may seek counsel through the Health Occupations Administrator, regarding personal issues or needs. If necessary, outside counseling may be recommended.
  - f. Adult & Community Education hosts a job fair for students enrolled in the Practical Nursing program.
  - g. Ancillary student services are available upon referral or student request, including job placement services and special counseling and referral services.
  - h. Programs related to stress management or other pertinent topics may be offered within the Adult & Community Education Program periodically. When these programs are available, students are encouraged to participate.
8. Graduation
- a. Graduation exercises are held following satisfactory completion of the nursing program. All students are encouraged to attend.
  - b. Graduates wear a standard cap and gown for graduation.
  - c. Graduating students will receive an official transcript and career passport.
  - d. Trimester 3 potential graduates will be given a computerized test from HURST. A score of 62% or above is used as a predictor of success on the NCLEX-PN exam. The student who scores less than 62% will develop a plan for remediation with the Health Occupations Administrator.

- e. Upon satisfactory completion of all curriculum requirements, the Health Occupations Administrator will submit a certificate of completion to the Ohio Board of Nursing. This certification is required for a graduate to take the NCLEX-PN Exam.

#### 9. Legal Involvement

- a. The student must notify the administrator of any legal and/or criminal charges or cases against the student which occur while in the program.
- b. Affiliated clinical agencies may deny clinical placement to students who have pending charges.
- c. The administrator will evaluate each situation individually and counsel students.
- d. Progress in the program may be affected depending on the nature of the situation.
- e. BCI/FBI reports and all documentation related to legal and/or criminal charges or convictions may be shared with the clinical agencies. Thus, the student may not be able to complete the nursing program if the clinical agencies deny placement based on legal and/or criminal charges.

#### 10. Malpractice/Liability Insurance

- a. A liability insurance policy is required and provided through the Columbus School of Practical Nursing Program.

#### 11. Employment

- a. A student with employment in any medical agency in the nursing area shall work as an aide or an orderly, not as a student.
- b. The student must schedule outside employment so the hours do not conflict with school hours. Any conflicts with employment and academic hours are the student's responsibility to resolve through their employer. The School is not responsible to adjust to the student's employment.
- c. If outside employment renders the student incapable of maintaining attentive effort during school or maintaining a safe performance level in the clinical area, the student will be asked to re-evaluate their employment situations.

#### 12. Student Name and Address

- a. During school, each student is responsible for registering using their official legal name which is the name required by the Ohio Board of Nursing following graduation for State Board exam/eligibility. Faculty shall record grades using official legal name, though may note other names for classroom communications if preferred by the student.
- b. The student is responsible for immediately informing the Student Services office of any change of address, telephone number or name by completing the appropriate change of information form. This must be done as soon as the change occurs.

## **Health and Safety Standards: State Board Rule: 4723-5-12 (A-7)**

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1. Immunizations (per local, state, and federal regulations). All students will be responsible for providing documentation related to the following immunizations:
  - a. Tetanus-diphtheria within the last ten (10) years
  - b. Rubella-rubeola, if MMR was given before 1980
  - c. Hepatitis B series of three injections or signed waiver
  - d. Varicella
2. All students are required to provide evidence of a 2-step Mantoux tuberculosis skin test upon entering the program. Once a negative 2-step has been completed and documented, an annual 1-step repeat is all that is necessary. Documentation must show that the TB skin test is current for the year the student is in school. If unable to receive the TB skin test, student must present evidence of a negative chest x-ray or negative blood (Interferon-Gamma Release Assays IGRAs) test within the last year. Documentation must show that the chest x-ray/IGRA is current for the year the student is in school.
3. All incoming students are responsible for providing documentation of physical, upon entering the program.
4. Students may obtain the required immunizations and testing from a private physician, other health facility, or the Columbus Health Department.
5. Information about available health resources and clinics is available in the School of Practical Nursing office for students with financial concerns.

It is recommended that all students have their own personal family physician and health insurance coverage. The Practical Nursing Program does not offer student health insurance.

The administrator may request a physician's statement regarding the health status of an illness, pregnancy, injury, rash or suspected communicable disease. This information will be treated in a confidential manner.

A student who becomes ill while in school will be referred to his/her personal physician or health clinic. Emergency Medical Services (EMS) will be contacted for an emergency situation. Related expenses are the responsibility of the student.

In the clinical area, the student who becomes ill may be referred to his/her own physician, clinic, emergency room, or EMS as appropriate. Related expenses are the responsibility of the student.

To protect the pregnant student and her unborn child from exposure to harmful situations, a student must notify the Health Occupations Administrator when she learns she is pregnant and submit a physician's statement indicating estimated due date and any limitation for courses or clinical experiences. Limitations regarding the clinical area may require that the student withdraw until she can fully participate in clinical activities. Sufficient maternity care and leave are encouraged to promote maternal health, family bonding, and the student's ability to manage the strenuous program demands.

A physician's release is required to return to the classroom or clinical area after childbirth, surgery, injury or disability.



Nursing students must notify their Clinical Instructor in writing if they are taking any prescription or over the counter medications that may interfere with their performance. Required drug screening will be done with the results sent to the school prior to the start of clinical.

During the clinical rotation required to complete the Columbus School of Practical Nursing Program, students may be exposed to the following:

- a) Occasional exposure to blood/body fluids as required for invasive procedures and treatments.
- b) Frequent exposure to infectious agents.
- c) Frequent exposure to chemical compounds of medications and treatments.
- d) Continuous exposure to latex, plastic and/or materials which are used for personal protective equipment.
- e) Seasonal exposure to heat, cold, and humidity due to patient and agency options to control their environment.

Consequences:

Columbus School of Practical Nursing students who do not comply with the Health and Safety Standards policy shall be dismissed from the program.

### **Smoking**

Smoking is prohibited on school property and at all clinical agencies.

### **Fire Drills/Emergency Procedures**

We take every precaution to ensure the safety of all students, staff, and members of the community. A safety/crisis management plan has been developed and provided to school personnel for assisting and responding to the many types of crisis/emergency situations. Cooperation is needed to ensure that a team approach is used should an incident occur. Students are encouraged to immediately alert any school official with information or suspicions that may pose a threat to the security of others or to the building.

Unless an emergency necessitates, a student shall not willfully sound a fire alarm or cause to falsely communicate that a bomb is located in a building or on the premises of a building owned by the Columbus Board of Education. These acts are prohibited irrespective of the whereabouts of students. A student shall not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Adult & Community Education students participating in training programs that are located in other buildings owned or operated by another agency must conform to all agency, district and department expectations.

**Accidents:** Students experiencing an accident while participating in our training programs should immediately notify the nearest staff member so that appropriate action may be taken. The district does not pay for the cost of a student when he or she goes to the emergency room.

**Explosives:** A student shall not possess, handle, transmit, conceal, or use any explosive device or substance which could be used as an explosive.

**Fire Drills:** In case of a fire, staff and the main office are to be contacted immediately. Fire drills will be conducted monthly for your protection. Instructors will direct classes as to the proper procedures. The signal for a fire drill is the intermittent sound of a bell or an announcement. It is mandatory that students participate in all fire drills, observe fire safety procedures, and follow instructions of the staff. Students are not allowed to go to their cars, use cell phones, or leave school grounds.

**General Classroom Safety:** Industry safety standards and procedures must be maintained at all times. Each classroom must conform to established safety practices for that occupation. These standards apply to all students, instructors, staff, and visitors.

**Tornado Alerts and Drills:** It is mandatory that students participate in all tornado drills, observe the tornado safety procedures, and follow instructions of the staff. Instructions are posted in each classroom. Please become familiar with these procedures and ask your instructor if you have any questions. Students are not allowed to go to their cars, use cell phones, or leave school grounds.

**Visitors:** Only building administrators may give permission for visitors in the classroom. All visitors must report each day to the main office before going to any classroom. Children are not permitted to attend classes.

**Weather/Emergency Closings:** If the Columbus City Schools are closed for snow or other emergencies, our adult classes will not meet. This includes all evening classes. Check local broadcasts for school closings. Programs will adjust daily instructional plans if school closes.

## Department Services

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**Student Services:** The Student Services office provides program/course information and services designed to assist students with being successful. To access services, students are encouraged to stop in room 1 or call 380-997-7617.

**Counseling Services:** Career counseling, disability supportive services, advising and assistance related to academic difficulty (academic warning, probation, dismissal, petitions for readmission, and academic review), student mediation, professional and life-skills preparatory trainings, crisis management, and short-term personal supportive services are available. Information and referral to community resources are also available.

**Compliance:** The programs of the Department of Adult & Community Education operate in compliance with the Columbus Board of Education policies and state and federal civil rights laws, including the following:

- Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Individuals with Disabilities Education Act (IDEA)
- Family Educational Rights and Privacy Act of 1974
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act, the Department of Adult & Community Education will make every effort to provide supportive services to students with identified disabilities who qualify for programs. It is, however, the responsibility of the student to disclose the nature of the disability and to submit the required documentation of the disability to the Health Occupations Administrator in order to receive such accommodations. Guidelines for submission and approval may be obtained from the Student Services office.

An assessment that documents a disability must have been done within the past three (3) years. An IEP from high school is not automatically accepted as documentation. Documentation of the assessment performed must be submitted by an appropriate licensed professional (e.g. physician, psychologist). This documentation must include the name of any test(s) administered and the specific disability that requires modification as well as the specific recommendation as to type of supportive services needed. A student may request a waiver of this requirement by providing a statement from a qualified professional that re-testing is not medically necessary to document the existence of a current disability.

The request for supportive services must be submitted to the Health Occupations Administrator before or after admission to the program, but at least 30 days prior to the implementation of the service. Students with a disability must be able to perform and meet the technical standards/skills of the program with reasonable supportive service.

**Healthcare Services:** Information regarding access to health care services within the community is available in the Resource Coach's office.

**Internship:** Internship experience is available in some of our adult workforce education programs. Internship is a cooperative arrangement between a local employer and Adult & Community Education to provide practical work experience for students. If an employer volunteers to be a designated work site, the student would be able to apply techniques learned in the classroom at the work site. Before placement, the instructor and the employer plan cooperatively for the skill development of each student that is placed in an internship. The instructor who monitors the student's progress throughout the internship experience receives written evaluations from the employer.

**Liability Insurance:** Liability insurance coverage for the health occupation programs is required for each student.

**School Records and Transcripts:** School records are maintained for all students enrolled in career development programs. A student, upon written request, may have a transcript prepared for prospective employers, colleges, branches of the armed services, or another school. A fee is charged for transcripts. Adult & Community Education does not provide partial transcripts for students who have not completed our program. Contact the Student Services office for additional information.

**Student Identification (ID):** Students enrolled in career development programs will be provided with a student ID badge upon admittance into the program. Initial ID badges are provided at no charge; however, a fee will be assessed for a replacement ID badge. A student shall not use another person's identification or give false identification information to any school official. Students must return their building access keycard to the Student Services office if they withdraw or are dismissed from the program. All building access keycards must be returned to Student Services when students complete the program.

**Transitional Services (to work):** Career and financial aid counseling, advising, and assistance in seeking employment through various methods such as job fairs, Ohio Means Jobs, etc., are available as a part of all career development programs. Assistance includes resume and cover letter writing, interviewing skills, counseling, and feedback on general work ethics and other employability skills.

**Transitional Services (to college):** Free courses are provided in English (writing and reading skills), mathematics, and the use of a computer/internet for college. Assistance with career and financial aid counseling and enrollment into college is also provided. The courses are provided through our Aspire Program.

## **Student Conduct Policy**

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Students are expected to conduct themselves in an ethical, dignified and respectful professional manner at all times. Respect shall be given to doctors, health care agency staff, coordinators, religious leaders, faculty, fellow students, and above all, patients and families. Students are to address faculty and staff at Adult & Community Education office and classrooms and at clinical settings by Miss, Ms., Mrs., or Mr.

During class and school meetings, students will have the courtesy to refrain from talking. A student who disregards this may be asked by the instructor or person in charge to leave the room. his student's absence will be noted by the instructor per the attendance policy.

Students who sleep in class may be asked by the instructor to leave the class. If the student is deemed too sleepy to remain awake, he/she will be sent home for the day.

Students shall conduct themselves in accordance with all standards of professional ethics and practice, including exceptional regard for patient confidentiality.

## **Student Conduct while Providing Nursing Care**

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In keeping with Chapter 4723 of the Ohio Revised Code which regulates nursing practice, Practical Nursing students are responsible for maintaining the following standards while providing nursing care. Failure to maintain standards of nursing practice or professional boundaries with patients will be grounds for probation or dismissal.

- (1) A student shall in a complete, accurate, timely manner, report/document nursing assessments (data collection) observations, care provided by the student for the patient, and the patient's response to that care.
- (2) Student shall, in an accurate/timely manner report to the appropriate practitioner errors in or deviations from current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, on in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice of the Revised Code for a Practical Nurse.
- (8) A student shall use universal blood and standard precautions.  
A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

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

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

- (10) A student shall not:
  - (a) Engage in sexual conduct with a patient;
  - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
  - (d) Engage in verbal behavior that may reasonable be interpreted as seductive, or sexually demeaning to a patient.
- (11) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - (a) Sexual contact, as defined in section 2907.01 of the Revised Code
  - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (12) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule 1 controlled substance.
- (13) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (14) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (16) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (17) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (18) A student shall not have been adjudicated by a probate court of being mentally incompetent, unless restored to a competency by the court.
- (19) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board or administration of medication as a medication aide without a certificate issued by the board.

- (20) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (21) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (22) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (23) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (24) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (25) A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

To assure and safeguard clinical nursing care, faculty are responsible to assign, evaluate and supervise students in the clinical area, this includes identifying and documenting performance deficiencies, developing/communicating plans to manage the issue(s), and reporting issues/plans to the administrator, or designee.

The student may be dismissed from the clinical experience by the instructor or the clinical agency's manager if the student is deemed to jeopardize patient/staff welfare or be unable to fulfill expectations and/or standards. In that event, a review of the issue will be held by the Health Occupations Administrator, the agency representative, the faculty member and the student to determine further action. Action may include remediation, lab experience, probation, suspension, or termination depending on the nature and/or severity of issues involved.

## **Anti-Harassment Policy: State Board Rule 3313.666**

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1. Columbus City Schools and the Columbus School of Practical Nursing have established a strict policy prohibiting harassment, intimidation, or bullying.
2. All students are mandated to report harassment, bullying, and intimidation to faculty and administrators. All incidents can be reported either informally or formally. Columbus City Schools Anti-Harassment Policy has specified procedures for both forms of complaints.
3. Harassment, intimidation or bullying means “any intentional written, verbal, or physical act that a student exhibits towards another particular student more than once” and that causes “mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.”
4. Conduct considered harassment, intimidation, or bullying includes:
  - Indirect verbal statements directed to a student causing substantial emotional distress
  - Profanity or derogatory language directed to a student
  - Using social media, video, audio, texts, or multimedia to communicate malicious, false, and defamatory statements to other students
5. Students accused of harassment/bullying shall be asked to leave school premises until a thorough investigation has been completed.
6. The first offense will consist of a remediation between students involved, school counselor, and administration.
7. Students’ second offense will result in one week suspension. During suspension students will not be allowed to make-up tests, quizzes, and class work, resulting in receiving zero points. Students will then be mandated to work with school counselor weekly for four weeks.
8. The third offense will result in school dismissal. Dismissal resulting from bullying will prohibit program reinstatement.
9. Please refer to Columbus City Schools website board policies at <https://go.boarddocs.com/oh/columbus/Board.nsf/Public?open&id=policies#> anti-harassment procedural steps.

Consequences: Columbus School of Practical Nursing students who do not comply with the established Anti-bullying Policy shall be dismissed from the program.



## **Attendance Policy: State Board Rule 4723-5-12**

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### **Classroom Attendance**

The school maintains daily attendance records and reviews attendance weekly during each term. Attendance is essential for student success. Students may be removed from the program if attendance is below 75%. The attendance rate will be reviewed on a weekly basis to ensure compliance. If the student falls below 75% attendance, the student will be issued a warning. If the attendance remains below 75% for two consecutive weeks, the student will be placed on probation. Termination may result when the student's attendance falls below 75% for three consecutive weeks. Each situation undergoes a review process by the Health Occupations Administrator. During inclement weather, the Columbus School of Practical Nursing follows Columbus City Schools closure. When school is delayed or canceled, an announcement notification will be posted on Infinite Campus.

1. Students are expected to prepare for and attend all learning activities to meet course objectives.
  - a. Classroom attendance is expected. All attendance is recorded and monitored by the classroom/clinical instructor. Students who are more than 10 minutes late will not be allowed into the classroom.
  - b. Students who miss class shall understand that performance and test success remain entirely their responsibility.
  - c. Students are required to fulfill classroom expectations when they miss a class. Guidelines concerning make-up requirements are specified in course syllabi. Students who miss an exam are to complete the make-up exam on next proctored make-up exam day unless lead instructor specifies scheduling another make-up time with student per syllabus. All students will schedule their make-up exams with their course instructor upon return from absence. For test security purposes, make-up exams may be different than the original exam but will cover the same content.
  - d. The Ohio Department of Higher Education and financial aid agencies audit student attendance. The Columbus School of Practical Nursing cooperates with such agencies by providing attendance data. Students may lose financial aid when attendance standards are not met.

## Clinical Attendance

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1. Clinical experience is mandatory as required by the Ohio Board of Nursing and the Columbus School of Practical Nursing.
2. Any student who will not be attending a clinical experience must notify the clinical instructor prior to the start of the clinical day. Failure to contact the instructor prior to the start is considered a “No call-No show.” Voice messages, text messages, or e-mails are not permitted as proper instructor notifications. Students are expected to arrive at the clinical site 10 minutes before the scheduled start time. Students who are not present on the assigned clinical unit and ready to start the clinical day at the start time will be considered tardy. Students who are more than 5 minutes late will be sent home and will need to make-up that clinical day.
3. A student must have an excused absence with the proper documentation to make up a clinical experience. Only one clinical make up will be permitted in trimester 1. Two clinical make-ups will be permitted in trimester 2 & 3. All clinical time must be made up at a time determined by faculty and availability of clinical sites. Students who miss the allotted clinical days will fail the clinical component and will be mandated to withdraw from the course. Faculty realizes that there could be extenuating circumstances such as hospitalization, religious holidays, and military mandated hours that would place student over the limit of allotted missed clinical. Therefore, should a student exceed the allotted number of clinical time due to circumstances beyond his/her control, the student may request a review by the Health Occupations Administrator to consider his/her reinstatement.
4. Students will be charged a fee for each clinical make-up.
5. All missed clinical time needs to be documented in writing from the student as to the cause of the missed clinical and is given to the course instructor of the course upon return to school. A copy kept in the main office.
6. Instructors establish the dates for clinical make-up sessions.
7. The first “No call-No show” offense will result in one day school probation. During school probation, students will not be permitted to make up any work, including exams, assignments, and quizzes, thereby resulting in automatic zeros for that missed school day. The second “No call-No show” offense will result in automatic clinical failure.

Consequences: Columbus School of Practical Nursing students who do not comply with the Clinical Attendance policy will be required to withdraw from the clinical course.

## Appeals Policy

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At times, students may disagree with a decision related to failure of a course, dismissal from the school, or proposed disciplinary action.

For example, the faculty realizes that there could be extenuating circumstances that would place a student over the limit of allotted missed classes. Therefore, should a student exceed the allotted number of class time due to circumstances beyond his/her control, the student may request a review by the faculty committee to consider his/her reinstatement.

The appeals process has been developed for current (not formerly withdrawn) students. It is expected that consultation with the teacher or an informal meeting with the Health Occupations Administrator will resolve most problems which might occur in the classroom. However, at the student's request, the student may file a formal complaint, using the *Student Complaint, Appeals, and Grievance Process* form located here <https://www.ccssoh.us/Page/2207> which includes the following steps.

### **Procedural Steps:**

**STEP 1** – Resolution without Formal Action: If a student has concerns related to classroom situations, grade disputes, or administrative actions, within 5 business days, the student should meet with the faculty or staff member(s) with whom there has been a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint cannot be resolved by contacting the faculty or staff member(s), the student may proceed to STEP 2.

**STEP 2a and 2b** – Formal Student Complaint and Proposed Resolution: If the informal meeting did not resolve the conflict, the student may file a complaint using the *Student Complaint, Appeals, and Grievance Process* within 5 business days of meeting with the faculty or staff member(s) with whom there has been a conflict. Upon receiving the complaint, the Health Occupations Administrator will review the complaint and respond with a proposed resolution. If the proposed written resolution is not accepted by the student, the student may proceed to STEP 3.

**STEP 3** – Student Appeal: If the Health Occupations Administrator's proposed resolution is not acceptable to the student, he/she may file an appeal, using the *Student Complaint, Appeals, and Grievance Process* to the Program Administrator, who will schedule a hearing with appropriate faculty and/or staff to review the appeal.

**STEP 4** – Student Hearing for Grievance: Upon receiving the appeal from the student, the Health Occupations Administrator will schedule and hold a hearing with appropriate faculty and/or staff and subsequently provide a) written notification of the final decision to the student; and b) a copy of the entire packet to the Student Services Coordinator.

## Dismissal from the Program

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The following dismissal guidelines have been specifically developed for the Columbus School of Practical Nursing program. Dismissal means that the student is terminated from the program. Students who are dismissed from the program will not receive any refund or financial credit.

1. A student may be dismissed from the Columbus School of Practical Nursing for the following reasons:
  - a. Receiving a failing grade twice in a course.
  - b. Receiving a failing grade within a trimester for three or more courses.
  - c. Attitude and poor adjustment to the Practical Nursing course as evidenced by unprofessional behavior such as harassment or inappropriate language with instructors, students, patients or staff in the school or clinical area, or evidence of being under the influence of alcohol or drugs at any time.  
NOTE: The Columbus School of Practical Nursing may require blood/urine testing if chemical impairment is suspected during the time the student is participating in class, lab, or the clinical setting.
  - d. Inability to satisfactorily complete required clinical experiences.
  - e. Academic dishonesty (cheating, plagiarism).
  - f. Any falsified statements or records.
  - g. Conviction of any felony or aggrieved crime (per the Ohio Board of Nursing definition) during the program.
  - h. Failure to maintain standards of nursing practice or to maintain professional boundaries with patients.
  - i. Theft or misappropriation of school, hospital, patient, staff or student property.
  - j. Breach of patient confidential information to unauthorized persons.
  - k. Absence from classroom or clinical assignments without notifying the instructor will result in a warning or probation.
  - l. Illegal use, possession, sale or distribution of controlled substance or alcohol.
  - m. Any threat or act of endangering the health or safety of other students, faculty/staff, patients or visitors, including possession and/or use of dangerous weapons.
  - n. Disregard of regulations, insubordination, defiance of authority, or refusal to cooperate.
  - o. Failure to notify the administrator of any litigation which occurs while in the program and involves any egregious crimes defined by the Ohio Board of Nursing or excluding offenses as defined in Ohio Statute for Care of Children and Older Adults.
2. The student has the right to appeal dismissal per the due process procedure as outlined in the *Student Complaint, Appeals, and Grievance Process* form located here: <https://www.ccsnh.us/Page/2207>. A student who is dismissed from an ACE program and wishes to return to the program will not be considered for re-admission if the reason for dismissal is related to safety issues in the clinical area, unprofessional behavior, falsified statements or academic dishonesty. Students dismissed due to receiving two (2) failing grades in a course may be considered for re-admission after one year from dismissal with evidence that appropriate steps have been taken in order to assure future success. The student must meet all existing program requirements at the time of re-application.

## **Performance Improvement**

A student will be advised verbally and in writing regarding indicated performance improvement when the student:

1. Has not achieved 75% at mid-term in any course, or for unsatisfactory clinical grade or clinical occurrence.
2. Has missed one clinical experience in trimester 1, or two clinical experiences in trimester 2 or 3.
3. Does not meet standards of clinical performance, including no show or no call to a clinical experience.
4. Does not meet the attendance requirements.
5. Demonstrates professional misconduct or violation of policies of Adult & Community Education, Columbus City Schools.

The student will be given written notice regarding:

1. Performance issue
2. Length of time the student has to improve.
3. The student is to provide input to a performance improvement plan regarding steps the student intends to make to improve. The teacher will sign.
4. This written notice will be signed by student and teacher. Copies will be provided for the student, instructor and administrator of the program.
5. The student must meet the conditions of the improvement plan. If unmet, additional actions will occur, this could include additional re-mediation work, course failure or program dismissal, depending on the situation. A student returning to the Program after a period of absence may be placed on performance improvement if he/she fails a course at the time of leaving the Program or if returning from a previous dismissal.

## **Standards of Attire**

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### **Classroom/Skills Laboratory Attire**

Students are to wear scrub uniforms in the classroom and laboratory setting and maintain a professional appearance. Students are to comply with all Columbus City School dress code guidelines as well as those established by the nursing program.

- ID badges must be worn and visible at all times on upper chest level.
- Appropriate fitting navy blue scrubs with pants/skirts not touching the floor, no company or school logos other than CSPN (Skirts have to be scrub skirts).
- Underclothing not visible.
- White, black, navy blue t-shirt or long-sleeved shirt may be worn under scrub top, it cannot have any embellishments.
- White lab jacket may be worn over scrubs.
- Approved navy fleece containing school logo may be worn over scrubs.
- Tennis shoes or nursing shoes only acceptable footwear (no holes are permitted and the shoes must have a back that is minimally 2 inches).
- Hair—neat, clean, natural tones and traditionally accepted style, pulled back and off the shoulders.

- Facial hair—short, neatly trimmed.
- Nails—clean, short (not over the fingertips), no artificial nails or polish.
- Rings—limited to engagement and /or wedding band.
- Earrings—small (less than ¼”) stud earrings without design (silver, gold, white), one per ear, is permitted on the earlobe only.
- Jewelry—no other jewelry may be worn in the laboratory or clinical areas.
- Make up must be moderate and conservative.
- Head coverings for religious purposes must be white, black, navy blue and able to be tucked in to avoid contamination, short versions are recommended (short version is required for clinical).
- Tattoos—Tattoos are permitted. However, those that consist of nudity, profanity, racial in nature, or offensive deemed by our clinical facilities are not permitted and therefore should be covered so they are not visible or exposed.

### **Portable Communication Devices**

Nursing students will not be allowed to use a cell phone at clinical.

### **Clinical/Observational Attire**

Professional appearance is a characteristic that helps to instill confidence and portray professional image and standards. Student uniforms represent the Columbus School of Practical Nursing to the public. Students wear uniforms in the clinical areas during clinical experiences and must comply with the following regulations when dressed in school uniform. Additionally, students must abide by any uniform policies specified by the institution in which they are having clinical experience.

In specified clinical or professional experiences, appropriate business attire may be required, rather than a uniform. Business attire is defined as neat, professional street clothes of modest length and good quality including business suits, dresses, shirt/tie, and slacks. **This does not include denim attire of any type, or styles such as low neckline, halter tops, miniskirts, or men's sleeveless T-shirts.** Name tags are to be worn. Good judgment to dress appropriately to the situation, activity and environment shall be reflected in all cases. If the instructor deems that attire is not appropriate for the situation, environment and activity, the student will be sent home and the absence will be noted.

Good hygiene and cleanliness are basic to a professional appearance. Student must consistently ensure avoidance of body odors, bad breath, smoker's breath, perfumes or perfumed deodorants, or noxious odors.

The school uniform is to be worn only for school related functions. Uniforms should be clean, neat pressed and appropriately fitted not tight fitting.

- ID badge must be worn and visible at all times on upper chest level.
- Designated uniform top with school emblem.
- Designated uniform pants/skirts not touching the floor.
- Underclothing not visible.
- Clean white t-shirt or white long-sleeved shirt may be worn under school top, cannot have any embellishments.

- Designated lab jacket with school emblem may be worn over scrubs, no other jackets or coats.
- Clean, all-white shoes with clean laces and kept in good condition (no holes are permitted and the shoes must have a back that is minimally 2 inches).
- Clean white socks under pants or white panty hose free of runs under dress.
- Hair - neat, clean, natural tones and traditionally accepted style, pulled back and off the shoulders.
- Facial hair - Short, neatly trimmed.
- Nails - Clean, short (not over the fingertips), no artificial nails or polish.
- Rings - Limited to engagement and /or wedding band.
- Earrings - Small (less than ¼”) stud earrings without design (silver, gold, white), one per ear, is permitted on the earlobe only.
- Jewelry - No other jewelry may be worn in the laboratory or clinical areas.
- Tattoos - Tattoos are permitted. However, those that consist of nudity, profanity, racial in nature, or offensive deemed by our clinical facilities are not permitted and therefore should be covered so they are not visible or exposed.
- Make-up must be moderate and conservative.
- Head coverings for religious purposes are to be short and white.

### **Additional Clinical Information**

Supplemental equipment needed for clinical includes the following:

- Watch with second hand;
- Bandage scissors;
- Black pen;
- Stethoscope;
- Drug reference book; and
- Pen light.

Uniform contamination occurring at a clinical affiliation will be handled according to the clinical site policy.

Hospitals, health care facilities, and school buildings are smoke-free. The odor of tobacco on clothes and the breath is often upsetting and offensive to others, especially when they are ill. Students should be free of smoker’s breath odor and wear uniforms that have not been exposed to cigarette smoke. Students should refrain from tobacco use until the clinical day has ended.

A student whose appearance is inappropriate may be asked to leave the clinical area or observational site at the discretion of the clinical instructor. This absence will be considered an unexcused absence, and the student may need to make up the assignment.

## **Student Performance Requirements**

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### **Academic Honesty Standard**

1. Highest character and integrity are a prerequisite value to be a nurse.
2. Cheating, falsification and plagiarism are unacceptable behaviors.
3. Any student demonstrating academic dishonesty on an assignment or test will have his/her paper removed and receive a zero (0) grade for the assignment /test.
  - Student concerns related to coursework, exams, grading, etc. should be discussed with the course instructor. All grievances must be submitted immediately to the Health Occupations Administrator after the course instructor makes their decision. If the student still disagrees with the decision, they may request an appeals committee hearing.

### **Academic/Disciplinary Warning**

Written notice will be given to the student who is in jeopardy of failing a class, skills lab or clinical lab.

Instructor will prepare a performance improvement plan, which will:

- Identify the deficiencies requiring improvement;
- Provide suggestions to correct the deficiency;
- Indicate a date by which the improvement must be accomplished; and
- Explain consequences of failure to improve.

The student will review the performance improvement plan and document what steps he/she will take to improve performance.

### **Academic/Disciplinary Probation:**

A student placed on probation will be given a final opportunity to improve his/her performance /grade. Probation will define:

- A time limit with possible testing requirement; and
- Consequences for failing to improve.

### **Clinical Performance Requirements**

Clinical performance will be evaluated as Satisfactory or Unsatisfactory based on the stated clinical objectives in the clinical evaluation. Students must receive a minimum evaluation of 70% satisfactory in clinical performance in order to pass Theoretical Foundations I, Theoretical Foundations II, and Nursing Leadership. Any unsafe behavior on the clinical unit or violation of HIPAA will result in immediate dismissal from the program and the student will not be eligible to reapply. Students must comply with the nursing policies for the clinical. Examples of unsafe behaviors which may warrant disciplinary action or dismissal are listed below and are not all-inclusive. Each situation will be evaluated individually.

- Leaving patient in an unsafe situation
- Administering medication without the direct supervision of an instructor
- Not protecting patient confidentiality
- Unprofessional conduct at clinical site



## **Student Assignments Policy**

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1. Students who miss classroom work because of an absence are to complete an Absenteeism Form with Absences Documentation attached and return it to lead instructor within three school days of missed school day.
2. Assignments must be turned in electronically via e-mail to the instructor by 8 am on the assigned due date unless specified by lead instructor “i.e. drug cards for pharmacology”. Assignments received after 8 am “i.e. 8:01 am” will be subject to a 5% reduction, and an additional 5% reduction for each day it is late or point reduction according to assignment’s grading rubric.
3. The student will have 5 days to complete and turn in make-up assignments to instructor. On the 5<sup>th</sup> day students are to turn in make-up assignment via e-mail by 8 am. School holidays and weekends count as a day. Students are required to turn in assignments via e-mails on holidays and weekends.
4. Assignments will not be accepted after five days from assigned due date. If a make-up assignment is not completed within the scheduled time, it will result in a zero. Students with an unexcused absence will receive a zero for all missed work.
5. All make-up assignments must be completed before the final examination or a zero will be recorded.

Consequences: Columbus School of Practical Nursing students who do not abide by assignment policy are subject to receiving zero points for the assignment.

## **Student Make-up Examination Policy**

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In the case of absence from or late arrival to an examination, the student must notify the lead instructor via office phone prior to the start of an examination. Students are to adhere to the following guidelines regarding make-up examinations.

1. Absences and late arrivals (arrival after start time) are automatically considered unexcused unless the student provides documentation and/or reasoning that the absence was due to an important circumstance that required absences from class. The absences documentation and/or reasoning must be presented to the teacher prior to taking make-up exam.
2. Students are permitted to make-up only one examination for each course. Subsequent missed examinations after allotted missed exams will result in zeros.
3. Unexcused absences will result in a 10% reduction in points on all make-up examinations. An excused absence is defined as:

### **Illness, Tragedies and Emergencies**

- Documentation of hardships and obligatory appointments.
- Written document from a doctor's office, urgent care, and health care facility. Documentation should include date of service, any restrictions, and signature from a nurse practitioner or physician.
- Documentation from student's dependent daycare, school, urgent care, or health care facility stating necessity for child's absence.

### **Testing Regulations**

- All students must arrive at the testing area on time. Any late arrivals will not be permitted entry.
  - Cellular phones are strictly prohibited inside the testing area.
  - Any disruptions occurring during examination will lead to the removal of the student from the testing center. Student will not be allowed to finish or makeup exam once removed.
  - Upon return from absences, students are to make up examinations. The make-up test will be scheduled with the course instructor upon return. Failure to make-up exam upon return will result in zero points.
4. Columbus School of Practical Nursing students who are permitted to make up an examination will not receive the original proctored examination. The make-up examination will consist of multiple choice, fill in the blank, multiple-response items, or short essay questions.

## Social Media Policy

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Social Media are works of user-created video, audio, text or multimedia that are published and shared in an electronic environment, such as a social network, blog, Wikipedia, email, or video hosting site. Any student who participates in social media must abide by the following guidelines.

1. When using social media, Columbus School of Practical Nursing students will comply with the law and with school policies.
2. During school and clinical hours, Columbus School of Practical Nursing students are prohibited from using social media. Areas of restriction include:
  - a. Classrooms, lab, and school grounds.
  - b. Clinical sites and clinical grounds.
3. When using social media, Columbus School of Practical Nursing students are speaking only for themselves. Students are prohibited from using social media to represent other students or the Columbus School of Practical Nursing.
4. Students using social media are not permitted to:
  - Use profanity or derogatory language.
  - Use sexually explicit language or material of any kind.
  - Share copyrighted material unless permission is granted (e.g., through a "Share" button by the originator of the material).
  - Engage in academically dishonest behavior, unethical actions, or illegal activities.
  - Make libelous statements or aggressively attack any individual or group.
5. Columbus School of Practical Nursing students may not share personal information about an individual or group without their permission. Students may not share confidential information about another student. If students find themselves wondering whether they can talk about something learned at clinical or class, they should not share that information.
6. Students using social media are encouraged to be smart, respectful, and humane and state if what they are writing is their own opinion. Students should be clear that they speaking as an individual, not for the school. They should be cautious and protect what personal information is shared online. Students should be responsible and act ethically.

### Consequences:

Columbus School of Practical Nursing students who do not comply with the Social Media policy and guidelines are subject to dismissal from the Columbus School of Practical Nursing.

## **Student Progression State Board Rule 4723-5-12 (A-4, 11)**

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It is the policy of the School of Practical Nursing, Columbus City Schools that:

1. Students must meet all course requirements as outlined in each syllabus and achieve a minimum of 75% in each course in order to pass the course. Below is the grading scale.

92 – 100	A	S = Satisfactory or Passing
84 – 91.99	B	U = Unsatisfactory or Failing
75 – 83.99	C	I = Incomplete
0 – 74.99	Failing	

2. A grade of “S” (satisfactory) must be achieved in the clinical area in order to pass the applicable nursing courses. In addition, all other course requirements as outlined in the nursing applications syllabus must be met.
3. Attendance at class and clinical must be adhered to according to the attendance policy stated in the course syllabus.
4. The student will receive a written report of grades at midterm of each level and at the completion of the level.
5. A written clinical evaluation is given periodically and at the completion of each clinical experience.
6. To progress from one trimester to the next, students must pass all courses and clinical experiences in their present trimester.

## **Student Performance Improvement Policy**

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A student will be advised verbally and in writing regarding indicated performance improvement when the student:

1. Has not achieved 75% at mid-term in any course, or for unsatisfactory clinical grade or clinical occurrence.
2. Has missed two clinical experiences in a level.
3. Does not meet standards of clinical performance, including no show or no call to a clinical experience.
4. Does not meet the attendance requirements.
5. Demonstrates professional misconduct or violation of policies of Adult & Community Education, Columbus City Schools.

The student will be given written notice regarding:

1. Performance issues.
2. Length of time the student has to improve.
3. The need to develop a performance improvement plan regarding steps the student intends to make to improve.

The performance improvement plan will be signed by student and teacher. Copies will be provided for the student, instructor and Health Occupations Administrator of the program.

The student must meet the conditions of the improvement plan. If unmet, additional actions will occur, this could include additional re-mediation work, course failure or program dismissal, depending on the situation.

A student returning to the Program after a period of absence may be placed on performance improvement if he/she fails a course at the time of leaving the Program or if returning from a previous dismissal.

## **Repeating a Course**

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A student who fails a course may request to repeat the course, via a written form (available in Student Services) and submitted to the administrator as soon as the student receives the grade he/she wishes to repeat.

1. The Health Occupations Administrator will determine the student's readiness to repeat the course. This process must be completed before the start of the next school term.
2. Course repeat will be offered if the student demonstrates readiness and if space is available in the class and in clinical. Student assignments to available space will be made on a first come, first served basis according to the date/time of the written request. If space is not available in the current course, the student will be placed in the next available class and notified accordingly.
3. All fees/tuition for repeating a course must be paid per the fees and expenses policy of the Columbus School of Practical Nursing.
4. The student who receives two or more failures within a trimester will need to undergo a review process by the Health Occupations Administrator before being allowed to repeat any failed course.

## Withdrawing from a Course or Program Policy

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Occasionally a student determines that due to a variety of circumstances, it is necessary to drop a course within the Trimester. Withdrawing from a course is different from withdrawing from the Trimester. A student may drop a course but continue attending other courses during the Trimester. A student who drops a course cannot receive a refund for the course dropped and must pay the fees to repeat the course.

To withdraw from a course or program, a student must submit a request in writing to the Health Occupations Administrator using the *ACE Course or Program Withdrawal Form*, located in Student Services.

1. A student must request in writing their intent to withdraw from a course or program, using the *ACE Course or Program Withdrawal Form*, located in Student Services.
2. The student must be aware that financial implications regarding loans or grants may result from dropping a course.
3. Students may drop only one course within a trimester. The course must be dropped prior to the start of week 13.

Students who experience unforeseen or extraordinary experiences that prohibit their attendance in school and/or clinical may be automatically withdrawn from the program if they fail to make satisfactory completion of course and/or program requirements.

A student absent for 5 consecutive days without contacting the school is subject to being withdrawn from the program. Reasonable attempts will be made to contact the student by phone, email, and mail. If no response is received, student will be withdrawn within 14 days of the last day of attendance. The student will be notified by mail of administrator-initiated withdrawal.

**Any student who withdraws and wishes to return must reapply and meet all the program requirements effective at the time of application.**

If the student is passing at the time of withdrawal, he/she will receive a WP (Withdrawn Passing) grade, which is not counted in the grade point average. If the student is failing at the time of withdrawal, he/she will receive a grade of WF (Withdrawn Failing), which negatively affects satisfactory academic progress. Note: The term “withdrawal” defines any reason for a student leaving school, whether it is initiated by the student or by the school.

## **Re-Admission Policy: State Board Rule 4723-5-12 (A-2)**

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It is the policy of the School of Practical Nursing that students who have previously left the program or were dismissed from the program have an opportunity to apply for re-admission to the program by meeting the following criteria:

1. Students who are applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation as to the reasons for failure/dismissal. ACE retains the right to deny admission to these applicants.
2. Students who complete a course in good standing (with satisfactory grades and no disciplinary problems) and then withdraw from the program, may request to be readmitted to the program at the point that they left if the re-admission is within eight months. Students have a maximum of two withdrawals for the duration of the program.
3. Students who are applying for reinstatement must submit an application form to Student Service and meet all admissions criteria.
4. Students who have withdrawn from the program may be considered for readmission within two trimesters of withdrawal, but the student must show documented evidence of an effort to strengthen academic ability or alleviate problems related to the withdrawal. Students who have been dismissed from the Columbus School of Practical Nursing are not eligible for re-admission to the program unless approved through the appeal process.
5. If more than eight months have passed, the student will be required to start at the beginning of the program.
6. Re-admission request must be approved by the Health Occupations Administrator.
7. Consideration for re-admission will be made on an individual basis.
8. All re-admissions are subject to space availability.

Students must meet all the curriculum requirements effective at the time of readmission.



## **Program Completion Policy: State Board Rule 4723-5-12 (A-5)**

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It is the policy of the Columbus School of Practical Nursing that the following criteria must be met for a student to complete the program and graduate with a certificate of completion:

1. The student must have successfully completed all courses in each of the three trimesters of the program (or have the appropriate advanced credit for courses not completed within this program).
2. The program must be completed within two (2) years from original admission date.
3. Follow up student contact information must be on file for assessment survey post-graduation.
4. All fees and tuition must be paid in order to participate in the graduation ceremony. Library books and building access security keycards must be returned.
5. A comprehensive exam must be completed and results reviewed with a faculty member.
6. A completion letter will not be sent to the Ohio Board of Nursing until a student scores a 62% on the readiness exam.
7. Any student who does not achieve the stated benchmark on the LPN readiness assessment will receive a personalized success contract. The contract will contain criteria students must accomplish prior to retesting.
  - a. After four attempts, students achieving a score that indicates less than 62% are mandated to purchase and complete an approved review program. Students must submit proof of program completion to the program administrator. After completion of an approved review program a certification of completion will be sent to the Ohio Board of Nursing.
8. Student evaluation of program must be completed.

## **Learning Resources**

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### **Computer Laboratory**

Nursing students may utilize computer facilities at designated times/days of the day/week. Students must observe the following computer lab requirements. Failure to do so will result in inability to use the lab.

- At Orientation, students must complete the online “Columbus City Schools Computer/Internet User Agreement” prior to computer usage.
- Only staff members, instructors or students are allowed in the computer labs.
- No food or drink while using the computers.
- Students are to leave the lab in a neat, clean, and orderly condition.

Computers with nursing software installed are available in the multi-purpose room. Practice tests, video presentations and content related learning programs are available.

### **Nursing Library**

The nursing library is located on the first floor of the Adult & Community Education building. Books and journals may be checked out unless they have been placed on reserve status.

- Students must use their ID card to swipe out a book or journal.
- Items placed on reserve must be used in the library.
- Students must use their ID card to swipe and return a book or journal.
- All materials must be returned when due.
- Student will be assessed a repair or replacement fee for materials that are damaged or lost.

### **Additional Resources**

The Ohio State University Health Sciences Library, 376 W. 10th Avenue, is open to the public. Students may get a Guest Account for the day with a valid photo ID. They will have access to books, journals and the online availability to look at journals with their Guest Account. They cannot check items out of the library.

Many of the clinical sites also have libraries that are accessible to our students. Students should check with their instructor for specific information.

Students may access journal articles and research study data by performing an advanced search via [https://scholar.google.com/schhp?hl=en&as\\_sdt=0,36](https://scholar.google.com/schhp?hl=en&as_sdt=0,36) or journal articles via [www.medscape.com](http://www.medscape.com).

## **Fees and Expenses: State Board Rule 4723-5-12 (A-6)**

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1. Fees associated with the program are identified and published in program literature or are specified in correspondence to the students and include:
  - a. A non-refundable fee for the entrance examination payable when registering for the entrance test.
  - b. Payment plans are available in conjunction with financial assistance. Payments must be maintained per the Tuition and Payment Plan Policy.
2. Fees are to be paid via check, credit card, or money order. No cash is accepted.
3. Students are responsible for the cost of uniforms, textbooks, parking, drug testing, and repeat of any course(s).
4. Application for financial aid may be made to the Financial Aid Coordinator.
5. Students are responsible for expenses associated with the NCLEX-PN examination and applying for licensure as a licensed practical nurse, including costs of fingerprinting.
6. All student fees and tuition payments must be paid in full prior to proceeding to the next trimester.
7. No certificate of completion for the graduates of the program will be issued until all costs are paid in full.
8. Fees and expenses are subject to periodic change.
9. A request for a transcript must be made online and paid for using a credit or debit card. Please allow at least 5 business days for processing.

## **Tuition and Payment Plan Policy**

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### **Payment Plans**

1. In week 2 of each trimester, tuition payment plans for **all** students must be arranged between the Student Services Coordinator and students, regardless if students receive financial for tuition or if they privately pay.
2. Students are prohibited from allocating financial aid funds from next trimester to current trimester.
3. If students have difficulty making their tuition payments per their established plan, it is their obligation to inform Student Services immediately.
4. All tuition and fees must be paid in full before students can advance to the next trimester, regardless of their funding source.

### **Missed Clinical Sessions**

5. Missed clinical sessions must be made up and therefore incur a fee. Deadlines to make up clinical sessions are set by instructors.
6. Payment for missed clinicals are due to Student Services at least one week before the make-up clinical session.
7. Failure to pay clinical make-up fees one week prior to clinical make-up date will result in automatic clinical failure.

### **Eligibility for Final Exams**

8. All tuition and fees must be paid in full before students are eligible to take final exams.

**The Columbus School of Practical Nursing acknowledges that there may be times when it is necessary to make exceptions for tuition and payment plan policies. All considerations for exceptions will be determined by the Health Occupations Administrator or Director.**

## **Refund Procedures**

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### **1. Refunds for Classes Canceled by the Institution**

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.

### **2. Refunds for Students Who Withdraw on or Before the First Day of Class**

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

### **3. Refunds for Students Enrolled Prior to Visiting the Institution**

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

### **4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction**

Short-term program fees and instructional charges are not refundable after the course start date.

### **5. Refunds for Withdrawal after Class Commences**

The refund guidelines shall be as follows:

(i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;

(ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;

(iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,

(iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Books, clothing, supplies, equipment and tools are neither returnable nor refundable.

## **Refund Payment**

All refunds are paid by check from the Columbus City Schools Treasurer. All refunds are paid to the original payment source, unless alternate arrangements are approved by the Admissions Coordinator.

Refunds will also be granted due to **overpayment** (if you pay more than you owe, we will refund 100% of the overpayment) and **course cancellation** (If we cancel your course, we will refund 100% of the money including the deposit).

Refunds of student financial aid to the Federal financial aid programs (Pell Grant/ Direct Loan), are made according to the Federal Return of Title IV Funds Policy. In order for a student to earn 100% of his/her financial aid, the student must be in enrolled until he/she reaches 61% of the scheduled hours in the payment period, (i.e. in a 480 hour payment period, a student will have earned 100% of his/her financial aid at hour 291).

## **Reinstatement of Financial Aid**

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It is the policy of the School of Practical Nursing, Columbus City Schools that to reinstate financial aid a student must:

1. Consult with the Financial Aid Coordinator for assistance in notifying financial aid agencies of change in status.
2. Successfully repeat and pass the course(s) in which the student received a failing grade.
3. Enroll as a full-time student in the next level he/she is scheduled to enter.
4. Consult with the Financial Aid Coordinator to complete paperwork necessary to reinstate financial aid eligibility.

# Student Grievance Policy

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## **Purpose of the Student Grievance Policy**

Students enrolled in Adult & Community Education, Columbus City Schools programs have the right to file a formal complaint related to classroom situations, grade disputes, or administrative actions. Students must follow the steps in the process described in the *ACE Student Complaint, Appeals, and Grievance Process* form located here: <https://www.ccsch.us/Page/2207>

## **Filing a Complaint**

When filing an academic-related complaint:

- 1) Students are to try to resolve any dispute or grievance with the instructor or staff involved.
- 2) If that step does not produce an acceptable result, the student works with the Health Occupations Administrator.
- 3) If the complaint is still not resolved, the student then formally submits a grievance using the process described in the *ACE Student Complaint, Appeals, and Grievance Process form* located here: <https://www.ccsch.us/Page/2207>
- 4) All parties involved must follow the process outlined in the form.
- 5) The student may withdraw the complaint at any time; however, the complaint is then considered resolved and may not be raised again by the student.

ACE has the responsibility to:

- accept and thoroughly investigate the *ACE Student Complaint, Appeals, and Grievance Process form*;
- treat the grievant and the accused fairly throughout the grievance process;
- adhere to the district no-retaliation policy;
- organize mediation meetings with appropriate parties if necessary;
- practice confidentiality throughout the grievance process;
- accept and investigate (if necessary) all appeals made to the Director's final decision;
- ensure the final decision is implemented;
- maintain accurate and comprehensive records of each grievance;
- ensure the grievance is resolved within 14 business days; and
- maintain a copy of the grievance and director's response per district retention policy.

## **Guidance and Counseling Policy: State Board Rule 4723-5-12 (A-8)**

The Columbus School of Practical Nursing recognizes that many factors have an effect on students' ability to complete the program. To assist students in dealing with some of these factors, the School provides for the following:

1. The Health Occupations Administrator and instructors have office hours for individual conferences with students to discuss performance issues and to provide academic counseling.
2. Students may initiate conferences with instructors at any time throughout the course by scheduling with the instructor.
3. Instructor initiated conferences with a student may be arranged whenever the instructor deems it necessary to assist a student in meeting individual or school objectives.
4. Scheduled conferences between the instructor and a student are routinely conducted at the conclusion of each clinical experience.
5. Students may seek counsel through the Health Occupations Administrator regarding personal issue of needs. If necessary, outside counseling may be recommended.
6. Adult & Community Education hosts job fairs for students enrolled in the Practical Nursing program.
7. Ancillary student services are available upon referral or student request, including adult education, special education/testing services, job placement services, and special counseling and referral services.

Programs related to stress management or other pertinent topics may be offered within the Adult & Community Education Program periodically. When these programs are available, students are encouraged to participate.



## Modifications for Students with Disabilities Policy

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A student with a diagnosed learning disability will be granted reasonable accommodations after completion and submission of the *ACE Disability Services Policy* located here:

<https://www.ccsoph.us/Page/2207>.

1. The student must submit documentation to the Health Occupations Administrator to include the following:
  - a. A letter of request that states the specific type of accommodation being requested. For example, if more time for test taking is being requested, the letter must indicate how much more time (e.g., time and one half).
  - b. Documentation of the testing done submitted from the appropriate professional who administered the testing on that professional's letterhead. This documentation must include the names of the test(s) administered and the specific disability that requires modification needed.
2. The testing to document learning disabilities must have been conducted within the past three years.
3. The *ACE Disability Services Policy* and supporting documentation should be submitted to the Health Occupations Administrator prior to the course offering for which modification is being requested. Late submission of such a request may result in a delay in determination of eligibility for modification.

## Student Council Qualifications

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The student council coordinates student organizations and represents the students before the faculty and administrators of the school. Student council members facilitate the collaboration of student-administration to assist in the physical, intellectual, and social needs of the student body. Members encourage other students in personal excellence and contribute to the development of programs that accomplish the mission and objectives of the school.

### Qualifications and Eligibility:

1. Student council members must maintain a cumulative average of 82% in all courses, be enrolled as full-time students, maintain good academic and disciplinary standing, and display character and behavior consistent with school standards.
2. Student council members are required to meet at the minimum of twice a month. The first meeting will consist of student council members. The council will address pertinent student issues. Council members will discuss solutions, alternatives, and methods to resolve issues. Alternatives will then be presented to the second required meeting of the month which consists of student council members and administration. Student council members who fail to attend meetings will be removed from student council.

### Duties:

1. Student council members are expected to conduct themselves in an ethical, dignified, respectful, and professional manner at all times.
2. Student council members will attend student council meetings, represent the student body in meetings, make constituents aware of events, and collaborate and coordinate with administration to address student issues.
3. The President shall preside at meetings, develop agendas, delegate responsibilities to members, promote teamwork and collaboration, and be a liaison between the student body and administration.
4. The Vice-President shall preside over meetings in the absence of the President, coordinate all student council action teams, and assist the President.
5. The Secretary shall keep an accurate record of attendance and minutes of all council meetings, maintain an archive of meeting records, and ensure clear communication between student council and student body regarding announcements for events.
6. Class representatives and student groups assist in promoting the activities and purpose of student council.
7. If a student is withdrawn from student council either voluntary or otherwise, the presiding student council members will move up to the next available position, e.g., If the president position is vacated, then the vice president will move into their role, secretary to vice president, and representative to secretary. If the council member does not wish to move into a different role, an election will be held to fill the vacancy. If either representative position is vacated, an election will be held to fill the vacancy.

Consequences: Columbus School of Practical Nursing students who do not comply with the Student Council Qualifications Policy will be removed from student council position.

## **Notification of Changes to Program Policies:**

### **State Board Rule 4723-5-12 (A-12)**

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The Columbus School of Practical Nursing acknowledges that there may be times when it is necessary for changes to occur in the written policies. In the event a change should occur:

Students will receive a written addendum to the handbook, syllabi, or program policies.

1. Students will sign an addendum with the listed updated information or changes.
2. The documentation of this signed addendum will be kept in the student file.

The program shall not implement changes to policies regarding student progression or requirements for completion of the program for current students enrolled in the program at the time the changes are adopted.

## **Standards of Practice & Standards of Care:**

### **State Board Rule 4723-5-12**

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The standards for nursing practice and care are as follows:

1. Report and document nursing data collection or observations, the care provided by the student for the patient, and the patient's response to that care;
2. Accurately and timely report to the appropriate practitioner errors in, or deviation from, the prescribed regimen of care;
3. Document in the patient record in an accurate, complete, and timely manner;
4. Implement measures to promote a safe environment for each patient;
5. Delineate, establish, and maintain professional boundaries with each patient;
6. Provide privacy during examination or treatment and in the care of personal or bodily needs;
7. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality;
8. Follow HIPAA regulations with respect to confidentiality of individually identifiable health information;
9. Perform only those tasks ordered by a licensed practitioner AND delegated by a Registered Nurse AND directly supervised by a faculty member or member of the clinical agency's healthcare team acting within the scope of her/his job description.
10. Students may NOT accept any verbal or telephone order from a physician or authorized practitioner.

## **Ohio State Board NCLEX-PN Policy**

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The Columbus School of Practical Nursing faculty will provide information to students regarding Ohio Board of Nursing required documentation and fingerprinting procedures in order to apply for the NCLEX-PN exam. The student is responsible for completing the application and fingerprinting procedures in a complete and timely manner.

The Health Occupations Administrator is responsible for submitting individual student recommendations for eligibility to sit for the NCLEX-PN licensing exam. By law, the school may not submit this information until after the student has met all curriculum requirements.

## **Learning Disability and NCLEX-PN Testing**

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The Ohio Board of Nursing has a procedure for responding to the special needs of applicants with disabilities who are eligible for admission to the National Council Licensure Examination (NCLEX-PN). Disabilities which should be brought to the Board's attention include, but are not limited to, the following: physical, mental, hearing or visual impairments, reading or learning disabilities. Examples of accommodations are the use of medication or snacks, extra time, and/or the use of any kind of special equipment or aids.

To allow sufficient time to secure the required documentation of a disability, it is recommended that the applicant notify the Ohio Board of Nursing, in writing, six (6) months prior to the date the applicant wishes to test, but no later than concurrently with the submission of the licensure application to the Board. Required documentation includes the following letters:

1. A letter from the applicant which includes the type of disability and the specific accommodations desired. The accommodations requested must be appropriate to the specific disability. The applicant must include his/her full name, address, telephone number, nursing education program name and location and preferred test date and the test center.
2. A letter submitted directly to the Ohio Board of Nursing from an appropriate professional practitioner confirming the specific diagnosis of the disability and detailing each diagnostic test administered, and interpretations. This letter must state the specific activities affected by the disability and the impact the disability has upon the applicant's ability to take the NCLEX-PN examination.

If the disability is learning or reading disability, the diagnosis must have been determined by an assessment process that includes data from identified, formalized evaluation instruments. Testing must have covered the areas of intellectual assessment, information processing and achievement. Testing must also have been administered within the last three years and must have specifically assessed reading comprehension.

## Transfer Credit Process

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The Council on Occupational Education, the accrediting organization for the Columbus School for Practical Nursing, defines Full-time Equivalent (FTE) as 900 contact (or clock) hours, 45 quarter credit hours, or 30 semester credit hours of scheduled instruction. The School operates on a contact (or clock hour) schedule. Because other post-secondary institutions may operate on quarter or semester hours, these institutions have the autonomy to determine if or how many contact (or clock hours) they will accept from students transferring from the School. Therefore, students who complete part of all of the program and wish to transfer their contact (or clock) hours to another institution should confirm with the institution that it will accept and give credit for any or all of the contact (or clock) hours completed at the program. Because there is no guarantee that other institutions will accept credit (or clock) hours completed by CSPN students, CSPN is not responsible for credit (or clock) hours other institutions may or may not accept.

## Facilities

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**Allergies:** Students are required to report any food allergy or other condition that can affect their health or create an emergency. Students are not allowed to bring in food for consumption by others without permission of an administrator. This includes potlucks.

**Break and Lunch Times:** Most programs/courses are assigned specific times for break and lunch (if break/lunch is part of the schedule). Please consult with your instructor for your specific time. Drinks are allowed in the classroom, but all drinks must be in containers with lids. Students are not allowed to eat in the classroom.

**Classrooms:** Classrooms and laboratories are always to be kept and left in a clean, orderly condition. Equipment and materials are to be put away and secured. A fee may be assessed to students for lost or broken items. Students are not allowed in the lab without a teacher being present.

**Computer and Internet Access:** All students will sign the Acceptable Computer Use Policy/Internet User Agreement during Orientation. Inappropriate use of the Internet may result in the loss of Columbus City Schools internet privileges.

**Copier Usage:** Students are not permitted to use building copiers. All copying must be done by a school official. Copying of classroom material must be done by the instructor of the course.

**Dress:** Students are expected to dress modestly and appropriately for their training program/course and follow the Columbus City Schools Student Dress Code Policy. Please contact your instructor for your program's specific guidelines.

**Electronic Devices:** Electronic devices which may interfere with classroom instruction, the operation of a computer, or cause harm to students, teachers, and the operation of a school building are prohibited.

**Holidays, Leave Time and School Closure:** Holiday and leave time are those observed by the Central Administrative Offices of the Columbus City Schools. They include New Year's Day,

Martin Luther King, Jr. Day, Spring Recess, Memorial Day, Juneteenth, Independence Day, Labor Day, Wellness Week, and Winter Break.

**Lockers:** Lockers at buildings operated by the Columbus City Schools are the property of the district. They are on temporary loan to students and are subject to examination by school personnel at any time. This is also true for any school district equipment including computers and related accessories. Students who are assigned lockers are required to remove all items from the locker upon completion of or withdrawal from the program/course in which they were enrolled. Items remaining in assigned lockers after a student completes or withdraws from the program will be considered to be abandoned.

**Lost and Found:** Lost and found articles should be turned in to the Main Office located in the Adult & Community Education building.

**Transportation:** Students are responsible for their own transportation to the school and to clinical experiences. Any parking fees are the responsibility of the student.

**Parking:** Student parking at ACE is limited to the student parking lot on the north side of the building, the west parking lot, and public parking on the street (where permitted). The staff parking lot located on the south side of the building is reserved for staff only. Cars parked in this reserved area without a staff tag hanging from the rear-view mirror will be towed at the owner's expense. Students may not park in handicapped spaces unless they are authorized; do not block other cars from access to the exits. Cars parked illegally will be towed at the owner's expense. Students are cautioned to lock their cars and are advised to keep items of value out of view. *The Columbus Board of Education and employees are not responsible for any loss or damage to student vehicles parked on Columbus Board of Education premises or the content(s) of student vehicles under any circumstances. Student parking of vehicles on school property is a privilege and not a right. Student parking privileges may be modified or revoked at any time by the building administrator.*

**Portable Communication Devices:** The use of pagers, beepers, cellular phones, and other electronic communication devices for receiving and/or transmitting messages while in the classroom is prohibited per the *Columbus City Schools Use of Electronic Communication Devices by Student* policy. Adult students will be permitted to use such devices in hallways, multipurpose room, restrooms, etc. as long as it is not a disruption to the school. Interruptions in the classroom or clinical areas may result in disciplinary action.

**Reckless Driving:** A student shall not recklessly or negligently operate a motor vehicle so as to endanger the safety, health and welfare of others or their property, or commit traffic offenses under the Columbus Municipal Code or Ohio Revised Code.

**Smoking:** To protect the health of students and employees, Columbus City Schools provides a smoke-free environment. Smoking is prohibited on all grounds, inside all facilities, at all clinical sites, field trips/visitation locations, and motor vehicles owned or leased by the district. School property includes the school and the parking lot.

**Telephones:** There are no public phones at the ACE building. In an emergency, students should come to the main office.

**Trespassing:** Being on school property without permission or refusing to comply with a request to leave the premises or property is cause for probation, dismissal or charges being filed through the police department.

**Vending Machines:** The vending machine company is responsible for money lost in the machine. The student must contact the company directly if money is lost.

## **Conduct/Behavior & School Expectations**

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Students shall not, by use of violence, force, coercion, threat, harassment, insubordination, or misbehavior, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities. General misconduct is defined as any behavior of a student which compromises the health, safety, peace, or property of any student or school staff member or in any way interferes with the operation of the school. Failure to comply with school expectations may result in disciplinary procedures such as removal from class, the course, or the program. No refund will be given if disciplinary procedures are necessary. Specific conduct includes, but is not limited to the following:

**Alcohol and Other Drug Use:** Being under the influence and/or possession of any alcoholic beverage, illegal drug, nonprescription drug, look-alike drug or any mind-altering substance while on school grounds or in a facility or vehicle, at school-sponsored events or in other situations under the authority of the district shall be cause for probation or dismissal. Included in the prohibition are any substances represented as controlled substances including but not limited to inhalants, non-alcoholic beers, steroids, and drug paraphernalia.

Any student who displays behaviors suspicious of or has an odor indicative of alcohol or drug use while on school property or while participating in school activities (i.e., clinical experience, internship/mentorship, field trips, etc.) will be asked to leave the premises and may be subject to dismissal from the program.

**Cheating, Falsification and Plagiarism:** Cheating and/or falsifying any document, e.g. application, test, class work, etc., is strictly prohibited. Any student demonstrating academic dishonesty on an assignment/test will have his/her paper removed and receive a “zero” for the assignment/test. Any student submitting someone else’s work as his/her own (plagiarism) will receive a “zero” for the assignment. Such offenses may result in dismissal from the program, with a formal request needed from the student for consideration of reinstatement per the *Student Complaint, Appeals, and Grievance* process.

**Cooperation:** Students are expected to follow instructions and cooperate with school instructors, coordinators, administrators, and custodial staff.

**Class Disturbance:** Actions that disrupt the orderly and safe environment are subject to disciplinary procedures.

**Criminal Offenses:** Criminal offenses (charges/convictions) that would prevent students from successful completion of a program or eligibility for obtainment of employment in the program area may be grounds for dismissal from the program.

**Extortion:** A student shall not obtain, nor attempt to obtain, another person's property by threat, expressed or implied.

**Field Trips:** A teacher must accompany students on any school sponsored field trip or activity. Students are to provide their own transportation. Neither Columbus City Schools nor ACE is liable if a student is injured or any property is damaged.

**Fighting/Threats:** Physical conflict, threats, or challenges between students are prohibited and may result in probation or termination from the program/course. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

**Forgery:** A student shall not sign the name of another person for the purpose of defrauding school personnel or the Columbus Board of Education.

**Gambling:** A student shall not engage in any game of chance or contest on school property wherein money or other items of monetary value are awarded to the winner, except for those games or contests authorized as official school functions.

**Harassment:** Columbus City Schools does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual Orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

**Hazing:** Any planned action or created situation on or off school grounds that is demeaning to an individual, produces significant injury, or is otherwise harmful to another student, is prohibited.

**Littering:** Throwing paper, trash, or other materials on the floor, inside school buses/vehicles, or on school grounds is not permitted.

**Physical Assault:** Any physical attack on another person may result in suspension/dismissal from the program and/or notification to authorities.

**Profanity and/or Obscenity:** Swearing, cursing, or making obscene gestures, whether in school buildings or on school grounds, is prohibited.

**Repeated Offenses:** Offenses occurring on a repeated basis after previous disciplinary actions have been attempted are cause for probation or dismissal.

**Sexual Misconduct:** Statements of profane sexual connotation or harassment, any inappropriate touching of another person or any act of indecent exposure in school building(s) or on school premises are grounds for probation or dismissal.



**Theft/Possession of Stolen Property:** Stealing or attempting to steal school district or privately owned property is cause for probation or dismissal.

**Vandalism:** Destruction or defacing district property/equipment, including computers/related software or property of others while located on district premises is prohibited and is cause for probation or dismissal.

**Verbal Abuse/Threats:** Engaging in name-calling or derogatory statements or gestures toward other students, whether in school buildings or on school grounds, is prohibited. Making statements or taking actions against students, staff, and/or visitors, the purpose or effect of which, could cause fear of physical harm or property damage, or that could intimidate or terrorize is cause for probation or dismissal. Discussions related to one's personal, political or religious beliefs, which have potential for volatility, are considered inappropriate and are strongly discouraged. Such discussions which result in the disruption of class or school may result in disciplinary action.

**Weapons:** Anyone possessing, transmitting, or using any kind of firearm, knife, razor, mace, pepper gas, or like substances, dangerous club, chain, or other look-alike or replica objects, or any item that can be considered a weapon or used as a weapon, will be removed from the school immediately, is subject to dismissal, and/or notification to authorities.

## **Student Conduct in Digital Classrooms**

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All online meetings will be treated as a professional forum for student-instructor interactions. Students are expected to take care of any personal needs, such as appropriate dress, basic hygiene, eating, childcare, and personal affairs, prior to entering an online classroom.

Students are expected to conduct themselves in an ethical, dignified and respectful professional manner at all times. Respect shall be given to faculty and fellow students. Students are to address faculty and staff at the Adult & Community Education Center and at clinical settings by Miss, Ms., Mrs., or Mr.

When logging into online school meetings, students are responsible for selecting a distraction free and quiet environment. During online school meetings, students will have the courtesy to refrain from talking and shall limit the background noise in their environment. The student will not create any forms of audible or visual disturbances.

Headsets with external microphones are recommended for students to improve hearing/speaking capabilities and limit distractions.

Students will comply with the classroom/skills laboratory attire during online meetings:

- ID badge must be worn and visible at all times on upper chest level.
- Appropriate fitting navy blue scrubs with pants/skirts not touching the floor, no company or school logos other than CSPN (Skirts have to be scrub skirts).
- Underclothing not visible.
- Plain clean white t-shirt or white long-sleeved shirt may be worn under scrub top, it cannot have any embellishments.

- White lab jacket may be worn over scrubs, no other jackets or coats.
- Tennis shoes or nursing shoes only acceptable footwear.
- Hair—neat, clean, natural tones and traditionally accepted style, pulled back and up off the uniform.
- Facial hair—short, neatly trimmed.
- Nails—clean, short (not over the fingertips), no artificial nails or polish.
- Rings—limited to engagement and /or wedding band.
- Earrings—small (less than ¼”) stud earrings without design (silver, gold, white), one per ear, is permitted on the earlobe only.
- Jewelry—no other jewelry may be worn in the laboratory or clinical areas.
- Make up must be moderate and conservative.
- Head coverings for religious purposes must be white and able to be tucked in to avoid contamination, short versions are recommended (short version is required for clinical).

Students are prohibited from attending online meetings at work, in automobiles, or public areas. For personal safety, students should not sign into class while they are operating a motor vehicle, at work, or from other public areas that create a distracting environment.

The camera must be active, the student must be visible, and microphones will be turned on (per the instructor’s discretion) for the entire online session. No exceptions will be made for this requirement. Students are prohibited from altering their online background or using photo images in lieu of an active camera.

Students must be sitting up and actively participating during online sessions. If students are not verbally responsive during meetings, the student is subject to removal and deductions of professional learning points.

Students who sleep in class may be asked by the instructor to leave the class until they are able to stay awake and participate.

Smoking is prohibited during any online school session.

Digital Classroom Attendance is defined as times when the student is visible with camera and microphones activated on (per the instructor’s discretion) for the entire classroom session. Students are prohibited from using photo images in lieu of an active camera for more than a brief urgent need. Students must be sitting up and actively participating during digital sessions. If students are not verbally responsive during meetings, the student is subject to removal and deduction of Professional Learning Points. Classroom attendance is expected. All attendance is recorded and monitored by the classroom/clinical instructor. Students who are more than 10 minutes late will not be allowed into the classroom without permission. Students who miss class shall understand that performance and test success remain entirely their responsibility. Students are expected inform the teacher about emergency situations that interfere with performance and tests.

During school (including digital classrooms) and clinical hours, students are prohibited from using social media.

Pagers, beepers, cellular phones, and other electronic communications may be used in a digital classroom with the teacher's permission or as part of an academic activity. Emergency use during digital class time is permitted, but use must be brief and must not disrupt the class. Under no circumstances can students access electronic communication devices during testing situations.

A student who disregards these expectations will be removed by the instructor in online meetings and are subject to disciplinary procedures. This student's absence will be noted by the instructor per the attendance policy.

## **Emergency Management Plan: State Board Rule: 3301-5-01**

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1. Each comprehensive emergency management plan consists of a single document for addressing and responding to serious threats and emergency events.
2. Protocol shall be a preparedness document organized around five mission areas: prevention protection, mitigation, response and recovery. Prevention means the capabilities necessary to avoid, deter, or stop imminent crime or threatened or actual mass casualty. Prevention is action schools take to prevent a threatened or actual incident from occurring. Protection means the capabilities to secure the school against acts of violence and manmade natural disaster. The focus is on ongoing actions that protect students, teachers, staff, and visitors from a threat or hazard. Mitigation means the capabilities necessary to eliminate or reduce harm or injuries by lessening the impact of an event or emergency and reducing the likelihood that threats and hazards will happen again. Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way. Recover means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment. To ensure protocol, the levels of the lockdown as well as forms of evacuation plans are described below:
3. Lock Down Levels
  - Level 1- Monitoring possible threat
    - a) Exterior doors and windows are locked and secure
    - b) Free movement within the school building
    - c) Individuals may be released by PA announcement
    - d) This response is used for outside threats
  - Level 2- Standby probable threat
    - a) Students in halls and restrooms will be instructed to move to the nearest classroom
    - b) Classroom doors and all exterior doors/windows are immediately locked
    - c) Students may move about in the locked classrooms
  - Level 3- Emergency full crisis, activate command post
    - a) Students in halls and restrooms will be instructed to move to the nearest classroom
    - b) Classroom doors and all exterior doors/windows are immediately locked
    - c) Cover windows and door window panels, if this can be accomplished safely
    - d) All individuals will sit on the floors out of sight of the windows
    - e) Attendance will be taken, including the names of people who have entered and are not usually in class
    - f) During Level 3 lockdown, no individual shall open doors, windows, or follow PA announcements. Individuals may only be released from lock down by police, administrators, or designated staff.

4. During evacuation procedures, students will be guided by staff members using primary routes unless instructed to use alternative routes. The minimum initial distance during the evacuation is 300 feet. During the evacuation, all individuals must leave the facility. All doors must be closed but not locked. Individuals are prohibited from returning to the building unless instructed by the administration. Evacuations are primarily used for fire, unsafe building, and bomb threats.
5. During reverse evacuations, all individuals shall move indoors quickly and close all doors behind them. All windows and doors will be closed once individuals are inside the building. This response is used for severe weather, hazardous material release, or outside threats.
6. During tornado events, students will move to pre-designated areas and assume the protective position. If they are unable to report to the pre-designated area, they should take cover under tables or desk and hold onto table/desk leg or position desk as a shield; keep as much of the body shielded as possible; and bury their face in their arms, close their eyes, and cover their ears. If special needs/handicapped individuals require help, they should remain in wheelchairs. This response is usually used for an earthquake, explosion, and severe weather and may be followed by evacuation when safe to move.
7. If immediate danger is recognized, individuals may be instructed to “Hit the Deck.” When this is announced, all individuals must drop immediately to the ground and lie flat. All shall remain on the ground until given further direction. This response is for gunfire, usually followed by a lock down or evacuation when safe to do so.

Consequences: Columbus School of Practical Nursing students who fail to comply with the emergency management plan place individuals' safety in jeopardy and are subject to dismissal from the program.

## **Acknowledgement of Receipt of Columbus School of Practical Nursing Student Handbook**

By signature below, I acknowledge receipt of the Columbus School of Practical Nursing Student Handbook.

I acknowledge that selected policies were reviewed and discussed at Orientation and that I am responsible for reading and abiding by the policy requirements in the handbook.

I understand that questions may be directed to the Health Occupations Administrator.

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Name (please print)

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Signature

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Date

