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**Note:** The information in this handbook is updated annually. Should you find an inaccuracy, please contact 845-331-0902, ext. 2232. Students will be notified in writing of any amendments to the handbook.
MISSION STATEMENT

At Ulster BOCES our mission is to provide high quality shared educational, administrative, and technical services that enable component districts to develop the capacity in their students and adults to achieve higher standards of performance. With an emphasis on economic efficiencies, Ulster BOCES is committed to offering educational programs that enable all students to prepare for employment and/or post-secondary education.

PHILOSOPHY:

The faculty and administration of the Ulster County BOCES School of Practical Nursing believes that:

1. Each student admitted to this school will be provided with a nursing education that responds to the demands of current professional practice. Scope of practice will be limited only by the Nurse Practice Act.

2. A nursing student is a person with unique personal strengths and weaknesses. Instructional philosophy will focus on identification and strengthening of that which is weak and encouraging what is strong. The program is positive performance-based.

3. Safe, responsible, ethical nursing can only be practiced by nurses who have been prepared to exercise a thinking process that includes the systematic collection of data, planning, implementation and evaluation of care. This school teaches the whole NURSING PROCESS.

4. The ultimate goal of the practice of nursing, and consequently the teaching of nursing, is to prevent illness, restore wellness or when necessary meet the needs of individuals preparing for death. The administration of care to individual patients is the first nursing consideration for graduates of this School of Nursing.

DEFINITION OF PRACTICE OF NURSING
(Chapter 994, Art. 139)

The Practice of Nursing as a Licensed Practical Nurse is defined as performing tasks and responsibilities within the framework of case finding, health teaching, health counseling and provision of supportive and restorative care under the direction of a registered professional nurse or licensed or otherwise legally authorized physician or dentist.

PROGRAM OBJECTIVES

Upon completion of this program, the student will be able to:

1. Adapt the basic biological and psychosocial principles to the practice of safe nursing care using Maslow’s hierarchy of human needs.

2. Practice basic skills in the art of communications and interpersonal relationships.

3. Apply the elements of the NURSING PROCESS in meeting the needs of patients.

4. Earn a passing score on the National Council Licensing Examination in Practical Nursing.

5. Obtain employment and practice within the legal definition of Practical Nursing as defined by the Nurse Practice Acts.
PROGRAM PROFILE

Program HEGIS Code: 5209.20
Program Code: US03202800

Ulster County BOCES admits approximately 75 adult students to the Practical Nursing Program each year.

Approximately 85% of all students who enter the program successfully complete. Student “admissions” are considered to be all students registered in the program as of October 15th each calendar year.

The four most frequently cited reasons for program attrition are:

1. Financial pressure. eg: Student required to work full time while attending school.
2. Academic difficulties.
3. Altered personal circumstances.
4. Altered physical health.

During exit interviews, students who withdrew or who successfully completed stated that the program required “more time and effort” than they anticipated.

ADMINISTRATION AND FACULTY OF THE ULSTER BOCES SCHOOL OF PRACTICAL NURSING

Faculty

1. Cheryl Spurling-Scott, MS, APN, RNC
2. Nancy Kennedy, MS, RN
3. Louise Bigando, MSN, RN, Ed.
4. Linda Seekamp, RN
5. David Raffo, RN

Administration

Marita Kitchell, Ed.MS, BSN
Director of Career & Technical Center

Mary Grenz Jalloh, MS, MPH, CHES, CAS
Director of Adult Education

Dianne C. Sleight, MS
Coordinator of Health Occupations

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Telephone (Toll-Free): 800-917-2081
Fax: 770-396-3790
AFFILIATING AGENCIES

- WMC Health Alliance, Kingston
- Golden Hill Nursing and Rehabilitation Center
- Ten Broeck Commons, Lake Katrine
- Hurley Avenue Surgical Center, Kingston
- Northeast Center Rehabilitation and Brain Injury, Lake Katrine
- Head Start – Ulster County
- Baptist Home at Brookmeade, Rhinebeck
- Woodland Ponds at New Paltz
- Institute for Family Health
- Kingston Worx, Kingston

Students in all programs should be prepared to participate in rotations at any participating agency.

GENERAL ADMISSION REQUIREMENTS

Classes are admitted in September of each year.

Admission Process

Students must:
1. Achieve a score of 41.8% or greater on the “Test of Essential Academic Skills – Version V” entrance exam.
2. Provide an official copy of a high school or GED transcript. Foreign diplomas must be evaluated by World Education Services, 568 Broadway, New York, NY 10012, 212-966-6311
3. Provide evidence of U.S. citizenship or other legal residency if born outside the U.S.
4. Submit an Admission Application
5. Submit three references (one personal and two professional)
6. Be prepared to write an essay the day of the final interview.
7. Complete a physical
8. Complete the Financial Aid process. If entering into a payment agreement, student must sign, submit and make tuition payments as per schedule or student will not be permitted to attend class.
9. Students must submit to a Criminal Background check and drug screening prior to admission. Any student with a record of a felony/misdemeanor conviction will be precluded from attending clinical rotations. This inability to participate in clinical will preclude them from entering program. Students with a record will receive counseling regarding options.

Admission decisions are based on an individual assessment of the entire nursing application process. All students must attend a 5-day Mandatory Medical Terminology and orientation class.

PROGRAM WITHDRAWAL AND RE-ADMISSION

1. Students who voluntarily withdraw from the Practical Nursing program may be granted readmission under the following conditions:
   A) Written recommendation of the primary instructor
   B) Seek readmission within 2 calendar years of withdrawal (ATI scores are valid for two calendar years from date of withdrawal)
   C) Demonstrate competency in selected nursing skills
   D) Agree to abide by policies (academic and financial) that apply to the calendar year in which re-entry is anticipated
   E) Are not found to be in default of a student loan
   F) Are in good financial standing with BOCES
2. Students requesting re-admission following dismissal for academic, clinical or behavioral reasons will be allowed to return within a two year period, as space permits.
3. Students dismissed from a full time program may only seek readmission to the part time program.
4. Students who are granted permission to complete the program will be required to demonstrate competency in various nursing skills as decided by the receiving teacher and the Health Occupations program administrator.
5. Students must obtain a 75% average for each academic unit including repeated units.
6. Ulster County BOCES does not accept student transfers from other educational programs.

**PROGRAM HOURS**

The current program is approved by the New York State Education Department to provide a total of 1200 hours of combined theory and clinical instruction to be completed before being recommended to NYS Education Department to sit for the National Council Licensing Exam for Practical Nursing. The Administrator for Health Occupations must certify that each student has completed all requirements and has been awarded a diploma in Practical Nursing.

**CLASS / CLINICAL HOURS**

*Full-Time Day*
Monday - Friday, 8:30 AM - 2:00 PM; September thru June (Clinical hours are 8 AM to 2 PM)

*Part-Time Day* Year 2
Monday - Friday
a. 8:00 AM – 11:00 AM – class
b. 8:00 – 2:00 PM - Clinical

**Required Lab hours** - students are expected to attend 1.5 hours per week / 15 hours per quarter in the Nursing Lab. Part-time students are expected to attend 7.5 hours per quarter, per year. Hours are to be submitted at the end of each marking period.

All course offerings are enrollment dependent. Some clinical rotations (no more than 40 hours during the program year) occur **during non-published hours**. Students are notified of times and dates well in advance of these rotations.

*The lab sign-in book must be signed with IN and OUT times by the student in order to receive credit for the time.*

**PROJECT REQUIREMENT**

Each student is required to submit 4 health-related projects during their course of study. Part-time students will submit 2 per year.

Suggested topics and project guidelines may be obtained from the primary instructor. Projects will be graded on a pass/fail basis. Students must receive a passing grade on the project or be required to submit an alternative project until graded a pass by the primary instructor.

**ONGOING EDUCATION AND PUBLIC HEALTH PRACTICE**

Students are expected to participate in available health related inservice education programs and engage in community health promotion activities. Student engagement in these activities will be factored into progression decisions. All students are expected to participate in a minimum of 16 hours. (Full time programs - 16 hours (4 hours quarterly), Part time program - 8 hours 1st year, 8 hours, 2nd year). All hours and public health activities
are approved by the primary instructor.

**PROGRAM DISMISSAL**

The following is a list of circumstances, which may result in dismissal from the program:

1. Attendance (refer to page 7)
2. Academic failure (refer to pages 8-10)
3. Academic Integrity (refer to pages 10-11)
4. Clinical failure (refer to pages 8-9)
5. Inappropriate or unethical behavior (refer to page 11)
6. Failure to meet the financial obligations related to tuition costs.

**ATTENDANCE**

1. Students are expected to be in attendance every day class or clinical is in session. Absences, repeatedly late to class and early leaves must be recovered hour for hour, regardless of the reason for the absence.

2. All missed class hours (with the exception of one academic day per quarter) must be made up and paid for by the end of the quarter in which the absence occurred. The one academic day must be made up in the nursing lab.

3. Clinical time can only be recovered during scheduled clinical make-up days.

4. Clinical make-up time may only be recovered in three-hour increments.

5. There is a $10.00 charge per hour for make-up time payable in advance. Pre-paid make-up time is non-refundable. Non-attendance for any reason constitutes forfeiture of payment.

6. If you are not going to attend a class or clinical due to illness or an emergency, you must call and/or email your instructor prior to the start of the class or clinical day.

7. A no-show/no-call is a serious infraction of nursing protocol and reflects behavior unbecoming a student in a professional nursing program. It will be noted as such in the student record and may result in dismissal from the program and will require the student to sign a contract acknowledging that fact. A second infraction will result in dismissal.

8. Students are not required to recover lost class or clinical time if BOCES closes for inclement weather or other emergencies, unless as scheduled by the school without cost to the student.

**LATENESS**

1. Students are expected to be in class and clinical on time.

2. Students arriving late to or leaving early from class or clinical on a regular basis may be dismissed from the program for conduct unbecoming a student in a professional nursing program. The student will be required to sign a contract acknowledging that a continued problem of lateness may result in dismissal.

3. Students are expected to discuss anticipated, unavoidable infractions of this policy with their instructor and make alternate arrangements to satisfy stated policy requirements.

Classroom and Nursing Lab Lates:
- Five (5) lates shall equal one (1) class day absence
- Absence of up to 45 minutes
any day will result in the loss of one (1) class day.

Clinical Lates:
• Late to clinical will result in 5 points being deducted from the day’s clinical grade. The deduction is increased 5 points for consecutive lates during a clinical rotation. (eg: 95, 90, 85, 80) A 4th late during the rotation will result in failure for the day.
• Arriving 30 minutes or later after the scheduled start of a clinical day will result in an absence. The student will not be allowed to attend the clinical.

PROGRESSION STANDARD

Academic
1. Students must obtain a 75% average for each academic unit. Missed or failed exams may be retaken at the discretion of the instructor or Administrator. A student must schedule to retake the exam, if permitted to do so, within one week of the missed exam. Failure to do so will result in a failing grade for the unit.
2. When a student is afforded a retake the highest grade on the retake shall be a 75%.
3. If a student is absent for an exam or quiz, it must be made up on the first day of return and the highest grade the student will receive is a 75%. Alternate consideration may be made if an absence is for verifiable medical reasons.
4. Students who have failed one unit of instruction will be placed on academic probation. Failing a second unit of instruction will result in dismissal from the program.
5. Students must: A) Pass Pharmacology Theory 75%, B) Pass Dosage Calculations 85%, C) Lab Medication Administration exam Pass/Fail
6. The nursing lab in Port Ewen is open for remediation and skills practice at various times through the year. Check the lab for posted hours. The lab is closed July and August. Students having difficulty in a particular area are expected to access the lab. There is no charge for voluntary use of the lab.

Medication Exam
1. All full-time day students must take and pass the written and laboratory medication administration exam by the end of the second quarter of each academic year.
2. All part-time day students must take and pass the written and laboratory medication administration exam by the end of the 4th quarter of the first academic year.
3. Students may only take the dosage calculations exam two times.
4. The practical exam can only be retaken one time.
5. If the student fails his/her first attempt on the written or practical exam, he/she will be placed on probation and receive an incomplete for the quarter. The student will be expected to retake the written or practical exam and pass it by no later than the end of the 2nd quarter for full-time students and fourth quarter for PN 1 part-time students.

Clinical
1. The minimum passing grade for the clinical component of the program is a numerical grade of “85”, or a “Pass” depending on the evaluation method used.
2. Students will provide written cumulative assessments of their clinical performance at the conclusion of a series of clinical days (anecdotal records).

3. Periodic interim verbal and written responses to the anecdotal record will precede the summative evaluation.

4. Clinical make up days will be graded on a pass/fail basis.

5. Students receiving a failing grade for a clinical make up are required to repeat the day and pay the published fee.

Certified Nurse Assistant Examination
1. All full-time day students must take and pass the CNA written and clinical exam upon completion of 30 clinical hours.

2. All part-time day students must take and pass the CNA written and clinical exam by the end of the fourth quarter of the academic year.

3. First time arrangements for this exam will be made by the school.

4. Students who hold current certification as a CNA are exempt, but, must maintain current certification through the end of the program. Students must provide copies of current certification.

CPR/AED
All nursing students must become certified in CPR/AED prior to the start of Unit 6. Students holding current certification in CPR and First Aid are exempt, but, must maintain current certification through the end of the program.

GRADUATION REQUIREMENTS
Students must complete all program requirements by the date of graduation. Any student unable to complete the requirements by graduation may be given an additional 30 days with written recommendation from the instructor and at the discretion of the Administration.

In order to be recommended to the New York State Office of the Professions as a program completer, students must:
- Complete all academic and clinical program requirements
- Hold current certification as a Certified Nurse Assistant
- Hold current CPR/AED certification
- Show evidence of 16 hours of Public Health Practice
- Have met all financial obligations with Ulster BOCES

The State Board Licensing Examination is administered continually throughout the year and may be taken any time after a student meets the criteria for graduation. Students who do not successfully pass the boards may schedule to retake them. The initial cost for the examination and initial licensure is approximately $343. The cost to retake the exam is approximately $200.

Students are expected to be in a clean white uniform, white stockings and nursing shoes for the pinning ceremony.

Please note: Students who have a history of a felony or misdemeanor conviction or who have defaulted on a student loan or are in arrears of child support may not be issued a license until an investigation has been completed by the State Education Department. You may go to www.op.nysed.gov for more information.

ACADEMIC and/or CLINICAL PROBATION
A student will be placed on probation who:

1. Full-Time Students: Exceeds 24 hours of lost class and/or clinical time and/or
has one unit grade average of less than 75%.

2. Part-Time Students: Exceeds 12 hours of lost class and/or clinical time and/or one unit grade average of less than 75%.

**Program Dismissal** will occur if a student is absent for a total of 36 hours (full-time) or 18 hours (part-time) will be dismissed from the program. Furthermore, they will be referred to the Administrator.

Students will be notified in writing that they have been placed on academic probation. Probation is retroactive to the date of noncompliance.

Students must sign the probation notice and submit a written plan of correction to address the cited issues within 24 hours of the probation notice.

Students will have 30 calendar days from the date of noncompliance to correct the conditions outlined in the probation status notice.

Students who do not correct the conditions outlined in the probation notice will be dismissed from the practical nursing program on the date indicated in the notice.

One (1) 30 day extension may be granted at the discretion of the program administrator. Students receiving an extension will be notified in writing.

While on probation a student may be dismissed for dereliction of performance in areas unrelated to the issue that precipitated the probation. e.g. attendance, behavior, academic and/or clinical performance.

Disbursement of financial aid is tied to satisfactory **academic performance and attendance**. Students on probation may lose financial aid. (See Financial Aid Handbook)

**ACADEMIC INTEGRITY**

Academic integrity is important in student work. Students are expected to maintain the highest standards of honesty; academic dishonesty in any form is regarded by the school as an intolerable breach of academic ethics and deserves immediate disciplinary action. The responsibility for maintaining academic integrity rests with the individual student.

Academic dishonesty includes, but is not limited to the following:

1. Cheating on examinations;
2. Plagiarism, i.e., the use of words or ideas of others, whether borrowed, purchased, or otherwise obtained, without crediting the source;
3. Willingly collaborating with another student in any of the above actions which result in a student submitting work that is not his or her own;
4. Stealing examinations, falsifying academic records, i.e. Attendance/lab sign in sheets and other such offenses;
5. Submitting work previously presented in another course without permission of the instructor; and
6. Unauthorized duplication of computer software.

Disciplinary action will be initiated by the instructor if evidence indicates that a student is guilty of academic dishonesty. Depending upon the circumstances, any first offense will result in one of the following actions:
1. Repetition of the assignment or examination,
2. A failing grade for the assignment or examination,
3. A failing grade for the course, or
4. Suspension/dismissal from the program.

An official report of any instance of academic dishonesty will be filed by the faculty member with the Administrator for Health Occupations. The Administrator will schedule a meeting with the student to review and clarify the school’s policy on academic integrity. The student will sign a statement indicating:
1. That he or she understands the issue and its seriousness,
2. That he or she will be dismissed from the school if any second instance is reported.

Any reproduction of part or all of the contents in any form is prohibited and can result in dismissal.

Any second instance will result in dismissal.

The student appeal process, if desired, must begin within ten school days after imposition of the faculty member’s choice of disciplinary action. The student may provide witnesses or other relevant support during the appeals process.

INAPPROPRIATE OR UNETHICAL BEHAVIORS

1. The possession, consumption, or sale of alcohol or any drug prior to or while in attendance at the Ulster County BOCES campuses and its affiliating agencies.
2. Forgery, alteration, or misuse of school documents and/or records.
3. Provide false information to Ulster County BOCES or its affiliating agencies.
4. Violation of client confidentiality and HIPAA regulations.
5. Physical or mental abuse or acts of aggression toward another person while attending any school function.
6. Violation of Affiliate Agencies (according to their Policy and Procedures).
7. Disruption of classroom activities.
8. Use of socially unacceptable language in the classroom, laboratory, on school property or while in attendance at any affiliating clinical agency.

An official report (Probationary Notice) of any instance of inappropriate or unethical behavior will be filed by the faculty member with the Administrator for Health Occupations. The Administrator will schedule a meeting with the student to review and clarify the school’s policy on behavioral integrity. If allowed to remain in program, the student will sign a statement indicating:
1. That he or she understands the issue and its seriousness.
2. That he or she will be dismissed from the school if a second instance is reported.

Any second instance will result in dismissal.

The student appeal process, if desired, must begin within ten school days after the probationary notice is signed by student.

AUDIT STATUS

A student may audit classes who has:
1. temporarily withdrawn from the program and plans to reenter within one calendar year
2. is presently attending one session and auditing another for academic enhancement.

Students on Audit Status may not attend clinicals.

Students on Audit Status do not receive credit for attendance.

MEDIA SERVICES & RESOURCES
A resource guide and periodicals are available in the clinical lab setting to augment the practice of skills. Additionally, faculty and students are encouraged to access eBooks and newspapers through the School Library System at Ulster BOCES web site: http://ulstersls.wordpress.com/ or http://wud.epimetheus.schoolaid.net/. Further assistance maybe sought from the Library Coordinator Daniell Yoemans at dyoemans@ulsterboces.org.

TRANSCRIPTS
All grades become a part of a permanent record. Transcripts may be used as references for employment, admission to colleges and/or universities, and for use in obtaining licensure. Official copies may be obtained, for a fee, by submitting a written request addressed to:

Ulster County BOCES
Attn: Marion Jackson
P.O. Box 601
Port Ewen, New York 12466

*No transcripts or reference requests will be honored for students found to be in default of a student loan or who have an unsatisfied financial obligation to BOCES.

STUDENT ACCESS TO RECORDS: Family Educational Rights and Privacy

Act (FERPA: The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99).

Ulster BOCES Post-Secondary Adult Education Programs affirms the right of students to know what records are maintained about them and the type of information such records contain. No entry or document will be placed in a student’s record without notice to the student, with the exception of published grades, announcements of honors, and documents or entries supplied by or at the request of the student. In general, students’ access to their records will be limited only by reasonable regulations as to time, place and supervision. “Students records” include files, documents, and other material maintained by the Adult Education Office that contains information directly related to a student. Students will not, however, be allowed to inspect the following records, except as noted below:

1. Letters of recommendation that have been obtained under a waiver of inspection rights.

2. Records made by administrators and faculty at Ulster BOCES Post-Secondary Adult Education Programs for their own use and not shown to others.

3. Financial information furnished by parents, on the Free Application for Federal Student Aid (FAFSA). * Students will be allowed to review such information if written authorization is provided by their parents.

HEALTH REQUIREMENTS
A pre-admission physical, including laboratory screening and immunizations is
required by the **first day of class**. The cost of this physical is assumed by the student. Flu vaccinations are required upon seasonal availability and prior to the Department of Health mandate of flu season.

Students are expected to maintain good health and good attendance. They are also expected to exercise good judgment in regard to attendance if they have a condition that might be infectious to others. Any student with an infectious condition must report this to the instructor before assignment in the clinical area.

Illness or accidents while in attendance should be reported to the instructor immediately.

Only emergency first aid care is available at any of the cooperating health care agencies. Care beyond this is the responsibility of the student and the student's family.

An Incident/Accident Report must be made out for any accident occurring to students while in affiliating facilities or on school property.

**PERSONAL APPEARANCE/ DRESS CODE**

A full clean and pressed uniform must be worn while attending a clinical facility. Uniforms consist of:
1. White pants and uniform top, skirt and white uniform blouse, or uniform dress
2. White leather shoes (No open toes, open backs or clogs or coloring)
3. White hose with dresses or skirts or white socks or hose with pants
4. Navy blue lab jacket
5. School patch
6. Photo ID badge
7. Wristwatch with second hand
8. Stethoscope
9. Black ink pen

**Uniform Requirements**

It is suggested that each student purchase 2 uniform tops, 2 uniform bottoms, 1 pair of uniform shoes and a watch with a second hand. The required styles are listed below. Students must also wear their Ulster BOCES ID badge and write with a black ink pen.

Additional items that can be purchased are a stethoscope and a long sleeve navy warm-up jacket. This is the only item students are permitted to wear over their uniform.

**The following items may be purchased at:**

- **AAA Well Suited Uniforms**
  612 Ulster Avenue, Kingston, NY
  (845) 331-3433

- **Poughkeepsie Uniform Center**
  37 Raymond Ave., Poughkeepsie, NY
  (845) 471-5085

- **KVI Uniforms & Equipment Inc.**
  50 Carpenter Avenue, Middletown, NY
  (845) 343-7868

- **Cherokee Uniforms**
  [www.cherokeeuniforms.com](http://www.cherokeeuniforms.com)

**Cherokee Authentic Scrubs Workwear:**

1. Unisex Drawstring Pant – white – style #4100 or #4200
2. V-Neck Tunic – white – style #4700
3. Uniform shoe – Cherokee’s Rocker group (*No open front or backs are permitted*)
4. Snap front Warm-up – navy blue – style #4350

**No jewelry**, except for plain wedding bands, is to be worn while in uniform. In the case of pierced ears, only an inconspicuous button type earring may be worn (one per ear). **No other** visible body piercing jewelry may be displayed.

**Hair** must be simply arranged off the collar and away from eyes.

**Make-up** should be used in moderation. Avoid the use of heavy fragrances of any nature (ie: perfumes, deodorants, etc.) Artificial eyelashes are not acceptable.

**Nails** must be trimmed or filed so that they are not a hazard to the patient. No polish of any color may be worn. Fake or porcelain nail wraps are not acceptable.

Hair must be simply arranged off the collar and away from eyes.

Make-up should be used in moderation. Avoid the use of heavy fragrances of any nature (ie: perfumes, deodorants, etc.) Artificial eyelashes are not acceptable.

Nails must be trimmed or filed so that they are not a hazard to the patient. No polish of any color may be worn. Fake or porcelain nail wraps are not acceptable.

The student’s clinical evaluation grade will reflect when the student is out of uniform when a uniform is required.

The personal appearance/dress code applies to clinical rotations and any activity related to clinical experiences. Students may dress in appropriate regular clothing for class sessions.

*Personal appearance and dress code guidelines have been developed to address student and patient safety and infection control.

**PROFESSIONAL CONDUCT**

If a student engages in an activity deemed inappropriate by the instructor, he/she will be told to leave the class or clinical area and will be counted absent for the day as well as be subject to additional school discipline.

**STUDENT PHONE CALLS/MESSAGES**

Students are not to receive telephone calls **except in an extreme emergency.** In case of an emergency, students may be reached by calling the Career & Technical Center (845) 331-0902. The caller will be asked to state the nature of the emergency. This number may not be used for personal messages.

**Cell phone usage is not permitted during class or clinical.** Cell phone usage in class or clinical will result in a failure for the day and may be considered a violation of academic integrity or unethical behavior.

**PLACEMENT**

Approximately thirty percent of graduates from the BOCES LPN program pursue RN education full-time. Approximately twenty percent will seek employment out of state. Approximately fifty percent will be employed locally. Average salaries for LPN’s in the Hudson Valley area range between $14.00 and $23.00 per hour. Primary employers of LPN’s are nursing homes and home care agencies. Other employment options include physicians’ offices, diagnostic centers, rehabilitation centers, schools, clinics and acute care facilities.

Experienced health care professionals will have employment advantages over new graduates. Licensed health care workers will have employment advantages over individuals holding permits.

Students should be prepared for a job seeking time frame of several days to several months following graduation. Every attempt will be made to assist students to secure employment in a timely
manner.

ARTICULATION
Ulster County BOCES maintains articulation agreements with the following colleges:
• Dutchess County Community College, Poughkeepsie (6 college credits)
• Columbia Greene Community College, Hudson (24 college credits)
• Helene Fuld College of Nursing, Manhattan
• Excelsior, State University of New York
• SUNY Delhi, Delhi (18 college credits)
• SUNY Ulster, Stone Ridge (6 college credits)

FINANCES
Please refer to the current Financial Aid Handbook.

Financial Aid Facts:
1. Federal Student Aid consists of federal Pell grants that do not have to be repaid, and federal direct loans that must be repaid with interest.
2. Students who withdrew and then return to program with a graduation date within 150% of the published program length may (if eligible) receive Federal Student Aid (example: If the program is 1200 clock hours and 40 weeks, then 150% of the program length would be 1800 clock hours and 60 weeks)

Returning students must:
• re-apply for federal student aid online @ FAFSA.gov, unless self-paying
• make an appointment with the Financial Aid Office to determine aid eligibility

3. SAP (Satisfactory Academic Progress) must be met in order to continue to receive federal student aid (refer to Progression Standard in the Practical Nurse handbook)
   • students must complete 1/2 their program clock hours and weeks to be eligible for their 2nd disbursement
   • students not maintaining SAP will be placed on FINANCIAL AID WARNING for one payment period during which the student may continue to receive aid
   • students who fail to make SAP after the Warning period lose their aid eligibility, and must regain SAP to regain eligibility

PROVISIONS FOR COUNSELING OF STUDENT PROBLEMS OTHER THAN ACADEMIC
All students encountering obstacles (personal, financial, transportation, child care, etc.) to successful completion of the program should make an appointment with a Health Care Coordinator.

PROVISIONS FOR HANDLING STUDENT COMPLAINTS
If a complaint involves a disagreement with another student, the concerned student should follow these steps:

1. Discuss the matter with the other student against whom the complaint is directed.
2. If this does not resolve the problem, the concerned student should bring all facts to the instructor.
3. If the instructor is unable to resolve the problem, the situation will then be presented in writing to the Administrator of Health Occupations by
the student and instructor. A conference will then be convened.

If the complaint is in regard to grades, evaluations, classroom or clinical behaviors, the concerned student should request a conference with the member of the faculty involved, and, if unresolved, request a conference with the Administrator of Health Occupations. If the issue still remains unresolved, the student may request a conference with the Director of Vocational/Technical Education and Adult Services.

If the complaint involves concern about some phase of general school policy, the student should:

1. Make an appointment with the Administrator of Health Occupations
2. Bring all facts, well organized, to the appointment

If correcting the problem requires administrative action, the Administrator for Health Occupations will refer it to the Director.

ADULT EDUCATION GRIEVANCE PROCEDURE

We want your experience at the Adult Career Education Center of Ulster County BOCES to be a positive and successful one. Therefore, if at any time you are experiencing problems that would interfere with your success at this school, please take the following steps to resolve the problem.

1. Speak with your teacher if the problem is relevant to your course work. Review Adult Education Handbook to see if your problem is covered.
2. If the problem is unresolved after speaking with your teacher, speak with the immediate program supervisor.
3. If your problem is not resolved, request a Grievance Form from the Adult Education Office. Complete the Grievance Form and submit to the Adult Education Office, PO Box 601, Port Ewen, New York 12466. A school representative will attempt to meet with you within five (5) working days of the receipt of the form.

4. If at this time the concern is not satisfactorily resolved, the student may submit a letter to the Director of Career & Technical Education. Please include:
   - Reasons for the concern, stating its nature, any surrounding facts, the date it first arose, any events or conditions causing the concern, and a statement of what you would like BOCES to do.
   - The name of the BOCES representative with whom you met after first filing the grievance form.
   - Stating the outcome of the meeting with the BOCES representative.

5. The Director will attempt to render a determination with fifteen (15) working days after receipt of the grievance.

6. If at this time the concern is not satisfactorily resolved, the student may file the grievance with the Deputy Superintendent.

7. The Deputy Superintendent will attempt to render a determination with fifteen (15) working days.

8. If the grievance is not resolved at the Deputy Superintendent’s level, the grievance will be shared with the District Superintendent who, upon review of the information presented, will make a final decision within fifteen (15) working days.

9. When in the rare occasion, an issue is not resolved at this institution, the accrediting body may be contact for continuing mediation.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Telephone (Toll-Free): 800-917-2081
Fax: 770-396-3790

CAMPUS SECURITY

The Board of Cooperative Educational Services of Ulster County, pledges to monitor existing procedures and to institute and maintain whatever additional procedures are necessary to assure the safety and security of our students, authorized visitors, faculty, and staff members.

Safety Measures
To keep our school a safe and secure one, the Ulster Adult Career Education Center offers the following safety measures:

1. Administrative chain of command for reporting safety problems and concerns
2. Safety lights inside premises of the school which will go on in the event of an electrical power failure
3. Overhead halogen lighting in parking lots, timed to automatically go on at dusk.
4. Locked entrances to the building thereby assuring entrance to the
5. Picture identification cards for all students and staff.
6. Fire drills
7. Smoke alarms

Your Role in Campus Security:

A. Reporting of Incidents
Campus security should involve the efforts of each and every person visiting or attending the Center. Any incident or attempted incident (i.e. theft, vandalism, robbery, physical confrontation, verbal threats, drug or alcohol abuse problems, rape, etc.) should be immediately reported to any of the following school officials:

• Director of Career & Technical Center
• Director of Adult Education
• Security Personnel/Program Monitor
• Teacher

Public safety is everyone’s concern. At any time, if you observe either a suspicious person on school grounds or some type of wrongful activity taking place, please bring it to the attention of any of the above designated school officials. They will promptly assist you in resolving whatever problem you have encountered regarding campus safety or security.

Please cooperate by immediately filing an official written report describing the incident. This will result in an immediate investigation.

If your problem cannot be resolved at the local level, or if a criminal activity is involved, you will be advised to call the following phone number for the Ulster County Sheriff's office:

845-338-3640

Officials at the Town of Ulster office will file a copy of the report with the Director of Adult Education.

Please remember...when it comes to campus security, YOUR SAFETY IS OUR MAIN CONCERN.

B. Student Awareness
Students are educated about safety awareness and campus security. During their orientation program, they receive Ulster BOCES packets which describe our regulations including behavior and discipline, procedures for visitors to follow, safety, fire drills, and drug and alcohol abuse policy.

Drug and Alcohol Abuse Policy

In accordance with Section 5145 of the Federal Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Board of Cooperative Educational Services of Ulster County prohibits the use of illicit drugs and alcohol by all students and employees.

Ulster BOCES clearly prohibits the unlawful possession, use or distribution of illicit drugs and/or alcohol on school premises or during any part of school activities. Violation of this policy can lead to and include a student's expulsion and referral for prosecution.

Parents, students and employees will be given a copy of the standards of conduct and the statement of sanctions as well as a notice that compliance with the standards of conduct is mandatory.

The Drug and Alcohol Abuse Prevention program will be reviewed biennially to
determine its effectiveness, ensure that the sanctions are consistently enforced, and to implement changes if needed.

The Administration at the Port Ewen Center of Ulster County BOCES pledges to keep abreast of any problems regarding Campus Security. By reviewing incident reports and speaking with the person or persons involved in any infraction, we at the Port Ewen Center will continually strive to improve our Campus Security program and to help assure the safety of each student, authorized visitor, faculty and staff member.

As of September 1995, the following additional security measures have been implemented:

• An administrator is on call from 4:00 pm - 10:00 pm on all evenings when classes are in session.

**STATISTICAL REPORT**

The number of serious crimes occurring at the Port Ewen Center is quite low, as the accompanying figures indicate. The statistics cover the property and building (which is the definition of campus according to Section 204 of the Campus Security Act) and also include the sidewalks adjacent to our building entrances.

**Alcohol & Drug-Free Environment**

The manufacture, distribution, or use of alcohol or a controlled substance on school premises or at associated educational facilities, in school vehicles, or while engaged in school sponsored student activities is strictly prohibited.

**Smoking**

Smoking of cigarettes and other tobacco products is prohibited in all buildings and on grounds. The sale or distribution of smoking products on the campus is also prohibited.

**Harassment and Assault**

Physical or verbal harassment of any kind because of sex, sexual orientation, race, color, national origin, religion, age, or physical challenge, as well as violent
assault, particularly sexual assault or bias-related assault, is strictly prohibited.

**Firearms or Weapons Possession**

Possession by anyone, upon any premises to which the school’s rules apply, of any rifle, shotgun, pistol, revolver, firearm or any items that could be construed as a weapon without the written authorization of the Chief Administrative Office, whether or not a license to possess the same has been issued to such person, is strictly prohibited.

**Fraud**

Fraud or other criminal misconduct, such as the use of false identities, forgery of signatures or certifications, and false claims of income, citizenship, or independent student status in applying for financial aid, will result in disciplinary actions being applied, and in the case of fraud involved financial aid, a demand for repayment of funds dispensed.

In any case where violation of any of the school’s rules does not cease after such warning, or in cases of willful violations of these rules the Chief Administrative Officer of the school or the Chief Administrative Officer’s designee shall take action to cause the removal of the violator from any premises which are occupied in such violation, and shall initiate disciplinary action as provided in those documents or statues previously cited. Disciplinary action, excluding those penalties determined in a legally constituted court of law, may be any of the following:

- Admonition - An oral statement to the offender that the offender has violated school regulations.
- Warning - Notice to the offender, orally or in writing, that continuation or repetition of the conduct found wrongful within a period of time stated in the warning may be cause for more severe disciplinary action.

- Censure - Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any school regulation within a period of time stated in the letter of reprimand.
- Restitution - Reimbursement for damage to, or misappropriation of, property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. Such restitution will also take into account the rights of any victims of the actions of the offender.
- Suspension - Exclusion from the school and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- Expulsion - Termination of the status of the offender for an indefinite period of time. The conditions of readmission, or reemployment, if any is permitted, shall be stated in the order of expulsion.

The Chief Administrative Officer, or the Chief Administrative Officer’s designee, may apply to the public law enforcement authorities for any aid deemed necessary in causing the ejection of any violator of these rules and may include a request that the legal counsel of the school apply to any court of appropriate jurisdiction for an injunction or other legal action as may be deemed appropriate or necessary to restrain the violation or threatened violation of this statement or those rules and regulations referred to herein.

The Board of Education affirms and upholds the right of freedom of speech and peaceful assembly and nothing stated herein is intended, nor shall be construed,
to limit or restrict these rights, and hereby affirms the right of each and every individual referred to herein to be afforded the due process of law as set forth in the Constitution of the United States, New York State, and all statutory law.

**Harassment and Assault Policies**

An essential part of the Ulster BOCES Equal Opportunity policy is to maintain an environment in which employees and students are able to work and learn without physical or verbal harassment of any kind because of sex, sexual preference, race, color, national origin, religion, age or physical challenge, and free from any violent assault, particularly sexual assault or bias-related assault.

The emphasis of this policy is on prevention. The school will distribute appropriate literature and present workshops and programs to develop an awareness of this policy statement and sensitivity to these issues.

**Harassment**


Prohibited behavior, which may be either physical or verbal, is defined by the Federal guidelines as “unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature - when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
2. Submission or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working or educational environment.”

Although these Federal guidelines apply to sexual harassment in the workplace, school policy makes them also applicable to students pursuing educational and other activities at BOCES. This concept of harassment is also extended to include harassment because of sexual preference, race, color, national origin, religion, age or physical challenge.

**Assault**

Although any act of assault constitutes a criminal act and although any act of assault is prohibited by the school’s policy on Maintenance of Order, with this policy the school affirms its commitment to prevention of assault on campus, particularly sexual assault or bias-related assault, and confirms its commitment to making its students and employees aware of the legal consequences of such acts.

Within this policy, sexual assault is used as a general term to encompass acts which would constitute sexual crimes, offenses or violations under the New York State Penal Law.

**PROHIBITED CONDUCT**

No person, either singly or in concert with others, shall:

a. Willfully cause physical injury to any person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any action which he or she has a lawful right to do
or to do any act which he or she has a lawful right not to do.

b. Physically restrain or detain any other person nor remove such person from any place where the person is authorized to remain.

c. Willfully damage or destroy property of the institution or under its jurisdiction nor remove or use such property without authorization.

d. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.

e. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.

f. Without authorization, remain in any building or facility after it is normally closed.

g. Refuse to leave any building or facility after being required to do so by an authorized administrative officer.

h. Obstruct the free movement of persons and vehicles in any place to which these rules apply.

i. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his views including invited speakers.

j. Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Chief Administrative Officer, whether or not a license to possess the same has been issued to such person.

k. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

l. Take any action, create, or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

In any case where violation of these rules does not cease after such warnings, or in cases of willful violation of these rules, the Chief Administrative Officer of the school or his or her designee shall have the violator removed from any premises which he or she occupies in such violation and shall initiate disciplinary action as provided in those documents or statutes previously cited.

TEXTBOOKS FOR PRACTICAL NURSING

Foundations of Nursing and Adult Health Nursing – 7th Edition
Christiansen & Kockrow (Mosby)
ISBN: 978-0-32310-001-4

Foundations of Nursing & Adult Health Nursing Study Guide

Introductory Clinical Pharmacology – 10th Edition
Roach & Sherer (Lippincott)
ISBN: 978-1-45118-671-0

The Human Body in Health and Illness – 5th Edition
Herlihy (Saunders)
ISBN: 978-1-4557-7234-6

The Human Body in Health & Illness Study Guide
ULSTER BOCES CONFIDENTIALITY AGREEMENT

As a health occupations student at Ulster BOCES you may have access to what this Agreement refers to as “Confidential Information”. The purpose of the Agreement is to help you understand your duty regarding Confidential Information.

Hospital and Patient Records

All hospital and patient records are confidential. Requests for information concerning a patient should be referred to the clinical supervisor or designee. Students are expected to maintain the confidentiality at all times and without exception. Failure to comply will result in automatic dismissal from the program.

HIPPA – PRIVACY

What is HIPPA?
The Health Information Privacy and Portability Act (HIPPA), finalized August 2001, ensures that personal health information is protected. It imposes new restrictions on the use and disclosure of protected personal health information (PHI) and gives patients greater access to their medical record.

PHI includes any information – oral, written on paper, or sent electronically – about a person’s physical, or mental health, services rendered or payment of those services, and that includes personal information (name, address, date of birth, etc) connecting the patient to the records.

What is confidential information?
• Details about illness or condition
• Information about treatments
• Photographs or videos of the patient
• Healthcare provider’s notes about a patient
• Conversations between patient and provider

Who is authorized to see confidential information?
• Certain employees, nursing students, nursing instructors, those who provide care or treatment to the patient, billing, medical records, quality assessment.
• Courts and law enforcement officials – a court can order release of confidential patient information for trial, mandatory reporting laws (such as child or elder abuse, gunshot wounds, motor vehicle accidents).
• Other government agencies – Medicare-Medicaid to provide benefits or public health officials for communicable diseases.
• Insurance providers – so they can pay for the treatment.
Confidential information should never be revealed to:

- Employees or doctors who are NOT providing care for the patient.
- Unauthorized (not identified as a patient representative) friends/family – not all friends or family members have the right to know the patient’s information.
- Your family/friends – you can NOT go home at the end of the day and say “you’ll never guess who I saw today!” Unless the patient gives you permission, you cannot share this information.

What is the minimum necessary?
In general, use/disclosure of PHI is limited to the minimum amount of health information necessary to get the job done right. Remember, today we transmit and store information in a number of ways: fax machines, computers, social media such as Facebook, e-mails, etc. Be alert when handling information and take extra steps to protect our patients.

What happens to those who do not comply?
All hospital and health care facility patient records are confidential. Requests for information concerning a patient should be referred to the clinical supervisor or designate. Students are expected to maintain the confidentiality at all times and without exception.

Otherwise, you will be DISMISSED from the program.
CONFIDENTIALITY STATEMENT

Confidential information is protected by the PRIVACY LAWS of the United States of America and the State of New York.

All patient care information and identities are confidential and the STUDENT is obligated to respect the patient’s right to privacy by protecting CONFIDENTIAL INFORMATION unless obligated or ALLOWED BY LAW to disclose the information such as in a medical/legal case. This conforms with the Health Information Privacy and Portability Act (HIPPA).

A breach of confidentiality is considered unprofessional conduct, and any instructor/student found breaching the patient’s rights of confidentiality will be dismissed from the Practical Nursing Program. Examples of such a breach are discussing patient identity, care, diagnosis, procedure, or surgical results in public places such as elevators, the movies, and cafeterias and the copying of patient medical records verbatim whether by hand or electronic methods.

INSTRUCTOR/STUDENT STATEMENT

I have read, discussed, and fully understand the confidentiality statements on this form, and I agree to comply fully with these statements as POLICY for the HEALTH OCCUPATIONS PROGRAM AT ULSTER COUNTY BOCES.

PRINTED NAME

__________________________
SIGNATURE

__________________________
DATE

Non-Discrimination Statement
The Board of Cooperative Educational Services, Sole Supervisory District of Ulster County (the “District”), does not discriminate on the basis of an individual’s actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation, (“sexual orientation” means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic predisposition or carrier status or any other legally protected status in regard to employment opportunities or educational/vocational programs or activities which it operates. All inquiries regarding the Ulster BOCES Non-Discrimination policies and/or all complaints regarding violation(s) of these policies should be directed to the Ulster BOCES Compliance Officer, Dr. Laurie Cassel, Deputy Superintendent, 175 Route 32 North, New Paltz, New York, 12561, lcassel@ulsterboces.org - (845) 255-3020.
User Agreement and Waiver Form

Please print:

User/Account Holder Name: ________________________________________________

School: __________________________________________________________________

Grade/Position: ____________________________________________________________

I have read and understand the Ulster County Board of Cooperative Educational Services’ Acceptable Use Policy regarding Internet use of district-sponsored account. I agree to abide by its provisions.

I understand that in-school access to the Internet is designed solely for educational purposes. I also understand that a variety of inappropriate and offensive materials are available over the Internet and it may be possible for me to access these materials inadvertently. I agree to act responsibly and to refrain from viewing inappropriate and/or offensive materials. I further understand that it is possible for undesirable or ill-tended individuals to communicate with me over the Internet, that there is no practical way for the Ulster County Board of Cooperative Educational Services to prevent this from happening. I agree to take responsibility for avoiding such individuals and to report any such attempts at communicating with me.

I understand that I have no right to privacy when I use the Ulster County Board of Cooperative Educational Services’ computer network and the Internet, including e-mail. I authorize the Ulster County Board of Cooperative Educational Services staff to monitor any communications to or from me on the Ulster County Board of Cooperative Educational Services’ computer network and Internet. I have determined that the benefits of having in-school access to the Internet outweigh the potential risks, and I will not hold the Ulster County Board of Cooperative Educational Services or the Internet Access Provider, the Mid-Hudson Regional Information Center, responsible for material acquired or contacts made on the Ulster County Board of Cooperative Educational Services network or the Internet.

I further understand that any violation of the provisions in the Acceptable Use Policy may result in suspension of revocation of my system access and related privileges, other disciplinary action, and possible legal action.

Account Holder/User Signature: ______________________________________________

Date: ____________________________________________________________________

BRINGING ULSTER COUNTY SCHOOLS TOGETHER TO ENHANCE TEACHING & LEARNING
Ellenville Central Schools • Highland Central Schools • Kingston City Schools • New Paltz Central Schools
Onteora Central Schools • Rondout Valley Central Schools • Saugerties Central Schools • Wallkill Central Schools • West Park Union Free School
I acknowledge that I have read, understand and agree to all of the material included in the Student Handbook of the Ulster County BOCES School of Practical Nursing.

Name (please print) 

Date 

Signature 

Teacher’s Signature