

Student's Rights and Responsibilities

Students may examine the school records pertaining to them. The school keeps the following types of records and/or information.

- Original application for enrollment
- Attendance
- Grades and progress reports
- Counseling notes

These records are kept in the Nursing Office. A request to look at the records will be granted in a reasonable period of time that does not interrupt the normal work flow of the office. If you feel that the records are inaccurate or misleading, you will be given an opportunity to present your views and facts to a person who has no direct interest in the records.

Copies of your records will be provided upon written request at no charge to you. Data from your records cannot be released without your written consent except:

- School personnel who need information
- Other schools where student may be seeking to enroll
- Student's application for financial assistance
- Accrediting organizations
- Research studies for developing tests, administering student aid, improving instruction
- Oral communication not based on education records
- Protection of health and safety of others
- State and federal education
- Directory information:
 - Name, address, and telephone number
 - Date and place of birth
 - Major field of study and official school activities
 - Degrees and awards
 - Most recent school attended

If you give someone at EACC PN Program as a reference for perspective employment, or want the school to release information other than directory information, you should sign the release form.

EACC — Practical Nursing Program
Student's Rights and Responsibilities

1. Working will not be an acceptable excuse for absences or tardiness. **Students cannot work 11p.m -7a.m. and then come to clinical.**
2. Working at medical facilities will not be considered make-up time for days missed from PN training.
3. Before taking a job while in school, you should consult with your instructors.
4. Students **will not** wear their student uniforms during any employment situation. East Arkansas Community College **will not** be responsible for a student's actions during any employment situation.
5. Students are not allowed in other classrooms without permission of instructor(s). When classes are dismissed, students are expected to leave the school grounds unless they have school-related business.
6. Students who fail to turn in assigned homework/projects on time will have 5 points per day (including weekends) taken away from the assignment grade. **ALL HOMEWORK, EXTRA PROJECTS. ETC. IN EACH PROSPECTIVE COURSE WILL BE AVERAGED TOGETHER TO MAKE 1 TEST GRADE.** Rules for homework assignments that are graded: students must work alone when a grade will be posted. Any homework that is found to be word for word like another student's will result in counseling and possible termination.
8. Cheating on an examination, sharing simulation information or lab check off information including medication check off will be cause for dismissal.
7. Students are expected to address all instructors, administrators, and administrative personnel with titles, Mr., Mrs., Miss, Doctor, etc.
8. Beepers, cellphones and pagers are not permitted in classroom or clinical areas. During class time students' phones are placed in his / her phone slot in the phone bag.
9. All students must obtain a copy of the school catalog.
10. All students must obtain a parking sticker and student ID.
11. All students are expected to wear (at all school related times) their school's identification badge. It must be visible. If you do not have it with you, you will be sent home to get it and you are docked for the time you are gone. It must be worn in clinical facilities.

Alcohol, Drug and Smoking Policy
Student's Rights and Responsibilities

Students who possess, sell, or are under the influence of alcoholic beverages, controlled substances (illegal drugs), marijuana, or other materials expressly prohibited by federal, state, or local laws on school property or at school functions will be immediately dismissed from the program. This includes to and from school in school vehicles, on field trips, or student organization trips in/out of town or graduation exercises.

No smoking will be allowed in restrooms, hallways, classrooms, shops, or school buses. People who wish to smoke are to smoke off campus. No smoking is allowed on clinical grounds at ANY facility. Signs indicating no smoking in individual offices or meeting rooms should be respected.

Attendance Policy — Classroom Student's Rights and Responsibilities

Class begins promptly at 8:15 a.m. and is dismissed at 3:00 p.m. There will be days when the student needs to stay to practice skills. 30

Thirty minutes practice time is required each week.

Morning Break 9:45 — 10:00 a.m. (subject to change)

Lunch 11:45 — 12:30 p.m. (subject to change)

Students are expected to keep all areas (classroom, lab, where they break and eat lunch) neat and clean. In other words, you are not children, you should make sure to clean up and put away after yourself. Leave the lab in order so that the next student can practice and not have to clean up a mess.

Attendance:

Theory: Regular and prompt attendance is expected of all students enrolled at EACC's PN program. Regular attendance is necessary to maintain acceptable grades. If you are ill and cannot come to lecture, you must call the nursing office by 8:00 a.m. If you're 1 minute late, you are docked 1 hour.

No more than two (2) days, (12) hours of theory can be missed per Fall / Spring semester. On the 13th hour you will be dismissed. The total number of theory hours students may miss in the summer term is six (6) hours. On the 7th hour, you will be dismissed. Absence from classroom does NOT require a MD note).

Dependability is a MUST. Each time a student is late at the beginning of the day, late returning from break, or late returning from lunch, the student will be considered tardy and will be charged with a **full hour** of absence. When any part of a day is missed, the student will be charged for the number of hours missed with the partial hours rounded to the next full hour even one (1) minute will count as a **full hour**. Notice: In the case of very extenuating circumstances, final determination of absences will be left to the discretion of the chairperson.

Clinical: Excused absences for clinical include illness or death in the immediate family. These absences **require** a note from the MD or Funeral Home. Un-excused absences for clinical will result in counseling, being placed on probation, or termination at the second unexcused absence. Doctor's appointments should be scheduled after 3:00 PM and not during clinical time at all.

PN IV workshop with Nursing I counts as clinical time and follows the same absentee policy. The IV workshop is a prerequisite for every course spring semester.

Only two (2) days, 16 hours, can be missed for Fall and Spring semesters. One clinical day, eight (8) hours can be missed for Summer term.

Work Missed: In the event of absence due to illness or emergency, students are responsible for contacting instructors regarding work missed. This should be done on the first day you return to class. If the instructor in charge determines that a student is too ill to be present in a theory class, the instructor has the authority to permit the student to leave school. However, any work missed must be made up. Students are responsible for all readings/tests listed in the syllabi. **All tests will be taken as scheduled from home with Respondus if not in class on the day scheduled.** All lectures are on power point with audio and posted on Black Board. If lecture is missed, the student is responsible for listening to that lecture on Black Board. (This includes Covid misses and snow days). All skills are videotaped and also posted on BlackBoard. If skill demonstrations are missed, watch the skill on BlackBoard so that you are ready to check off on the scheduled day.

Tutoring: If you are having trouble with any subject, the instructors are here every afternoon until 4:30 p.m. on theory days. Do not get too far behind before seeking help. You must have a passing grade of 76% in each course offered.

SPECIAL NOTE FOR VETERANS: Veterans receiving VA benefits will be notified of the potential loss of benefits upon missing 1/12 of total clock hours enrolled regardless of progress. Upon missing 1/8 of the total clock hours enrolled, veteran's benefits will be terminated. Under special/unusual circumstances beyond the student's control, or medical emergencies, the Counselor may excuse excessive absences on an individual basis, if the appropriate documentation is provided.

Unethical Behavior: Falsifying documentation or being untruthful in any circumstance, classroom or clinical, will mean immediate dismissal from the Practical Nursing Program. Absolutely no tolerance to this policy.

Personal Appearance — Classroom

All students are expected to dress appropriately for classroom attendance. Students deemed inappropriately dressed by the instructor will be counseled. Students are expected to bathe daily, use deodorant, practice oral hygiene and wear clean clothes. No strong-smelling perfumes/colognes are to be worn. Students violating these rules of cleanliness will be sent home. Students should have a pair of black/khaki pants for field trips when blue jeans cannot be worn!

Uniforms are worn for lab check off. During check offs, the PN T-shirt may be worn with scrub pants to prevent soiling of the white uniform shirt for clinical. All other clinical dress rules as far as hair and nails apply when the T-shirt is worn.

Personal Appearance-Clinical

Students are to wear the galaxy blue pant and lab coat for clinical days. White shirt, socks, and shoes are worn. The shoes may be tennis shoes that are mainly white in color. All shirts/lab coats must have an EACC PN patch on the left sleeve one inch down from the shoulder seam. The patch can be obtained at Medical Technology in Forrest City, AR. Hair is worn off the shoulders, post earrings only and no bracelets or necklaces. No nail polishes. Nails should be short and clean. (CDC hand hygiene as stated in the text will be enforced.) Students must have all needed supplies: B/P cuff, stethoscope, scissors, and pen light. The clinical agencies require tattoos to be covered.

Student's Rights and Responsibilities -

RULES FOR TAKING TESTS:

1. No one leaves the room for any reason during test unless prior approval has been given by the instructor. Use the restroom prior to the test.
2. If you have a question, raise your hand, wait for the instructor to come to you.
3. Testing is done per Respondus on the computer. It is done at home on the scheduled time and day if you are home sick. A doctor's excuse must be obtained to take the test another day. Tests will not be the same.
4. Cheating on an exam will result in IMMEDIATE termination from the program. The tester is videoed using Respondus for testing.
5. Students are allowed 1 hour per every 50 test questions.
6. No ball caps or iPhone watches may be worn during testing.