

DIMAN REGIONAL SCHOOL OF PRACTICAL NURSING

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Jumpstart Program STUDENT GUIDELINES Summer 2015

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The administration and faculty of Diman Regional School of Practical Nursing are pleased that you have decided to enter the exciting and rewarding career of practical nursing and have chosen our program as your training site.

This handbook is designed to answer “the most frequently asked questions” about our Jumpstart program. You are expected to be familiar with and adhere to all guidelines during your attendance. Any questions about the contents may be directed to any faculty member or the Nurse Administrator.

Mission Statement

The mission of Diman Regional School of Practical Nursing is to develop the unique potential of each learner by enabling students to acquire knowledge, skills and dispositions that are needed to achieve the theoretical and technical skills needed to function as an entry level Licensed Practical Nurse.

Vision

Greater Fall River Vocational School District graduates are technically skilled with the academic, vocational, and workplace competencies that prepare them to succeed in a complex and ever changing society

About the Jumpstart Program

The Jumpstart Program is offered every summer over a five week period.

For 2015, Anatomy & Physiology (A&P) and Normal Nutrition, and Growth Development & Behavior (GDB) will be offered over a five week period. All three courses will be offered as hybrid online (Moodle format) courses according to the published calendar. Students will be required to attend **all** face to face classes. The remainder of the class hours will be online. Students will receive course calendars as well as specific instructions from faculty on first class day. **Students must have computer access and a working knowledge of Microsoft Word programs including Power Point and sending and receiving email.**

I. Grading Guidelines

Numerical marking will be used for each academic course and grades will be issued at the end of the Jumpstart program. In order to pass the Jumpstart Program, **75% or better must be attained** in each academic subject.

Students who fail Anatomy & Physiology, Normal Nutrition, or Growth, Development and Behavior in the Jumpstart Program will be required to re-take, re-pay and pass the failed course(s) with a minimum of 75% should they be accepted into the program.

II. Theory

A. Missed Theory

It is the student’s responsibility to obtain information, handouts, explanations and descriptions that were presented during class. Students are required to attend all face-to-face class sessions. Students are responsible to be present for the face-to-face-class sessions, and students who are absent or tardy for more than 10% of the face-to-face presentations will receive a failing grade for the course. 10% of each course is as follows: A&P 5.8 hours, Nutrition 3.4 hours , and GDB 3.4 hours.

B. Missed Exams

Make-up tests for all Jumpstart courses will be available only on Friday morning at 9:00 A.M. at Diman Regional School of Practical Nursing. **There will be an automatic 10-point deduction from the grade.** Exceptions to 10-point deduction are as follows: Death of a spouse/domestic partner, siblings, children,

parents, mother or father-in-law, mandatory court appearance or hospitalization of the student as verified by documentation or any other reason approved by the Nurse Administrator. **Responsibility to contact the instructor regarding makeup exams rests on the student. Makeup tests may be in different test format at instructor discretion.**

(See Test Policy)

Exams not made up according to Test Policy will be recorded as zero per Student Guidelines. Final decision as to point deduction will be determined by the Nurse Administrator.

D. Attendance

Students absent from class must notify the instructor of the course via Moodle Messaging of their absence by 7:30 AM of the day they will be absent. **Phone calls will not be accepted.** Students are required to attend all face-to-face class sessions. Students are responsible to be present for the face-to-face class sessions, and students who are absent or tardy for more than 10% of the face-to-face presentations will receive a failing grade for the course. 10% of each course is as follows: A&P 5.8 hours, Nutrition 3.4 hours, and GDB 3.4 hours.

TEST OR WRITTEN WORK GRADE CLARIFICATION

If a student chooses to clarify a grade received on a test or any other written assignment during the Jumpstart program, the following guidelines must be followed:

1. Upon receiving the final grade for the test, a written request for faculty review must be submitted by **Moodle Messaging** within Three (3) school days to the faculty who taught the material.
2. The written request must specifically identify the questions or content being questioned with the appropriate rationale(s) documented to support the clarification.
3. Faculty member will respond within three (3) school days with a written determination.
4. Verbal discussion will not be considered a formal challenge and no grade review will be conducted.
5. All tests remain the property of Diman Regional School of Practical Nursing.
6. No reproduction of test material will be allowed. Failure to comply will result in dismissal as this behavior is a cheating offense. Refer to Code of behavior in Student Guidelines.

Use of Tape Recorders

According to MA Ann. Laws Chapter 272, s.99, taping of any conversation whether oral or by wire, without the consent of all involved is a crime. Violation penalty is a fine of up to \$10,000 and a jail sentence of up to five years.

Disclosure of contents of an illegally recorded conversation, when accompanied by the knowledge that it was obtained illegally is a misdemeanor that can be punished by a fine and imprisonment.

Student Dress

Since students in this School are preparing for a professional position, it is expected that they will dress in a manner acceptable to professionals. Common sense and good taste should prevail.

Theory classes will adhere to the handout "Classroom Dress Code", which is adapted from parent institution standards in keeping with the philosophy of the parent institution and practical nurse program.

Failure to adhere to any Dress Code shall result in a verbal warning for the first offense, written warning for the second offense and referral to Nurse Administrator for disciplinary action for the third offense.

Classroom Dress Code

1. Students are expected to come to school neat and clean in dress and appearance They must not wear anything that interferes with the educational process or which is a danger to their health.
2. Clothing worn during class may reflect the fashions, styles and trends of today. The decision as to whether or not the clothing is practical reflects safety and is a disruption to the educational process will be determined by the Administrators of the school.
3. Bare midriffs, belly shirts, muscle shirts, tank tops, lingerie, gym attire, and beach attire are not considered appropriate attire for a school setting and are not permitted in class.
4. Shorts, skirts or skorts that are 2 to 3 inches above the knees may be worn during hot, humid days. Spandex shorts, micro-mini skirts and extremely short skirts or excessively tight clothing are not allowed to be worn anywhere in the school.
5. Articles of clothing with writing or slogans that are in poor taste and disrupt the educational process of the school are not appropriate clothing and are not to be worn. Clothing that has external metal parts which tend to mark or scratch furniture is not permitted. Long chains are not permitted and will be confiscated.
6. Frayed or torn clothing presents safety hazards and will not be allowed.
7. For reasons of security and safety, hats, caps, “flip-flop” sandals, hooded sweatshirts or bandanas will not be worn in any classroom.
8. If a class is determined by a teacher to be cold (below 68 degrees) outerwear may be allowed at the discretion of the teacher keeping safety as the foremost requirement. If extraordinary circumstances arise which would require a student to wear a jacket or outerwear clothing in a class, that student will request permission of the respective teacher stating his/her reason(s). An example of an extraordinary circumstance would be a medical deficiency/illness.

Telephone Calls

1. Students shall be permitted to be in possession of electronic signaling devices while attending school/ clinical and school sponsored activities. Cell phones and all electronic devices, if brought into school, must be placed in the student’s backpack, or pocket book prior to the beginning of the class and **turned off**.
2. If a cell phone is visible during a testing period, the phone will be confiscated and the student will receive a zero on the test, and there will be no retake.
3. Students requiring accessibility to cell phone or other electronic devices during school hours must obtain permission from the Nurse Administrator/faculty member prior to the beginning of class.
5. Should a student receive a phone call during school that disrupts the classroom instructional process or a school assembly, the device **will be confiscated** by an instructor and a verbal warning given to the student. The student may pick up the device at the end of the day in the instructor’s office. A second infraction shall result in the signaling device being **confiscated** and **the student will be placed on written warning and required to meet with an administrator/designee in order to retrieve the device**. A third infraction shall result in disciplinary action with consent to possess all signaling devices being revoked until the end of Jump Start.

Smoking

The Education Reform Act of 1993 reads, in part, as follows:

"Section 37H. The Superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district."

Disciplinary Sanctions

Effective 11/23/09 any infraction of Student Guidelines regulations pertaining to:

Smoking

Cell Phone (or any electronic device)

Failure to report class

Inappropriate dress/preparation for class

Will be disciplined as follows:

- a. FIRST offense - verbal warning by the Nurse Administrator/Faculty**
- b. SECOND offense written warning by the Nurse Administrator/Faculty**
- c. THIRD offense - referral to the Nurse Administrator for possible suspension or dismissal from the program.**

Classroom Rules

- 1. Be on time for class. Class starts promptly at scheduled times. Once the classroom door is closed there will be no admittance until the formal class break time.**
- 2. Read and be prepared for class.**
- 3. No talking/disturbing others during class time.**
- 4. No food products are allowed in the classroom except clear water bottles with plain water.**
- 5. Follow Dress Code Policy.**
- 6. Follow Cell phone Policy.**

Regulations and policies within this guideline are subject to change without notice.

Please check for updates and/or revisions.

DIMAN REGIONAL SCHOOL OF PRACTICAL NURSING

Stonehaven Road

Fall River, Massachusetts 02723

(508) 672-2970

ACKNOWLEDGMENT FORM

I have received, read and understand the **2014 STUDENT GUIDELINES**

FOR THE JUMPSTART PROGRAM OF DIMAN REGIONAL SCHOOL OF PRACTICAL NURSING

I agree to abide by the rules and regulations of the Jumpstart Program and the policies and procedures of the school.

Student Signature

Date

Nurse Administrator

Date