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CONCEPTUAL FRAMEWORK

The Cattaraugus/Allegany County BOCES nursing faculty believes that the conceptual framework is necessary to guide faculty members toward curriculum design and implementation. At the core of client-centered care is the nursing process. The concepts in this process are integrated throughout the framework and help guide student learning in the cognitive, psychomotor and affective domains.

The faculty believes that the foundations of client-centered care are based on principles of the arts and sciences, knowledge of the health-illness continuum, basic human needs and communication skills, and health restoration.

The threads of holistic care, safety, accountability, and client advocacy are interwoven throughout all levels of the curriculum, Nursing I through Nursing IV. Emphasis is placed on use of the nursing process in problem solving and delivering quality care in a consistently safe manner, while maintaining each client's worth and dignity as an individual.

The faculty believes that education is a developmental process and learning is the responsibility of the student. We also recognize the reciprocal responsibility of the instructional staff to create a learning atmosphere that best promotes the student's ability to adapt to changing situations in his/her practice of nursing.
NURSING I

Principles from the Arts and Sciences

NURSING IV

INTRODUCTION TO PRACTICAL NURSING

BODY STRUCTURE AND FUNCTION

FUNDAMENTAL SKILLS IN PATIENT CARE

GROWTH AND DEVELOPMENT

NURSING CONCEPTS

HEALTH-ILLNESS CONTINUUM

NURSING II

PHARMACY

ACUTE CARE

CLINICAL PRACTICE

PEDIATRIC NURSING

MEDICAL/SURGICAL NURSING CONCEPTS II

OBSTETRICAL NURSING

MEDICAL/SURGICAL NURSING CONCEPTS I

ADVOCACY

Health Restoration/Stabilization

IMPLEMENTATION

PATIENT and CLIENT

ASSESSMENT

EVALUATION

PLANNING

ACCOUNTABILITY

Basic Human Needs/Communication Skills

Home Care

MEDICAL/HEALTH ISSUES

LEGAL AND ETHICAL ISSUES

NURSING III

INTRODUCTION TO NURSING I

ACUTE/CLINICAL CARE

MEDICAL AND SURGICAL NURSING CONCEPTS

ACUTE CARE
**PHILOSOPHY**

The faculty believes that the practical nursing curriculum should be consistent with the philosophy of occupational education. Education is an ongoing process which leads to the growth of the individual.

We believe that through teaching skills we will prepare the practical nursing student by promoting self awareness to accept responsibility and impart to the student the knowledge necessary that will enable him/her to fully practice the art and science of nursing.

We believe that practical nursing is the art of giving assistance to the person under their care, meeting their physical, emotional, social and ethical or spiritual needs.

We believe it is the responsibility of the instructional staff to create a learning atmosphere that will enable students to develop the skills, knowledge, understanding, habits and attitudes that will permit graduates to function effectively as a whole person and a productive member of society.

**AFFILIATING INSTITUTIONS**

- Absolut Care at Houghton
- *Bradford Manor*
- Bradford Nursing Pavilion - Bradford, PA
- Bradford Regional Medical Center - Bradford, PA
- Cuba Memorial Hospital
- *Highland Health Care Center - Wellsville*
- Jennie B. Richmond Nursing Home - Springville
- Jones Memorial Hospital - Wellsville
- *Olean General Hospital*
- *Olean Medical Group*
- St. James Hospital - Hornell
- *The Pines Healthcare & Rehabilitation Center - Olean and Machias*
- Wellsville Manor Nursing Home

**THE FACULTY - PRACTICAL NURSING**

**Full-time faculty:**

Catherine A. Tomerlin - Lead Instructor, Practical Nursing; Coordinator of Practical Nursing/Health Occupation Programs
- BSN, RN - Villa Maria College, Erie, PA; Certification - Practical Nursing

Joan M. Weinman - Instructor, Practical Nursing, Belmont BOCES
- RN - St. Joseph's School of Nursing, Elmira, NY; LPN - Jones Memorial Hospital, Wellsville, NY; Certification - Practical Nursing

Kimberly S. Howard - Instructor, Practical Nursing, Olean BOCES
- BS, RN – Alfred University, Alfred, NY
- MSN – Mansfield University, Mansfield, PA
Adjunct faculty:

Charlene Welsted – Clinical Instructor, Practical Nursing – Olean BOCES
   BS – Daemen College, Amherst, NY; RN – Alfred State College, Alfred, NY;

Rebecca Graham – Clinical Instructor, Practical Nursing – Olean BOCES
   AS, RN – Erie Community College, Buffalo, NY

Patricia Vleminckx – Clinical Instructor, Practical Nursing – Olean BOCES
   AS, RN – Jamestown Community College, Olean, NY

Bella Dodson – Clinical Instructor, Practical Nursing – Olean BOCES
   BS, RN – Daemen College, Buffalo, NY
Program Performance Goals:

1. Ninety-three percent of the graduates will be prepared to a level of competency that will enable the graduate to pass the first attempt on the NCLEX-PN state licensing exam.

2. Ninety percent of the graduates will be employed as an effective member of the healthcare team in a hospital, home-care agency, medical office clinic, or community agency within six months of program completion.

3. Ninety percent of the graduate survey respondents will express satisfaction of the educational experience.

4. One-hundred percent of employers responding to the graduate survey will rate the graduate’s performance as satisfactory or above.

5. Sixty percent of admitted students will successfully complete the program within a maximum of three calendar years from the date of entry.

Student Learning Outcomes:

1. Demonstrate clinical competency while caring for culturally diverse clients and families with health problems in various environments.

2. Incorporate critical thinking and problem solving into clinical practice to provide safe, effective care when implementing plans of care and assisting in the planning and evaluation of care for clients and families.

3. Utilize effective communication and collaboration skills to provide client-centered care.

4. Differentiate and accept the roles and responsibilities of the Licensed Practical Nursing as a member of the healthcare team.

5. Exhibit beginning leadership/management characteristics.

6. Demonstrate professional behavior based on legal and ethical standards for nursing practice.

7. Display competence in the use of healthcare technology and information systems utilized in nursing practice.

8. Reinforce elements of teaching and learning for clients about basic health promotion/maintenance and self-care.

9. Recognize the importance of life-long learning to maintain and promote professional responsibility.
CATTARAUGUS-ALLEGANY BOCES PRACTICAL NURSING PROGRAM
CENTERS AT BELMONT and OLEAN
2018-2019

PROGRAM DESCRIPTION

Runs two school calendar years.
Students attend class 3 hours daily the first year – morning.
2.5 hours daily the second year – afternoon.
Clinical begins early January the first year; one full day clinical weekly thereafter.
Two weeks clinical in June each year.
Off July and August.

SCHEDULE

<table>
<thead>
<tr>
<th>Class Times</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Belmont PN 1</td>
<td>8:00 AM - 11:00 AM</td>
</tr>
<tr>
<td>Monday - Friday</td>
<td></td>
</tr>
<tr>
<td>*Pending enrollment, second-year classes held in Olean 3 days per week.</td>
<td></td>
</tr>
<tr>
<td>Olean PN 1</td>
<td>8:15 AM - 11:15 AM</td>
</tr>
<tr>
<td>Monday - Friday</td>
<td></td>
</tr>
<tr>
<td>Belmont PN 2</td>
<td>12:00 PM - 2:30 PM</td>
</tr>
<tr>
<td>Tuesday – Friday</td>
<td></td>
</tr>
<tr>
<td>*Pending enrollment, second-year classes held in Olean 3 days per week.</td>
<td></td>
</tr>
<tr>
<td>Olean PN 2</td>
<td>11:45 AM – 2:15 PM</td>
</tr>
<tr>
<td>Tuesday – Friday</td>
<td></td>
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</tbody>
</table>

ADMISSION CRITERIA

- Diagnostic Entrance Test (DET) with a minimum of 50% on reading comprehension.
- High school diploma or GED
- Submit all required financial aid forms/information
- Physical examination with documentation of required immunizations
- Pre-admission Interview
- Attend mandatory orientation session
- American Heart Association First Aid AED/CPR Certification
- Criminal background check and drug testing as required

TUITION

2018-2019

$8,550 (Subject to increase)
Includes fees, name pin, uniform patch

Expenses not included in tuition (estimates):
Textbooks ($525), uniform ($45) warm-up jacket as required ($20), scissors ($10) and stethoscope ($35), white shoes ($25), watch with second hand ($25)
Physical examination with required immunizations (with health insurance $50-$200)
Criminal background check and drug screening (Olean Center students $165)
American Heart Association First Aid AED/CPR Certification ($85)
School supplies ($50)
These rules, regulations, and program policies are for the purpose of assisting each individual to become self-disciplined in his/her conduct and to assume responsibility for decisions and actions he/she takes.

1. PRE-REQUISITES OF STUDENTS:

   Education: Completion of high school diploma or equivalency. Official transcript must be submitted directly to the Practical Nursing office.

   Aptitude: Candidates shall possess average mental ability.

   - Determined by use of entrance tests.
   - Determined by records of past performance. (Transfer students)

   Personal: Shall possess those desirable characteristics necessary for nursing.

   - Interest in nursing and desire to be a nurse.
   - Pleasing personality.
   - Good moral character.

   Health: Shall be in good health as determined by passing an appropriate and complete physical examination. Students must maintain satisfactory personal hygiene in the classroom and clinical area. Students failing to follow this directive will not be allowed to participate in the clinical area. Teeth should be in good condition. Physical and emotional strengths shall be such that the student is able to assume the physical responsibilities of hospital and nursing home patient care. Lifting and transferring of patients is frequently required. Students must be able to perform these duties without restrictions. Physical exams must be obtained annually by students in the two-year programs.

   The immunization requirements are as follows: Everyone born AFTER January 1, 1957 must show documentation of two vaccinations for measles, one rubella, and one vaccination for mumps. Students can also provide a physician's documented history for measles, mumps, and rubella OR blood tests demonstrating immunity to any of the diseases. Anyone born BEFORE 1957 must provide a physician documented history of measles, mumps and/or rubella OR administration of one live vaccine for each disease OR titers showing immunity to each disease. Students must show documentation of two negative Mantoux (TB) test. If the test is reported as positive, follow-up studies must be done to determine student's status. Student’s must also provide documentation of immunity for varicella (chickenpox). Blood test results (titers) that demonstrate immunity to the disease or documentation of the varicella vaccination may be submitted.
A minimum of 90 days before first clinical rotation registration would be needed for rubella vaccine administration and recheck of titer level if initial titers indicate non-immunity. Area hospitals strongly recommend that students have the Hepatitis B vaccine to participate in clinical experiences. Completed physical forms must be returned to the nursing office before beginning class).

A seasonal flu vaccine is highly recommended by all healthcare agencies. Anyone who declines these vaccines must wear a mask during direct patient care.

Pregnancy: If pregnancy is suspected, it is the student's responsibility to notify the instructor as soon as possible. A physician's statement and release will be required. The student will be relieved of clinical/lab duties with loss of program clock hours until such form is on file. Any pregnancy during the school term may result in non-completion of the program due to physical restrictions and/or inability to meet state mandated hours, academic or clinical requirements.

Program Admission: Admission to the program must be preceded by:

- Satisfactory performance on the Diagnostic Entrance Test with a minimum of 50% achieved on the Reading Comprehension portion of the exam.
- High school diploma or GED
- Submit success plan essay
- Interview by Program Coordinator *
- Filing of the FAFSA and/or satisfactory financial agreement to cover program costs
- American Heart Association First Aid AED/CPR Certification
- Attend a mandatory orientation session
- Submission of physical forms (1st and 2nd years)
- Criminal background check and clearance as required by clinical facilities. **
- Urine drug screening **

** Inability to obtain satisfactory clearance will jeopardize a student’s ability to attend clinical and will result in withdrawal from program.

Financial Aid/Tuition: Students must receive clearance by the financial aid department for admission to class and continuance in the program.

* NOTE: Coordinator of the nursing program is given authority to make final judgment on the desirability of candidates.

**Services for Individuals with Disabilities**

Equal Educational Opportunity:

The Cattaraugus-Allegany Career and Technical Centers located at Belmont, Ellicottville, and Olean do not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race or gender in the educational programs and activities which they operate. All three Career and Technical Education Centers are accessible to the handicapped.
All applicants accepted into the BOCES Practical Nursing Program must be able to meet the Technical Standards. These Technical Standards are discipline specific essentials critical for the safe and reasonable practice of nursing. The intent of these standards is to inform prospective students of the attributes, characteristics, and abilities essential to practice nursing. The applicant must possess the essential skills and abilities to successfully complete the requirements of the curriculum either with or without reasonable accommodations for any disabilities the individual may have. If the student’s health changes during the program, so that the essential skills and abilities cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student’s expense in order to assist with the evaluation of the student’s ability to meet the essential skills and abilities.

The essential skills and abilities for the nursing program are categorized in the following Technical Standards:

- **Sensory/Observational Skills**: The applicant must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of all the senses.

- **Communication**: The applicant must be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. An applicant must be able to communicate effectively with patients and all members of the health care team. Communication includes, listening, speaking, reading and writing.

- **Motor Skills**: Applicants must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate and utilize the equipment central to the assessment, general and emergency treatment of patients receiving nursing care. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

- **Intellectual-Conceptual, Integrative, and Quantitative Abilities**: These abilities include measurement, calculation, reasoning, analysis, and evaluation. Problem solving, the critical skill demanded of nurses, requires all of these abilities. In addition, the applicant should be able to comprehend three-dimensional relationships and to understand the spatial relations of structures.

- **Behavioral/Social Skills and Professionalism**: An applicant must possess the emotional health required for utilization of his/her intellectual abilities. The exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients are essential skills for nurses. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of the uncertainties inherent in the clinical problems of many patients. Concern for others, integrity, interpersonal skills, interest, and motivation are all personal qualities necessary for the practice of nursing.

- **Environmental**: All applicants must interact with diverse populations of all ages with a range of acute and chronic conditions. Applicants must be able to tolerate frequent exposure to communicable diseases, toxic substances, radiation, medicinal preparations, hostile individuals, conditions common to the health care environment.
Request for Reasonable Accommodation:

Medical documentation from provider (psychological, medical and/or educational) must be submitted to the Nursing Office. Documentation must reflect the student’s present level of functioning with respect to the major life activity affected by the disability. Diagnostic information must include specific recommendations as well as the rationale for each. The cost of obtaining professional documentation is the sole responsibility of the student. Reasonable clinical and classroom accommodation will be offered providing such accommodation does not alter the fundamental nature of the nursing program, jeopardize the health and safety of others, or cause undue cost or hardship for BOCES or the affiliated clinical agencies. The use of an intermediary that in effect requires a student to rely on someone else’s power of selection and observation will not be permitted.

2. TRANSFER STUDENTS

Students requesting permission to transfer into the program will be required to:

1) Submit a written request and application to the program.
2) Request an official copy of transcripts from the previous nursing program attended be sent to the program coordinator; clinical performance summary including hours attended must be included.
3) Only nursing courses with a minimum final grade of B (80%) will be accepted. Courses must have been completed within 3 years.
4) Receive a minimum of 80% on an assessment test to determine placement in program.
5) Complete a lab skills evaluation by coordinator or nursing instructor.
6) Submit a copy of a recent physical or have a physical completed, including required immunizations.
7) Interview with the coordinator and appropriate faculty.
8) Complete criminal background check and drug screening as required by the health facilities.

Based upon space availability and providing the student has met admission requirements, the students will enter the program at the point the faculty deems most appropriate based on prior education and grades.

3. WITHDRAWAL/TERMINATION FROM THE PROGRAM

In all cases of withdrawal, the Nursing Coordinator will hold an exit interview with students who contemplate withdrawal. When withdrawal is found necessary, the student will return books and other materials borrowed. They should be returned to the Nursing Coordinator.
A. Involuntary Withdrawal

A student may be required to withdraw from the program because of the following conditions:

1. Failure or very poor performance in class work; if a student receives less than 80% final course grade, termination will result at that point. (See page 14).
2. Clinical failures will result in automatic dismissal.
4. Any student who demonstrates symptoms that may indicate the use of alcohol or controlled substances will be removed from the classroom or clinical setting immediately and will be dismissed from the Practical Nursing Program. Any student who discloses a concern about drug or alcohol abuse will be referred to an appropriate agency for treatment.
5. Objectionable characteristics in personality or conduct which interfere with efficiency or professionalism of the student's work or actions in the classroom, in public, or in the health care agency. Any student who does not meet the professional standards or requirements in the clinical area is considered hazardous to the patients' welfare and will not be allowed to continue in the clinical phase of the Practical Nursing program.
6. Behavior which is unprofessional/inappropriate.
7. Inappropriate use of social media.
8. Absenteeism which is excessive and which cannot be adequately made up.
9. Health reasons which interfere with satisfactory classroom progress or safe nursing practice in the patient-care areas.
10. Financial aid or student billing issues.

B. Readmission Procedures

The student may be readmitted to the program one time at his/her request once the admission criteria are met.

1. Written request to the PN coordinator for re-admission form with success plan.
2. Completed re-admission form and essay must be submitted with current American Health Association First Aid AED/CPR Certification. **Student’s entire file will be reviewed in conjunction with re-admission application. Applicants will receive notification of their application status within thirty (30) days of receipt of all materials.**
3. Interview with the Health Occupations committee. Committee will consist of one or more of the following: nursing faculty member, health occupations coordinator and/or CABOCES administrator. Upon recommendation of the interview committee the applicant will be recommended to complete the steps 5-6. If any step is not met to the expected level, the applicant will not be admitted for re-enrollment.*
4. Attain a passing grade on an achievement test for Level 1 Curriculum and lab skills evaluation by CABOCES nursing faculty member or Health Occupations Coordinator within the 3 year eligibility requirement. If eligibility requirement is not met, the applicant must re-enter the program at level 1 (year 1).
5. Submit a physical examination and required immunizations prior to re-admission. Once these steps have been met successfully, the following two steps must take place prior to
re-admissions. If any of steps 4-5 are not successfully met, the applicant will be denied admission. *
6. Any previous balance owed to CABOCES must be paid in full prior to program re-admittance.

*Further review of application materials may be requested one time. Review will be completed by CABOCES administration.

C. Voluntary Withdrawal/Maximum Time Frame to Complete Program

A student may find it necessary to withdraw from the program for personal, financial or medical reasons. The maximum length of time allowed to complete the Practical Nursing program will be 1.5 times the length of the program, i.e., students in this part-time 2-year program will have 3 years to complete. When you withdraw from the nursing program, your last day of attendance is considered your withdrawal date.

4. STANDARDS OF BEHAVIORAL PROGRESS

A high level of performance will be required of students. Candidates must show the kind of motivation, study, attendance, and learning which will enable them to pass the New York State examination for licensing of practical nurses and function as a member of the health care team within the parameters of the Nurse Practice Act. It is assumed that each student enrolls and continues in this educational program because of a high interest in and a strong desire to become a practical nurse.

The student is directly responsible to the instructor (academic or clinical) for his/her conduct, either in the classroom or health care agency. If problems arise, the nursing instructor (classroom or clinical) will bring them to the attention of the nursing coordinator. A joint conference will be held in order to resolve the problem.

Students must remember that they represent their school and profession; therefore, a professional manner and conduct is necessary in the classroom, health care agency and in public. It is important that student be cooperative, courteous, pleasant and friendly in his/her contacts with all other people. Each student will be required to follow all school rules and policies and to participate in keeping classrooms and labs neat and clean.

CONFIDENTIALITY – BOCES students dealing with patient and/or client information have a responsibility to maintain confidentiality. Any information a student acquires about a patient, client or institution must not be shared. Disclosure of such information is a cause for dismissal from the program. Students will be instructed in both the New York State Law and Federal laws regarding confidentiality and HIPPA and may be prosecuted or fined for violation of those laws. All students are required to sign a confidentiality form to be placed in their file.
5. **STANDARDS OF ACADEMIC PROGRESS**

A. Academic Performance

**GRADING POLICY:** *The passing grade for all courses within the Practical Nursing program is 80%.*

The student is responsible for monitoring his/her own grades. Grades will be reviewed at the midpoint and end of each course by the instructor. The student may be required to attend remediation sessions as provided for below-passing grades as recommended by instructor.

Any student who is absent on the day of a unit test or course final shall:

1) Make arrangements with the instructor to take the test on their own time either prior to or the day of their return.

2) Bring a doctor's excuse for their absence.

3) Receive a zero if the excuse is illegal.

4) Discuss any exceptions to the above with the coordinator and the course instructor.

An 80% average is required to progress into the clinical sessions. If the student withdraws or does not complete a course, the student will not complete the program in the designated 2-year time frame. The student would need to reapply to enter the program during the next school year. Successful completion of the NCLEX-PN (State Board Examination), which is necessary for licensure, becomes improbable when grades fall below the 80-range.

**All assignments are to be turned in WHEN DUE. All assignments/reports/projects must be typed.** It is the student’s responsibility to confirm all assignments submitted electronically with the instructor. This includes online, web-based and/or emailed assignments. (Stating it was submitted or emailed is not a confirmation). If any work is not submitted, the student may be given a zero. Any work for missed assignments/quizzes will be made up at the instructor’s discretion.

Students may not participate in clinical unless they have a passing grade in all courses to date.

The final grade for all courses is determined as follows:

Two-thirds, is the average of all quizzes, homework, performance and unit examinations.

One-third, is the final exam.

*If a student fails a course final examination, the final exam may be repeated once. The student may retake the final examination only if he/she has maintained an 80% average in the course.*

*Examinations repeated will be graded no higher than 80%.*

Students whose course or clinical grades fall below the passing grade will be placed on probation until the end of that course. The student will be given, in writing, specific guidelines for improvement. The student will complete a learning contract and plan for success to be submitted.
to the instructor within two days of being placed on probation. During probation, the financial aid disbursement may be withheld. The financial aid director will receive a copy of all probation forms. The student’s progress will be evaluated weekly throughout the probation period. The probation form includes the “Financial Aid warning.” Action resulting from this review could include removal from probation, recommended dismissal from the program, and Title IV funding may be rescinded. The Financial Aid Officer will check the probationary status before the second disbursement is authorized.

If a student desires to appeal the imposed probationary status, he/she may do so by:

1. Submitting a written statement to the instructor and the program coordinator detailing the rationale for the appeal.
2. Submitting a copy of the statement to the Assistant Superintendent for Career & Technical Education.

Honesty and integrity are essential in the health care field. Therefore, cheating will result in failure of the course and immediate withdrawal from the program.

B. Clinical Performance

A student must continually maintain a minimum average of 80% in all courses to be eligible to attend clinical experiences. Any clinical absences over 32 hours will result in the student being withdrawn from the program. If a student is put on probation for poor clinical performance he/she will be given specific guidelines for clinical improvement and the progress will be evaluated at the end of the specified time. The student will be advised of probationary status by instructors; verbally and in writing. The student must complete a clinical contract and plan for improvement. If the student does not meet the guidelines for clinical improvement in the specified time, the student will be withdrawn from the program. A student may be placed on clinical probation one time throughout the length of the program. Clinical evaluations are issued quarterly during the school year and once during the summer clinical rotation. Individual conferences are held with the clinical instructor at this time. Clinical performance evaluations are graded on a PASS/FAIL basis.

6. GUIDANCE AND COUNSELING

The instructor is available by appointment for any concern in the course. The Lead Instructor, Workforce Development/Community Learning Specialist, Principal and Assistant Superintendent will meet with students as needed. Other records, reports and progress will be available to the student during the term of the course or the clinical rotation.

7. CA BOCES LIBRARY RESOURCES FOR STUDENTS

The Teaching and Learning Center offers a variety of services. They maintain a web presence to assist in Media, Science, Library and Distance Learning resources. To browse the available resources, go to http://www.caboces.org/iss/resources
8. **ASSIGNMENTS/CLASSROOM SUPPLIES**

Written assignments for class or clinical rotations are to be typed and presented at the time due as specified by the instructors. There will be no exceptions made.

Each student will provide his/her own notebooks, paper, writing instruments, etc.

Each student is required to carry a small notebook and pen in the uniform pocket while in clinical.

Each student is responsible for keeping up with daily reading for written assignments. **FAILURE TO DO SO WILL BE JUSTIFIABLE REASON FOR DISMISSAL.**

9. **ATTENDANCE**

A. Classroom

The maximum absences allowed each year will be 20 hours. A student will be placed on attendance probation after 10 hours of absence. Any absences over 20 hours will result in the student being withdrawn from the nursing program.

A student will be placed on attendance probation after 10 hours of absence. The student will complete a plan for improvement and submit within two days of being placed on probation. In the event that absences continue, these procedures will be followed:

1. Student-Faculty-Coordinator Conference

Once the student reaches 20 hours of absence:

2. Recommended Disciplinary Action:
   a. The student may continue at BOCES on a no-absence basis.
   b. The student may be withdrawn from the BOCES program.

During the probationary period if the student is eligible for a financial aid disbursement, the disbursement may be held until the student successfully meets the criteria to removed from probation.

B. Clinical

The student can miss a maximum of 32 hours over the length of the program. **Any absences over 32 hours will result in the student being withdrawn from the nursing program.** Any absences will have to be made up with a charge of $100 per day. The fee of $100 is required whether the student is making up a full day or half day. (See Section C for complete policy on clinical make up time).

A student is to call the clinical instructor if he/she is ill or will be tardy. If the instructor cannot be reached and clinical has started, the student should call the assigned floor at the Hospital or Nursing Home and have the clinical instructor paged. **LACK OF A PHONE IS NOT AN ACCEPTABLE REASON FOR FAILURE TO CONTACT THE INSTRUCTOR.** Failure to call will result in an
unsatisfactory grade for that clinical day. The student must submit a letter of explanation and meet with the coordinator before the next clinical day. Not submitting the letter will result in suspension for the next clinical day. The student will not be permitted to attend any clinical observation or specialty area for the next ten (10) clinical days. Two clinical absences with failure to call will result in dismissal from the program. If the absence is not reported according to procedure, the student will receive an unsatisfactory grade for the clinical day.

Make-up time for clinical absences must be done in an affiliating hospital or nursing home under the supervision of a BOCES clinical instructor. Payment must be made in advance to the office at each BOCES center. See item E.

Students may not receive personal phone calls while in clinical. If an urgent situation arises at home, the student must be contacted through the clinical instructor. Students should advise family members of their clinical location and instructor's name prior to beginning the rotation.

Students may be required to attend clinical rotation at any program location.

Clinical homework is essential to evaluating the learning and preparedness of the student. The student will be sent home from clinical if homework is not completed and turned in when due.

**UNSAFE INCIDENTS** - If a nursing student makes a medication error or is otherwise involved in an unsafe incident in the clinical area, the Unsafe Incident Report must be completed by the end of the clinical day before the end of the clinical day. The student completes the first section and the instructor completes the second section. Copies should then be forwarded to the classroom teacher and Coordinator.

Any student accumulating three Unsafe Incident Reports will be required to meet with the classroom teacher, clinical instructor and coordinator and is eligible for dismissal from the program.

**CLINICAL SPECIALTY OBSERVATIONS** - Throughout the clinical experience the student may be scheduled to observe in several areas. This scheduling is at the discretion of the faculty and is allowed under the following conditions:

1) Clinical attendance is above average
2) Clinical performance is consistently satisfactory

A pass/fail grade will be given for time spent in the specialty area and is contingent upon written reports submitted to the instructor in a timely manner.

C. Medical Leave Policy

Medical leave is an extended leave of absence for 2-5 consecutive clinical days. The student must provide a letter from the physician indicating the specific medical condition and anticipated absences. Examples would be surgical or obstetric conditions. Medical leave is not given for minor illnesses such as colds, flu, sore throat, or family illnesses.
A maximum of five consecutive clinical absences will be allowed. Written permission from the physician for return to class/clinical is required. Medical leave is considered once during the duration of the nursing program. All absences will be made up at a fee of $100 per day.

D. "Snow Day" Policy

If the BOCES Center is closed for a "snow day" on a clinical day, it will be considered an excused absence for nursing students. Should the decision to close BOCES be made after the student arrives at the clinical site, those students may use that day as a "make-up" day for previous clinical absences (provided the instructor is present).

* NOTE: Excessive snow days may necessitate scheduling additional clinical time before graduation.

If only an individual school district is closed for a snow day, BOCES classes and clinical assignments will be held. Students in that district are still expected to be at the clinical site, unless travel is not advisable or possible. Should students in certain geographic areas make the decision not to travel to the clinical site, it is required that the instructor be notified so that alternate arrangements for patient care can be made. These students would be counted as absent from clinical but will receive no penalty toward the clinical grade.

E. Clinical Make Up Time

1. All clinical make up hours must be completed at BOCES clinical sites under the supervision of a BOCES clinical instructor. Alternative arrangements must be made by the program coordinator; i.e., participating in community health and wellness events.
2. The fee for clinical make up time is $100 per day per student. The fee of $100 is required whether the student is making up a full day or a half day. **The fee is to be paid prior to the clinical day.**
3. No diploma, certificate, academic transcript, or NYS licensing graduation verification will be issued until all clinical make up time is satisfactorily completed.
4. Verification of hours and a performance evaluation for the day will be completed by the clinical instructor.

F. Illness at Clinical

A student who becomes ill while in clinical may be sent home. If the illness appears acute, a member of the family will be required to call for the student who will be sent home with instructions to contact his/her family physician.

A student who injures himself/herself while on duty must report to the instructor immediately so that emergency measures may be determined and necessary forms completed.

A student who is injured or becomes ill while on duty at either the hospital or the nursing home may be seen in the emergency room or sent directly to his/her own physician, depending on the policy of the hospital and the student's condition. An accident report should be completed and signed by the student and clinical instructor and sent to the program coordinator. The student should retain one copy.
**PLEASE NOTE**  Cattaraugus-Allegany BOCES does NOT carry health insurance on students. Any medical fees incurred from illness or injury while on duty or in the classroom are the student's responsibility.

10. **UNIFORMS**

A clean uniform and clean shoes will be worn each day in the hospital.

**Female student uniform:** (School uniforms only allowed)

- The uniform must be properly fitted, in good repair, clean, unwrinkled.
- **Pants must be hemmed and be at a length that will not hang below shoes.**
  - Patch should be neatly attached and centered one inch below the left shoulder seam on the sleeve.
- All-white socks that cover the ankle.
- White shoes: clinical style, well polished and in good repair, laces neat and clean. Athletic shoes may be worn only if they are an all-white vinyl or leather shoe with no logos. Canvas shoes are not allowed.
- Name tag, worn on the left upper portion of the torso.
- Bra and appropriate undergarments.
- Watch with second hand.
- Bandage scissors.
- The uniform warm-up jacket may be worn but must have a nursing school patch; nametag must be worn on jacket.
- If tattoos are present on arms, student must purchase a warm-up jacket to wear to cover the arms.

No jewelry, other than wedding band and watch. No rings with sharp protrusions may be worn while on clinical duty. Only a gold, silver, or post-style earring may be worn; one earring per ear. Nose, tongue, lip, and eyebrow rings or any other visible piercings are not allowed in the clinical area. Visible tattoos should be covered.

Lab coats are not to be worn by students unless student is in a specialty area where it would be part of that particular attire, i.e., obstetrics.

Makeup must be conservative. Whether or not makeup is conservative shall be at the discretion of the faculty. No strong perfumes, colognes or other odors shall be used.

Hair must be off the collar at all times and arranged in conservative styles acceptable to the faculty and in keeping with policies of the clinical area to which student is assigned. No hair bows, flowers or other hair accessories are permitted. Hair must be of normal color. Nails must be cut straight across and short enough so they cannot be seen when looking at upheld palms. NO NAIL POLISH or artificial nails.

The complete uniform will NOT be worn in public.
Male student uniform:

- White t-shirt must be worn under uniform top.
- **Pants must be hemmed and be at a length that will not hang below shoes.**
- The uniform shirt shall be in good repair with shoulder patch centered on the left shoulder, one inch below the seam on the sleeve.
- White shoes shall be worn with clean white socks; an all-white vinyl or leather athletic shoe with no logos may be worn.
- Hair shall be in short conventional style.
- Face shall be clean-shaven or beard neatly trimmed.
- The name tag shall be worn on the left pocket.
- All other regulations previously listed which are applicable to male uniforms shall be enforced.
- If tattoos are present on arms, student must purchase a warm-up jacket to wear to cover the arms.
- Same jewelry policy as females.

THE CLINICAL INSTRUCTOR MAY SEND THE STUDENT HOME FROM CLINICAL IF THE DRESS CODE IS NOT FOLLOWED.

**11. SMOKING**

Smoking is not allowed on school property or at the clinical facility. If a student smokes at either of these sites, a three-day suspension from class/clinical rotation will be imposed.

**12. PERSONAL CALLS/CELL PHONE USE**

Students will not be called from class to take personal phone calls except in cases of emergency. The instructor will be notified first.

Cell phones must not be present on the student’s desk area and must be turned off during class and clinical. Failure to do so will result in the student being asked to leave the classroom, probation status and possible termination from the program.

Cell phone use is not permitted in the clinical area. Failure to follow this policy will result in the student being asked to leave the clinical site for the day and being placed on probation with possible termination from the program.

**13. FOOD/BEVERAGES**

Neither candy, food, coffee nor other liquid refreshments of any description will be permitted in the classroom or hospital facility except during assigned breaks and in specific areas as designated by the instructor.

**14. GUM**

Gum chewing will not be allowed in clinical.
15. GRADUATION REQUIREMENTS

A student will be eligible for graduation from the program and receipt of his/her diploma in Practical Nursing after meeting the following requirements:

1) Attainment of a minimum grade of 80% in academic courses in the program.
2) Documentation of satisfactory clinical performance at all levels as indicated by a passing grade on clinical evaluations.
3) Documentation of satisfactory performance for make-up of all clinical absences.
4) Satisfaction of all financial obligations to Cattaraugus/Allegany BOCES, including tuition, fees, supplies, textbooks, assessment test, graduation pin, clinical make-up time, etc.

Until all these requirements have been met, no transcript or grade reports will be issued to other schools or employment agencies and the necessary verification forms for licensure will not be submitted to state education offices. Transcripts will be released directly to a school or employment agency upon written request by a student graduate. No fee is charged.

16. RELEASE OF INFORMATION

No records will be released unless the student signs the Release of Information form located in the nursing office. If there is an outstanding balance owed to BOCES, transcripts or other records will not be released.

17. STATE BOARD EXAMINATION (NCLEX-PN)

After meeting graduation requirements, the graduate is qualified to apply and sit for the Practical Nursing Licensing Examination. Success on this examination provides the graduate with a license to practice Practical Nursing.

Pennsylvania requirements: The Pennsylvania State Board of Nursing requires a minimum of 1,500 training hours in order to take the PA licensing examination. Our BOCES program, approved by the New York State Education Department, is a total of 1,300 training hours. In order to seek licensure in Pennsylvania, you have the following options:

1. CONTINUING EDUCATION. The CE must be relevant to patient care or nursing in a general or a specialty area and enhance the knowledge and application of the physical, social, biological and behavioral sciences. Courses in areas related to nursing or affecting nursing practice such as but not limited to the following are acceptable: human sexuality, death, dying and grief, foreign language relevant to health care, therapeutic interpersonal relationship skills, patient rights, and pharmacology. All credited course work must be converted to clock hours. Please refer to the course provider for this information. Submit a copy of the certificates of completion or transcripts to the Board office; AND/OR
2. EXPERIENCE AS A PRACTICAL NURSE. Each hour worked as a practical nurse under a temporary practice permit or other appropriate authorization can be credited on an hourly basis. Acceptable documentation is limited to a letter sent directly from your employer(s) verifying the dates of employment, the number of hours worked per week, and a brief description of the services provided as a practical nurse.
Please note that while this may cause a delay in obtaining Pennsylvania licensure, you are able to obtain New York licensure immediately after graduation or you may follow one of the two steps listed above. After you have worked 200 hours in New York as a licensed nurse, you are eligible to apply for Pennsylvania licensure.

The application for licensure for Licensed Practical Nursing asks if a student has ever been convicted of a crime (felony or misdemeanor) or charged with a crime, the disposition of which was other than by acquittal or dismissal. The following questions are asked:

Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court?

Are criminal charges pending against you in any court?
Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined?

Are charges pending against you in any jurisdiction for any sort of professional misconduct?

Has any hospital or licensed facility restricted or terminated your professional training, employment, or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?

NOTE: If you answer "Yes" to any questions, you must submit a letter giving a complete detailed explanation as we as copies of any court records including a Certificate of Disposition. If there are offenses in multiple courts, please provide the same for each action. If the court can no longer provide documentation, you must request, from the court, a letter stating why they cannot provide the documents. While your application is pending, you must notify the Division of Professional Licensing Services if the answers to any of these questions have changed.

They may or may not issue a nursing license to a person convicted of a felony or misdemeanor.

18. STUDENT GRIEVANCE PROCEDURE

Proclamation: In compliance with the standards set for the governing of civil rights, all students are protected under the following grievance procedures. NOTE: Certain areas, which are within the scope of professional teacher’s responsibilities, are not subject to grievance. (Example: interpretation of a subject and/or work experience in the area of the teacher’s expertise.)

Definition of a Grievance: A grievance is a complaint regarding an alleged violation of a student’s rights regarding grading, academic and laboratory work, dismissal, suspension, student conduct or discrimination.

If a student believes he or she has a problem with an instructor, the student is urged to discuss the matter with the teacher within five (5) instructional days following the occurrence of the problem.
Grievance Procedure:

1. A student or a group of students have the right to submit a complaint informally to the staff member involved. If no satisfactory resolution occurs, a formal written complaint may be filed with a program coordinator and/or Building Principal within five (5) school days of the complaint. This complaint must be submitted on the Cattaraugus-Allegany BOCES Practical Nursing Program Grievance form which is located on page 24 of your student handbook or you may obtain a copy in the Practical Nursing Office.

2. The coordinator and/or Building Principal will conduct a hearing within five (5) school days of receiving the complaint and will respond in writing within five (5) school days of the hearing.

3. If the student and/or students are not satisfied with the settlement offered at the first level, within five (5) school days of the decision, an appeal may be made in writing to the Director overseeing that educational program (Director of Career and Technical Education, Director of Special Education, or the Director of Instructional Support Services).

4. A hearing by the appropriate Director with the student and faculty will be held within five (5) school days of the receipt of the appeal.

5. At the conclusion of the hearing, a decision will be made in writing by the Director within five (5) school days.

6. If the student and/or group of students are not satisfied with the settlement at the Director’s level, within five (5) school days of the decision, a written appeal may be carried to the CA BOCES Superintendent.

7. A hearing by the CA BOCES Superintendent with the student and faculty will be held within five (5) school days of the receipt of the appeal.

8. At the conclusion of the hearing, a decision will be made in writing by the CA BOCES Superintendent within five (5) school days.

9. If the student and/or group of students are not satisfied at the CA BOCES Superintendent level, they may appeal to the final level, which is the Board of Education.

10. A hearing by the Board of Education will be held within ten (10) days of the receipt of the written appeal and a decision in writing submitted within five (5) school days of the conclusion of the hearing.
Cattaraugus-Allegany BOCES Practical Nursing Program

GRIEVANCE FORM

Date: _________________________________

To __________________________________________

I, _____________________________________________, am filing a grievance regarding the
(print your name)

following Cattaraugus-Allegany BOCES Practical Nursing Student right(s): (List the page
number(s) from the current Cattaraugus-Allegany BOCES Practical Nursing Program Student
Handbook which describes the right(s) that you believe have been violated).

_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

Date of Occurrence: _______________________________________

Site of Occurrence:  _______________________________________

Give a brief description of incident: ________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

__________________________________________

Student’s Signature

Catherine Tomerlin, Practical Nursing Programs/Health Occupations Lead Instructor  •  (716) 376-8217
Christine Clute, Health Occupations Secretary       •  (716) 376-8268
Kristin Woodhead, Financial Aid Director       •  (716) 376-8274
Rob Chandler, Workforce Development Specialist •  (716) 376-8278
Melissa Rivers, Principal                   •  (716) 376-8384

Fax (716) 376-8450

HEALTH OCCUPATIONS/PRACTICAL NURSING PROGRAMS
CENTER AT OLEAN • 1825 WINDFALL ROAD • OLEAN, NY 14760-9303
www.caboces.org
The passing grade for all courses is 80% (HOURS OF INSTRUCTION)

<table>
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<tr>
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19. COURSE DESCRIPTIONS

The following is a description of each of the subject areas:

Year One/Level One

INTRODUCTION TO PRACTICAL NURSING

An introductory course to familiarize the student with current and relevant issues facing nurses today within the context of the historical development of organized nursing. The course examines ethical responsibilities, moral and legal rights, health team responsibilities, job opportunities, educational programs in nursing and health and welfare organizations.

FUNDAMENTALS OF NURSING

The content of this course is designed to introduce the Practical Nursing student to the foundation of basic nursing information including both concepts and bedside nursing care skills. The nursing process is utilized as the basis of nursing care. Instruction must reflect changes in health care delivery, including community care, home health care and long-term care. Cultural and social issues should also be recognized. Theory, demonstration and supervised nursing laboratory and clinical practice of the basic skills of bedside nursing care are the methods of instruction. The student must master fundamental nursing skills in the laboratory prior to clinical practice. The clinical component of fundamental skills in patient care includes 120 hours.

BODY STRUCTURE AND FUNCTION

The content of this course is designed to introduce the Practical Nursing student to the basic components of human body structure and function. The body is studied by systems with focus on the normal anatomy and physiology. Interrelationships between the body systems are explored. This focus on the healthy body provides a base for assessing changes related to disease process.

NORMAL NUTRITION

This course will enable the student to understand the relationship of food and health and the importance of the well-nourished body. Major issues in food, nutrition and diet that are of special concern will be introduced including how the body utilizes food and nutrients, food customs, food related illnesses and special nutritional needs as in pregnancy. Skills incorporated and practiced will be in nutritional assessment, identifying nutrients in food labeling, learning the criteria for meal planning and feeding debilitated patients. The nursing process is used as the foundation for presenting nursing care.
GROWTH AND DEVELOPMENT, THE LIFE SPAN

From conception through maturity and eventually old age, human life proceeds in an orderly pattern of growth and development. This pattern and the individual that results are shaped by various factors that preceded and follow conception. This course provides the student with the fundamental knowledge required to develop an understanding of growth and development concepts - physical, psychological, social and intellectual (cognitive). Beginning with the period of infancy and terminating with senescence, the student will become aware of the many factors that influence development and effective functioning of an individual who is part of a family and a larger community. In addition, the course provides a basis for formulating and giving nursing care to clients of all ages, especially the ill child. Knowledge obtained will help the nurse utilize the nursing process to reach the goal of restoring the child to maximum health and function as quickly as possible with minimum interruption in normal development.

PHARMACOLOGY

The purpose of this course is to present the theory and facts concerning drug administration and its application to nursing process, as well as sources, purposes, side effects, routes and dosage. It provides important considerations in accurate dosage, apothecary and metric measurements, conversion techniques, calibrated instruments for administration, multiple and unit dosage concept, the use of various syringes and opportunities for practice in the preparation and administration of medicines. The entire course is organized to encourage the student nurse in self study, testing, as well as class study, demonstration and participation.

Year Two/Level Two

MEDICAL SURGICAL NURSING

This area of instruction provides the student with a basic understanding of the pathophysiology, etiology, symptoms, nursing care measures, prevention, pre-operative and post-operative care, diet and the complications and prognosis of medical and surgical conditions across all age levels. The student will also continue the development of critical thinking skills in order to make accurate clinical judgments when giving patient care to all age groups. Holistic care is emphasized. Instruction is designed to include current health issues such as community care, rehabilitation, leadership and management. Cultural and social issues must be considered. All levels of technology are incorporated into instruction. The nursing process is the foundation for delivery patient care. The student will also participate in required hours of clinical experience as determined by the nursing program.

This course provides the student with fundamental knowledge required in the constantly expanding field of maternity nursing whether care is delivered in hospital, clinic or home setting. The family’s experience of pregnancy, birth and the postpartum period is emphasized; also emphasized are the nurse’s role, as in teaching, utilizing the nursing process as the guide to reach a successful outcome. Other content areas include caring for the patient with AIDS and STD’s, the childbearing adolescent, and the effects of caffeine, alcohol, and other drugs on the unborn child.

INTRODUCTION TO PEDIATRIC NURSING - (Online course)

This course is designed to explore the differences between adults and children, including physical differences, vital signs, medication administration, and the child’s response to illnesses and hospitalization. Areas of instruction include health care adaptation for the child and the family including the child’s experience with surgery, death and dying, fluid and electrolyte balance, abuse, nutrition and pediatric dosage calculation. Instruction should incorporate the changes in health care delivery such as increased responsibility for caring for the ill child falling on the family. With this in mind, increased emphasis has been placed on the responsibilities of the nurse in teaching the child and family. The nursing process is used as the foundation for presenting nursing care. Social, cultural and technological changes are also included. After successful completion, the student will participate in required clinical experience as determined by the Nursing program.

LEGAL AND ETHICAL ASPECTS OF NURSING - (Online course)

This course provides basic understanding of the regulations and laws that govern the practice of nursing with emphasis on the Nurse Practice Act and qualifications for licensure. The student will also study the Code of Ethics for nursing and the standards of practice that serve as guidelines for responsible Practical Nursing practice. Specific ethical issues in nursing are discussed.
20. **EXPENSES/PRICE OF ATTENDANCE**

Your estimated student bill will include the following:

### PRACTICAL NURSING - YEAR 1

**2018-19**

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<tr>
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<td>$4,257.50</td>
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<td>Nursing Supplies*</td>
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<td>Total Cost</td>
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* Includes… Uniform patch $ 5.00  
Name badge $ 5.00  
Lab supplies $25.00

Expenses not included in tuition (estimates listed): textbooks ($525), American Heart Association CPR/AED certification ($85), uniform ($45), warm-up jacket as required ($20), stethoscope ($35), scissors ($10), watch with second hand ($25), white shoes ($25), physical examination and required immunizations (without health insurance $50-$200), and school supplies ($50). Additionally, criminal background checks and drug screening per clinical agency request as required ($165).

### PRACTICAL NURSING - YEAR 2

**2018-19**

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<td>Total Cost</td>
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Expenses not included in tuition: textbook, ($45) physical examination and required immunizations. (without health insurance $50-$200) and school supplies ($50).
21. **NURSE PRACTICE ACT**

Practical Nurses function within the definition and framework of the regulations set forth by the Nurse Practice Act of the state in which they are employed.

**New York State Education Law**

Article 139 New York State Education Law 6-902 Definition of the Practice of Nursing.

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.

**Competencies of the Licensed Practical Nurse**

The Council of Practical Nursing Programs of New York State has defined the competencies for the Licensed Practical Nurse within the framework of CASEFINDING, HEALTH TEACHING, HEALTH COUNSELING (Article 6-902 NYS Education Law Definition of the Practice of Nursing.

**CASEFINDING**

- Collaborates with other members of the health team to evaluate data and formulate the nursing diagnosis.
- Compiles data gathered.
- Observes common physical deviations.
- Observes gross mental and emotional deviations.
- Relates basic communication skills in interviewing, observing, reporting, and recording.

**HEALTH TEACHING**

- Assists in the formulation of an individualized teaching plan with other members of the health team, patient and family.
- Documents implementation and results
- Demonstrates therapeutic interpersonal relationships.
- Determines patient/client knowledge base.
- Implements teaching plan in collaboration with other members of the health team.
- Utilizes appropriate communication skills.
- Utilizes principles of medical/surgical asepsis.

**HEALTH COUNSELING**

- Demonstrates therapeutic interpersonal relationships.
- Identifies patient/client perceptions of a need.
- Identifies the need for and initiates appropriate referrals.
- Utilizes appropriate resources.
- Utilizes basic communication skills, i.e., listening, interviewing, reflecting, and accepting.
JAMESTOWN COMMUNITY COLLEGE

ARTICULATION AGREEMENT

This letter of understanding is entered into as of the March 6, 2017, between Jamestown Community College and the Cattaraugus/Allegany Board of Cooperative Educational Services (CA BOCES) Practical Nursing Program, 1825 Windfall Road, Olean, New York 14760.

Jamestown Community College agrees to grant seven credits for the first course in its sequence of clinical nursing courses (NUR 1510, Foundations of Nursing) upon satisfactory completion of the following requirements:

1. completion of the Cattaraugus-Allegany Board of Cooperative Educational Services, Practical Nursing program within the last three years with an overall average of 85% or higher.

2. successful completion of the following required courses:
   - BIO 2510 Anatomy and Physiology 4 credits
   - ENG 1530 College Composition 3 credits

3. meet any other additional admission criteria required for either the college or nursing program.

This agreement shall renew on a yearly basis unless either party provides written notice of non-renewal at least 90 days prior to the beginning of any academic year. It may also be terminated at any time by either party if there is a major curriculum revision in the courses or programs referenced within.

Lyndá M. Quick, Esq.
District Superintendent & CEO
CA BOCES

Date

Michael Martello
Vice President of Administration
Jamestown Community College

Date

Cathy Tomerlin, BSN, RN
Lead Instructor, Practical Nursing Programs
CA BOCES

Date

Kathy Taydas, DNP, RN
Director, Nursing Education
Jamestown Community College

Date
Students attending the Practical Nursing Program at Cattaraugus-Allegany BOCES may be eligible to receive the following prorated Title IV Federal Student Financial Aid once a valid FAFSA (Free Application for Federal Student Aid) is received at the school no later than September 30, 2018.

The Federal PELL Grant is usually considered the first source of student assistance and is based on the student's Expected Family Contribution (EFC) and cost of attendance. PELL awards are free federal grant monies that you do not have to pay back. An award letter will be issued once a valid FAFSA is filed.

PELL Awards are determined by a financial analysis of the family by the information obtained on the FAFSA. It is necessary that this application be accurate. Students may have the Financial Aid Office review your application before you submit it.

The only requirements for eligibility for this program are 1) you are a U.S. citizen, or eligible non-citizen, 2) have a high school diploma or its recognized equivalency, 3) you continue to make satisfactory academic progress, 4) you have not received a Bachelor's Degree, 5) you are not in default on a Perkins, Stafford, SLS or PLUS Loan and do not owe a refund on a PELL Grant or SEOG Grant, and 6) have demonstrated compliance to applicable selective service requirements.

Subsidized Federal DIRECT Loans are based on the student's financial need. "Need" equals cost of attendance less estimated financial assistance and expected family contribution. A Stafford Loan is "subsidized"; when the federal government pays the accruing interest on the loan while the student is in school and during certain deferment periods. Repayment of loan principal does not begin until the student has left school and/or the six-month grace period has expired. The interest rate is fixed at 5.05%.

A FAFSA must be filed before a Stafford Loan Application can be certified. To borrow Federal funds, students will be required to complete a Master Promissory Note online at studentloans.gov. To be eligible, you must be a U.S. citizen or resident alien. You must also be in good academic standing and not in default of a previously received student loan. You must also demonstrate compliance to selective service requirements.

Unsubsidized Federal DIRECT Loans. A borrower unable to qualify for a need-based Federal Stafford Loan may always apply for an unsubsidized Stafford Loan, a loan that does not qualify for a federal interest subsidy. A borrower must have his or her eligibility for a subsidized Stafford Loan determined before he or she may borrow an unsubsidized Stafford Loan. For unsubsidized loans, the interest accrues from the date of loan origination and is the responsibility of the borrower. Repayment of loan principal does not begin until the student has left school and/or the six-month grace period has expired. The interest rate is fixed at 5.05%. Students are encouraged to make interest payments while in school to minimize the amounts of capitalized interest added to principal.

Parent DIRECT Loans for Students (PLUS) are loans that are borrowed by the parent for a dependent student. Your parent must begin repaying the loan after it is fully disbursed. A credit check, not income or financial need, is used to determine eligibility. Unlike a home equity, no collateral is required. The interest rate is fixed at 7.60%.
Fees:
• A 1.062% origination fee will be deducted automatically from each loan disbursement by the DOE.

Repayment:
• You can begin repayment within 60 days of your loan's last disbursement, or
• You can defer payment until your child ceases to be enrolled at least half time and during the six-month post-enrollment period. Interest will accrue during the time you defer payment.

Disbursement:
PLUS loan funds are sent to your child's college and disbursed in one or more installments.

Veterans Education/Tuition Benefits
Veteran benefits available under several public laws provide financial aid for veterans and survivors of veterans as well as dependents of veterans with 100% service connected disabilities. A certificate of eligibility for training in a chosen program of study must be obtained by the veteran from the Department of Veterans Affairs before the student starts classes. Others who may be eligible for benefits include Reservists and members of the National Guard. Refer to https://studentaid.ed.gov/military and https://hesc.ny.gov

Vocational Rehabilitation
Applicants with certain types of physical disabilities incurred from birth, disease or accident may qualify for financial assistance through the Division of Vocational Rehabilitation of the State Education Department in New York and Pennsylvania. For information contact the Office of Vocational Rehabilitation in your state.

Aid for Native American Students
A substantial amount of financial assistance for continuing education is available for those students eligible under this program. Information may be obtained at BOCES or their Tribal Education Officer. Also, refer to Bureau of Indian Education at https://bie.edu

Government Assistance Training
Unemployed residents of New York and Pennsylvania may be eligible for vocational training at BOCES under the Workforce Investment Act, and other programs for dislocated workers. Information may be secured through the New York State and Pennsylvania Employment and Training Centers nearest their residence.

Scheduled Self-Payment Plans
Payment plans are available for students who are ineligible for financial aid, those who do not wish to apply for financial aid, or those who do not receive sufficient financial aid funds to cover their entire educational costs. Students in these circumstances can arrange a monthly payment schedule to pay their outstanding balances. Each student must sign a financial contract to confirm the payment arrangements.

Financial Aid Package
After all the financial avenues mentioned above are explored, it is the responsibility of the Financial Aid Director and the student to coordinate these resources to meet the total educational expenses. A prepared form identifying these resources is known as the "Financial Aid Award Letter" and will be prepared for each student applying for aid.
Education Credits (Form 1098-T)
Education tax credits help offset the expenses of higher learning by reducing the tax an individual would owe the IRS and may increase their refund if they have no tax liability. None of these credits are available if the taxpayer's filing status is 'Married Filing Separate', or if you are claimed as a dependent on someone else's return. Credits can be claimed for the taxpayer, as well as any qualifying dependents.

American Opportunity Credit
The American Opportunity Credit offers a maximum tax credit of $2500 for qualified education expenses for each qualifying student on a tax return. This credit is available only for the first four years that an individual is in college. Up to 40% of the credit is refundable, which means that if the taxpayer has no tax liability, up to $1000 can be added to their refund. This credit starts to phase out when the taxpayer's modified adjusted gross income reaches $80,000 and is disallowed when their AGI reaches $90,000.

Lifetime Learning Credit
The Lifetime Learning Credit offers a maximum credit of $2000 per tax return, regardless of how many qualified students are on the return. This credit is available for any qualified education expenses as long as the student is enrolled in at least one course at an eligible institution. The benefit begins to phase out when the taxpayer's modified adjusted gross income reaches $50,000 and is disallowed when their AGI reaches $60,000. This credit is non-refundable, meaning the credit will only reduce tax liability. Once the tax liability is reduced to zero, any remaining credit will not be added to the refund.

Estimated Sample Loan Maximums for Independent Students if Eligible

Pro-rated formula/hours in program:
Ex: $3,500 x 681 hrs. divided by 900 hrs. = $2,248.00
Ex: $6,000 x 681 hrs. divided by 900 hrs. = $4,540.00
   * $6,788.00 per year

   * Loan limits are based on financial need and student status. (Dependent or Independent)

Both subsidized and unsubsidized loans could be subject to an origination fee which will be deducted proportionately from each disbursement of the loan, if required.

To be awarded Title IV Financial Aid through Cattaraugus/Allegany BOCES, you must: *
   ▪ Be at least enrolled half-time.
   ▪ Be a U.S. citizen or permanent resident alien.
   ▪ Be in good academic standing and make satisfactory academic progress.
   ▪ Not be in default on a previous Federal Stafford Loan.
   ▪ Not owe a refund on a PELL Grant.
   ▪ File a Federal tax return, including spouse, if otherwise eligible
   ▪ Have a GED/High School Diploma
   ▪ Demonstrate financial need using a Free Application for Federal Student Aid (FAFSA)
   ▪ Provide all required documents to the BOCES financial aid advisor by specified deadlines

*If a dependent student, the parents must file a Federal tax return if otherwise eligible.
HOW TO APPLY:

To apply for a Federal PELL Grant and be awarded a Federal Subsidized Stafford Loan and/or Federal Unsubsidized Stafford Loan and most private scholarships, you must complete and submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

HOW THE APPLICATION IS PROCESSED

Once the FAFSA has been received at the Financial Aid Office, the Financial Aid Administrator will review the form for completeness and electronically submit the data to the Central Processing System (CPS). The CPS analyzes the information from the FAFSA and calculates an estimated family contribution (EFC) to determine how much a student and (if the student is dependent) his or her parents can be expected to pay toward the student’s education. If the EFC is less than the cost of attendance, the student is considered to have financial need. A student with a zero EFC may receive the maximum part-time Federal PELL Grant award, depending on the student’s cost of attendance and enrollment status. The higher the EFC, the less the student's need.

VERIFICATION PROCESS

The effectiveness of the federal student financial aid programs depends on the accuracy of the data reported by the student. Because of this, BOCES will verify each application selected by the CPS. BOCES will also verify all applications with conflicting or irregular information. All conflicting information must be resolved before federal student aid can be disbursed.

If your application has been selected for verification or there is conflicting information on your FAFSA, you will receive a notification from the Financial Aid Office indicating that you were randomly selected by the processing center for verification. The instructions will indicate the documents you will need to submit to the BOCES Financial Aid Office before the process of awarding aid can continue. You will have 10 days from the date of the notification to submit the required forms to the Financial Aid Office. If you fail to submit the required documents for verification, you will not be eligible for Title IV financial aid and you will be responsible for full payment of your student bill.

If corrections are required due to verification and/or conflicting information, the financial aid administrator or the student can submit the correction via the FAFSA website. Once the corrected data is processed by the CPS an electronic ISIR will be returned to the school and the student will receive a SAR Information Acknowledgement showing the updated information. The student will also receive an adjusted Financial Aid award letter from BOCES in the mail.

BOCES is required to verify the following data elements confirming that specific FAFSA answers are correct (if applicable):

- Adjusted Gross Income
- Income earned from work (non-filer)
- U.S. income tax paid
- Certain untaxed income and benefits
- Number in household
- Number enrolled in college
- Education credits
BOCES POLICY FOR VERIFICATION ISSUES

If the student is selected for verification by the Central Processing System, the following is required:

- The student will have 10 business days to submit the request information to the Financial Aid Specialist. Failure to do so will result in written referral to the Program Director.
- If a change/correction is warranted as the result of the verification process, the Financial Aid Specialist will make the necessary changes to the ISIR. A new Financial Aid award letter will be mailed to the student within 10 days once BOCES receives the corrected ISIR.
- The Verification Worksheet will provide an explanation of the documentation needed to satisfy the verification requirements and the student’s responsibilities.
- Required verification items include: see prior page.

Dependency Overrides for Emancipated Students

Section 480(d) of the Higher Education Act (HEA) identifies eight criteria under which an individual may be considered as an independent student for purposes of receiving Title IV, HEA program funds. These criteria are fully described in the Application and Verification Guide within the Federal Student Aid Handbook. If a student meets one of the eight criteria, the student is considered an independent student and is not required to report financial and demographic information for his or her parents.

In unusual circumstances, financial aid administrators are given the authority, under Section 480(d)(1)(1) of the HEA, to determine that a student is independent; this is a dependency override. As with the authority to make adjustments to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution (or both) to allow for treatment of an individual eligible applicant with special circumstances under Section 479A of the HEA (known as "professional judgment" decisions), dependency override decisions must be made on a student-by-student basis, and the basis for each determination must be well documented in the student's file.

Documentation is a critical aspect of the dependency override process. The documentation must include the reason for the determination and must support the decision. In almost all cases, the documentation should originate from a third party with knowledge of the unusual circumstances of the student. The third party confirming the student's unusual circumstance could include counselors or teachers, clergy, community groups, government agencies, medical personnel, courts, or prison administrators. In rare circumstances where third party confirmation cannot be obtained, the financial aid administrator may - but is not required to - accept a signed statement from the student alone, or the student and his or her relatives or friends; however, the use of this form of documentation may occur only in extremely rare circumstances.

Situations that might warrant a dependency override include the student's voluntary or involuntary removal from the parents' home due to an abusive situation that threatened the student's safety and/or health, the student's abandonment by the parents, or the inability of the student to locate the parents.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Resource</th>
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<tbody>
<tr>
<td>Fill out the FAFSA</td>
<td><a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></td>
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<tr>
<td>Basic FAFSA information: What it is and how to fill it out (PDF)</td>
<td><a href="http://StudentAid.ed.gov/fafsa">StudentAid.ed.gov/fafsa</a>  <a href="http://StudentAid.ed.gov/complete">StudentAid.ed.gov/complete</a></td>
</tr>
<tr>
<td>Dependency status for FAFSA purposes</td>
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</tr>
<tr>
<td>How aid is calculated (including link to EFC info)</td>
<td><a href="http://StudentAid.ed.gov/how-calculated">StudentAid.ed.gov/how-calculated</a></td>
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<tr>
<td>Types of financial Aid</td>
<td><a href="http://StudentAid.ed.gov/types">StudentAid.ed.gov/types</a></td>
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<tr>
<td>Who can get federal student aid</td>
<td><a href="http://StudentAid.ed.gov/eligibility">StudentAid.ed.gov/eligibility</a></td>
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<tr>
<td>Pell lifetime eligibility used</td>
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<tr>
<td>Finding and applying for scholarships</td>
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<tr>
<td>Loan interest rates and fees</td>
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<td>Avoiding financial aid scams</td>
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<td>Income-based repayment</td>
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<td>Pay As You Earn</td>
<td><a href="http://StudentAid.ed.gov/PayAsYouEarn">StudentAid.ed.gov/PayAsYouEarn</a></td>
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<td>Public service loan forgiveness</td>
<td><a href="http://StudentAid.ed.gov/publicservice">StudentAid.ed.gov/publicservice</a></td>
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<td>Public forgiveness in general</td>
<td><a href="http://StudentAid.ed.gov/forgiveness">StudentAid.ed.gov/forgiveness</a></td>
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<tr>
<td>Loan forgiveness for teachers</td>
<td><a href="http://StudentAid.ed.gov/teach-forgive">StudentAid.ed.gov/teach-forgive</a></td>
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<tr>
<td>College Preparation Checklist: checklists for academic and financial preparation, for elementary through adult students</td>
<td><a href="http://StudentAid.ed.gov/checklist">StudentAid.ed.gov/checklist</a></td>
</tr>
<tr>
<td>Why go to college (education and pay/employment rates)</td>
<td><a href="http://StudentAid.ed.gov/whycollege">StudentAid.ed.gov/whycollege</a></td>
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<tr>
<td>Middle school preparation</td>
<td><a href="http://StudentAid.ed.gov/early">StudentAid.ed.gov/early</a></td>
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<tr>
<td>Info for parents (tax benefits, support your child, college costs)</td>
<td><a href="http://StudentAid.ed.gov/parent">StudentAid.ed.gov/parent</a></td>
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<tr>
<td>Financial aid for adult students (PDF)</td>
<td><a href="http://StudentAid.ed.gov/resources#adult-students">StudentAid.ed.gov/resources#adult-students</a></td>
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<tr>
<td>Graduate school funding (PDF)</td>
<td><a href="http://StudentAid.ed.gov/grad">StudentAid.ed.gov/grad</a></td>
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<tr>
<td>Aid for military families</td>
<td><a href="http://StudentAid.ed.gov/military">StudentAid.ed.gov/military</a></td>
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<tr>
<td>Going to college in another country</td>
<td><a href="http://StudentAid.ed.gov/international">StudentAid.ed.gov/international</a></td>
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<td>@FAFSA Twitter Feed</td>
<td><a href="http://www.Twitter.com/FAFSA">www.Twitter.com/FAFSA</a></td>
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<tr>
<td>Federal Student Aid YouTube channel</td>
<td><a href="http://www.YouTube.com/FederalStudentAid">www.YouTube.com/FederalStudentAid</a></td>
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<tr>
<td>Federal Student Aid Facebook page</td>
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How can Direct LoansSM help me go to college or a career school?
Direct Loans are low-interest loans for students and parents to help pay for the cost of a student’s education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution.

Direct Loans are:
- **Simple**—You borrow directly from the federal government and have a single contact—the Direct Loan Servicing Center—for everything related to the repayment of your loans, even if you receive Direct Loans at different schools.
- **Convenient**—You’ll have online access to your Direct Loan account information 24 hours a day, 7 days a week via Direct Loan Servicing Online at: [https://studentaid.ed.gov/sa/](https://studentaid.ed.gov/sa/)
- **Flexible**—You can choose from several repayment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change.

What kinds of Direct Loans are available?
- **Direct Subsidized and Unsubsidized Loans**—Direct Subsidized Loans are for students with demonstrated financial need, as determined by federal regulations. No interest is charged while you are in school at least half-time, during your grace period and during deferment periods. Direct Unsubsidized Loans are not based on financial need; interest is charged during all periods.
- **Direct PLUS Loans**—Direct PLUS Loans are low interest loans available to parents of dependent students or for graduate/professional degree students. Interest is charged during all periods.
- **Direct Consolidation Loans**—Direct Consolidation Loans are loans for borrowers who want to combine different eligible federal student loans into one Direct Consolidation Loan.

What are the eligibility requirements?
You must be enrolled at least half-time at a school that participates in the Direct Loan ProgramSM, and you must meet general eligibility requirements for the Federal Student Aid programs. You can find more information about these requirements in *Funding Education Beyond High School: The Guide to Federal Student Aid* (see the Contacts section of this publication), or by contacting your school’s financial aid office.

How do I apply for aid?
You apply for a Direct Subsidized and Unsubsidized Loan and other federal student aid by completing a *Free Application for Federal Student Aid* (FAFSA). The information from your application will be shared with the schools that you have identified on the FAFSA. Some schools have additional application procedures—check with your school’s financial aid office to be sure. After your FAFSA has been processed, the school will notify you, usually through an award letter, of the types of aid for which you are eligible.
How do I need to take out a Direct Loan?
Prior to the first disbursement, first-time borrowers of Federal Direct Loans must complete the Master Promissory Note (MPN) at [https://studentloans.gov](https://studentloans.gov). The MPN is your legally binding promise to repay the funds you borrow under the Federal Direct Loan Program. The MPN also contains the fees, interest rates, terms, and conditions of your student loan. Once completed, an electronic file confirming the completion of the Master Promissory Note requirement will be sent to CABOCES. The average time for the MPN confirmation file to process, be sent, and downloaded into the student information system at CABOCES is 48 hours. CABOCES requires first time borrowers to complete an MPN and you may borrow under a single MPN for up to 10 years.

Cattaraugus-Allegany BOCES has adopted the following policies as they relate to a subsequent academic year under a previously signed MPN:

**Active Confirmation** – BOCES does not process or disburse a loan until the borrower accepts the loan type and amount on the “Student Loan Request Form”.

The Direct Loan Plus request also is part of the BOCES’ active confirmation process.

**How much can I borrow?**
The maximum amount you can borrow each school year depends on your grade level and other factors. It ranges from $5,500 per year for a dependent freshman to $20,500 per year for a graduate/professional degree student; however, the actual amount you are eligible to borrow each year is determined by your school and may be less than the maximum amount. There are also limits on the total amount of your loan debt. Graduate/professional degree students who need to borrow more than the maximum subsidized or unsubsidized loan amounts to meet education expenses not covered by other financial aid may be eligible to receive a Direct PLUS Loan.

**What is the interest rate?**
Direct Loans have a fixed interest rate that differs depending on the loan type and other factors. Check with your school’s financial aid office or the Direct Loan Servicing Center for details and current interest rate information (see the Contacts section of this publication).

**Is there a charge for this loan?**
Yes. In addition to interest, you pay a loan origination fee that is a percentage of the principal amount of each Direct Loan that you receive. This fee helps reduce the cost of making these low-interest loans. We deduct the fee before you receive any loan money, so the loan amount you actually receive will be less than the amount you have to repay.

**How will I receive my loan money?**
Your school will generally disburse your loan money by crediting it to your school account, but it may also give some of it to you directly. Your loan money will usually be disbursed in at least 2 installments.

**When do I have to begin repaying my loan?**
Direct Subsidized and Unsubsidized Loans have a 6-month grace period that starts the day after you graduate, leave school, or drop below half-time enrollment. You don’t have to begin making payments until your grace period ends. There is no grace period for a Direct PLUS Loan, and repayment begins 60 days after you’ve received the last installment of the loan for that school year.
When do I have to begin repaying my loan? (Continued)

However, you are eligible to defer repayment while you are enrolled at least half-time and, for loans first disbursed on and after July 1, 2018, during the 6 months after you graduate or are no longer enrolled at least halftime. Interest will continue to be charged on the loan during this period. Even if you defer repayment on the loan, you may choose to pay the interest as it accrues to reduce the total amount you will repay on your loan. For more information, contact the Direct Loan Servicing Center (see the Contacts section of this publication).

How much time will I have to repay my loan, and how much will I have to pay each month?

Generally, you’ll have from 10 to 25 years to repay your loan, depending on the repayment plan that you choose. Your monthly payment amount will be based on how much you borrowed and how long you take to repay.

You may choose one of several repayment plans:

- **Standard Repayment Plan**—Fixed monthly payments for up to 10 years.
- **Graduated Repayment Plan**—Payments that start off lower at first, and then gradually increase, usually every 2 years. The loan must be repaid in 10 years.
- **Extended Repayment Plan**—Fixed or graduated monthly payments over a period of time, not to exceed 25 years. You are eligible for this repayment plan only if you currently have an outstanding Direct Loan balance that exceeds $30,000 and you had no outstanding balance on a Direct Loan on or after Oct. 7, 1998.
- **Income-Contingent Repayment (ICR) Plan**—Your monthly payment is adjusted each year based on your annual income (and your spouse’s income, if you’re married), your family size, and the total amount of your Direct Loans. After 25 years, any unpaid loan amount will be forgiven. (This plan is not available to Direct PLUS Loan parent borrowers.)
- **Income-Based Repayment (IBR) Plan**—Your monthly payment is capped at an amount that is affordable based on your income and family size. You are eligible to repay under the IBR if your calculated IBR payment is less than what you would have to pay under the 10-year Standard Repayment Plan. If you repay under IBR for 25 years and meet other requirements, any remaining balance of your loan(s) may be canceled. For more information about IBR go to the Direct Loan Web site at: www.direct.ed.gov. (Direct PLUS Loans made to parents and Direct Consolidation Loans that repaid parent Federal Family Education Loans [FFEL] or Direct PLUS Loans may not be repaid under IBR.)

You can change plans at any time. There’s no penalty if you make payments before they are due or pay more than the amount due each month. For more information about these repayment plans, or to calculate your estimated loan payment under different repayment plans using our online calculator, go to the Direct Loans Web site at: www.direct.ed.gov.

Direct Loan offers the option of having your loan payments automatically taken out of your bank account through our Electronic Debit Account (EDA) program. This ensures that your payment always will be made on time. Plus, Direct Loan will reduce your interest rate by a quarter point (.25%) during all periods when your payments are being made under this option.

Can I ever postpone making loan payments?

Yes, under some conditions you may receive a deferment or forbearance that allows you to temporarily stop or lower your payments. Make sure to your loan servicer before skipping any payments.
For example, you may qualify for a deferment if:

- You return to school at least half-time.
- You are unemployed or meet our rules for economic hardship (limited to 3 years).
- You are serving on active duty or qualifying National Guard duty during a war or other military operation or national emergency.
- You are a member of the National Guard or other reserve component of the U.S. Armed Forces (current or retired) and were called to active duty service while you were enrolled at an eligible school, or within 6 months after having been enrolled (additional conditions apply).

The Direct Loan Servicing Center can provide information on other conditions that will qualify you for a deferment. If you don’t qualify for a deferment but are temporarily unable to make loan payments for such reasons as illness or financial hardship, we may grant you a forbearance.

Can my loan ever be canceled, discharged, or forgiven?

You must repay your loan even if you don’t complete or can’t find a job related to your program of study, or are unhappy with the education you paid for with your loan. However, we will discharge (forgive) your loan if the loan is canceled in bankruptcy or in the event of total and permanent disability or death.

Some or all of your loan may be discharged if:

- Your school closed before you completed your program.
- Your school forged your signature on your promissory note or falsely certified that you were eligible for aid.
- Your loan was falsely certified through identity theft.
- You withdrew from school but the school didn’t pay a refund that it owed under its written policy or the Department’s regulations. Check with the school to see how refund policies apply to federal aid at the school.

You also may qualify for forgiveness of some of your loans if you teach full-time for 5 years in certain low-income schools. You also may qualify for forgiveness of the remaining balance due on your Direct Loans after you have made 120 payments on those loans while employed in certain public service jobs (additional conditions apply). You can find more information about the public service loan forgiveness program online at [https://studentaid.ed.gov/sa](https://studentaid.ed.gov/sa)

Financial Aid Awarded 2018-2019

98% of students are awarded loans and/or PELL grants.
CONTACTS

Where can I get more information?
For more information about the Direct Loan Program and other Federal Student Aid programs, contact the financial aid office at your school or check the Contacts section of this publication.

General information about student aid and applying for student aid:

Federal Student Aid Information Center
1-800-433-3243
Student Aid on the Web - www.StudentAid.ed.gov

- HOW DO I PREPARE FOR COLLEGE? -
  Learn about exploring careers, choosing and applying to schools, and taking required tests. Use checklists to help get ready.

- WHAT TYPES OF AID CAN I GET? -
  Read about the types of financial aid available from the government and other sources: grants, scholarships, loans, and work-study.

- DO I QUALIFY FOR AID? -
  Most people are eligible for financial aid. Find out who gets aid, how to stay eligible, and how to get eligibility back if you’ve lost it.

- HOW DO I APPLY FOR AID? -
  Learn how to submit your Free Application for Federal Student Aid (FAFSA), how aid is calculated, and how you’ll get your aid.

- HOW DO I MANAGE MY LOANS? -
  Choose a repayment plan, pay on time, avoid default, and get help with problems.

Visit the Web site or call for general information about student aid.

Your single contact for everything related to repayment of your Direct Loan:

Borrower Services
800-557-7394

Visit the Web site or call to get your loan account information, obtain a deferment or forbearance application, learn about making online payments, set up automatic payments, and much more.

For everything you need to know about Direct Consolidation Loans and for an online application:

Direct Loan Consolidation Center
1-800-557-7392
BASIS FOR AWARDING FINANCIAL AID

Each year, Cattaraugus-Allegany BOCES prepares a budget or list of annual expenses which includes an amount for tuition and fees, books and supplies, room and board, personal expenses, and transportation. This budget, which is established according to federal guidelines, is used to determine the individual student’s financial “need”.

The family contribution, as indicated on the student’s Student Aid Report (SAR), is subtracted, along with any other forms of aid the student may receive.

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\begin{align*}
\text{Cost of Education} & \quad (\text{Less): EFC)} \\
(\text{Less): Anticipated Financial Aid} & \quad (\text{PELL, grants, scholarships, agency funding)} \\
(\text{Equals): Need} & \\
\end{align*}
\]

The net result is the student’s “need” which could be met with other aid, i.e., student or PLUS loans.

GENERAL INFORMATION AND HELPFUL HINTS

- The student must apply for admission to Cattaraugus-Allegany BOCES and be accepted into the Practical Nursing program of study to be eligible to receive financial aid.
- Students are required to submit all verification documentation as requested by the Financial Aid Office.
- The student must reapply for financial aid every year beginning in May for the following academic year. The student is responsible to know and meet all financial aid deadlines.
- The student is responsible to know and meet all satisfactory academic progress standards to remain eligible for financial aid.
- The student should maintain copies of his/her financial aid forms, parents' and student's tax returns (federal and state), W-2 forms, and documentation of any other source of aid such as Social Security benefits or public assistance.
- The student should make an appointment to report unusual family situations such as divorce, separation, death, or dislocated worker status to the financial aid office since it may have an effect on his/her aid status.
- Male students who have reached their 18th birthday are required to register for Selective Service to receive financial aid and may be asked to provide proof of registration. Men can register at any post office, or register now on-line at http://www.sss.gov/regist.htm
- Students must list Cattaraugus-Allegany BOCES (school code: 014648) as a college choice on their FAFSA (federal application) for federal aid to be processed by CABOCES.

DETERMINING AID ELIGIBILITY

Once the school has a valid SAR or ISIR the amount of the Federal PELL Grant and Federal Stafford and/or PLUS Loan eligibility can be determined. The student will be notified with an official award letter from CABOCES indicating the amount of financial aid they can expect to receive for the award year. If the amount of the aid should change due to verification, the student will receive a revised award notice.
DISBURSEMENT OF TITLE IV FINANCIAL AID

PELL Grant funds are electronically transmitted to the school and are credited to the student’s account as payment on tuition. The first disbursement will be made at the beginning of the award year and the second disbursement will be made once half of the expected total year clock hours have been completed.

Example:

Program hours for first year - 681
0 - 342 1st Disbursement
343 - 684 2nd Disbursement

These disbursements will appear on your Account Statement from the Business Office.

When a school disburses FSA program funds to a student by crediting a student’s account, it may do so only for allowable charges. Allowable charges include:

- Current charges for tuition and fees as defined in Section 472 of the HEA and room and board (if the student contracts with the school); and
- Other current charges that a student has incurred for educationally-related activities if we obtain the student’s written authorization or the parent’s written authorization (in the case of PLUS loan funds).

FSA funds may not be used to repay a student’s loan. Loan payments are not part of the cost of attendance for the period of enrollment.

The CABOCES Practical Nursing attendance policy allows 20 hours each year for excused absences in the classroom. Thus, for Financial Aid purposes, the student’s excused classroom hours can be counted toward the number of hours it takes the student to complete the halfway point in the program. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed, and are not to be made up.

FEDERAL STAFFORD STUDENT LOAN PROCEDURE AND DISBURSEMENTS

The maximum amount of Federal Stafford Student loan that you will be able to borrow will be listed on your award letter. If you choose to apply for the loan, you will need to complete a separate loan application (master promissory note) online at studentloans.gov. Once your application is received in the Financial Aid office, the Financial Aid Administrator will process the application, certify it, and forward it to your lending institution. When the loan has been approved by the Lending institution, CABOCES will receive your loan money electronically. You will receive notification from the Financial Aid Office when your loan funds have been received and you will be given the option to cancel the loan within 14 days of your notification should you decide you will not need the loan funds.
MULTIPLE DISBURSEMENT REQUIREMENT

All loan proceeds require multiple disbursement regardless of the amount of the loan or the length of the loan period. No installment amount may exceed more than half the amount of the loan proceeds. The date of the second scheduled disbursement may be on the earlier of the midpoint of the loan period for which the loan was made, or a date which coincides with the beginning of the next scheduled term.

Loans will follow the same disbursement schedule as the PELL grants. If you owe a balance on your account, your loan money will be applied to the balance owed. If your account is paid in full, the school will issue you a refund for any amount not due to the school. All refunds will be issued within 14 working days once funds arrive and/or hours of attendance have been met. If you prefer to have BOCES withhold excess loan funds for budgeting purposes, you will be required to complete an authorization form that will be available at the Financial Aid Office.

FIRST-TIME BORROWERS

Delayed delivery restriction for first-year, first-time undergraduate Stafford borrowers. For such a borrower, the school may not release funds until 30 days after the first day of the student's classes.

The dates for distribution of your loan funds will appear on the certification by the school section of your loan application. You will receive the borrower copy of the application as soon as the loan has been completed.

NECESSITY TO REPAY LOANS

When you sign the lender's promissory note, you are agreeing to repay your loan. You will have to pay back the loan even if you did not complete your education, are not able to get a job after you complete the program, or you are dissatisfied with, or did not receive the education you paid for.

You will be required to attend an Entrance Interview before you are able to borrow a Federal Stafford Student Loan and you'll also have to attend an Exit Interview before graduation if you did borrow a FSSL. Your rights and responsibilities as a borrower will be explained at these interview sessions.

OTHER FUNDING SOURCES/STUDENT REFUNDS

When a student is awarded funding through one of the local employment and training centers, CareerLink, NYS One Stop Centers, or an employer, it is the student’s understanding that:

- All necessary billing forms must be submitted to the CABOCES Business Office.
- The student has satisfied all the agency/employer requirements for funding.
- Refund checks are issued from the BOCES Business Office once a student’s Fall or Spring billing has been paid and there is an aid overpayment that can be returned to the student.
CONTACT INFORMATION FOR CATTARAUGUS-ALLEGANY BOCES FINANCIAL AID OFFICE

Kristin L. Woodhead, Financial Aid Specialist

Office hours: Tuesday and Thursday
8 AM – 4 PM

Telephone:  716-376-8274
Fax:  716-376-8450
E-mail:    Kristin_Woodhead@caboces.org
Mail:  Financial Aid Office
       Cattaraugus-Allegany BOCES
       1825 Windfall Road
       Olean, NY 14760

CONTACT INFORMATION FOR FSA'S STUDENT LOAN OMBUDSMAN’S OFFICE

We are pleased to provide borrowers of student loans authorized under Title IV of the Higher Education Act of 1965, the most current contact information for FSA's Student Loan Ombudsman's Office.

Via on-line assistance: studentaid.gov/repay-loans/disputes/prepare

Via telephone:  877-557-2575 (toll free)

Via fax:  606-396-4821

Via mail:  FSA Ombudsman Group
          P.O. Box 1843
          Monticello, KY  42633
PRACTICAL NURSING PROGRAM
TUITION RATE
2018-2019 School Year

Students enrolled in a regular daytime Career & Technical Education Training Program at the Cattaraugus-Allegany BOCES are charged as follows:

<table>
<thead>
<tr>
<th>Monthly (10 months)</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing part-time program</td>
<td>$855.00</td>
</tr>
</tbody>
</table>

- Students making monthly payments are required to pay their tuition the first day of each month.
- If the student withdraws during the year, the tuition will be prorated per hours of attendance.

UNPAID STUDENT BALANCES

The Business Office will bill a student-owned balance until paid in full. If an account is referred to a collection agency/attorney for collection, the student will then be liable for the original bill plus any additional fees associated with the collection costs.

Please also refer to "Graduation Requirements" in section 22.

ESTIMATED COST OF ATTENDANCE

You may use financial aid toward any education-related expense which includes not only tuition and books, but also transportation, meals, housing, and personal expenses like clothing and laundry. We are required by federal law to give you an estimate of the costs associated with attending school. With the exception of tuition and nursing supplies, all figures below are estimates based on average costs for this area; your actual expenses may be more or less depending on your personal living arrangements.

<table>
<thead>
<tr>
<th>PART-TIME PROGRAM</th>
<th>Living with Parent:</th>
<th>Not Living with Parent:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dependent</td>
<td>Independent</td>
</tr>
<tr>
<td>Tuition and nursing supplies</td>
<td>$8,550</td>
<td>$8,550</td>
</tr>
<tr>
<td>* Books, supplies, nursing shoes, watch, (estimate)</td>
<td>1,200</td>
<td>1,200</td>
</tr>
<tr>
<td>Transportation</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Housing and food</td>
<td>2,250</td>
<td>5,250</td>
</tr>
<tr>
<td>Personal</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Average loan fees</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Total Cost of Attendance Budget</td>
<td>$16,070</td>
<td>$19,070</td>
</tr>
</tbody>
</table>

* Add your cost for dependent care while you attend class, as well as any unreimbursed educational expenses you incur as a result of a disability.

* First year = $1,185
* Second year = $295
REFUND/WITHDRAWAL POLICY

Students who withdraw or are withdrawn from the Cattaraugus-Allegany-Erie-Wyoming BOCES Practical Nursing program before completing the program may be entitled to a full or partial refund of their tuition in accordance with the following schedule. Additionally, any student eligible for a refund who receives Title IV federal financial aid (PELL Grant, Stafford Loan, FPLUS) must have his/her aid recalculated to determine what aid was earned and what aid has to be returned. These procedures conform with current federal law.

The program fees and supply fees are not refundable. Students who withdraw or are dropped shall be liable for payment of tuition and fees according to the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Tuition Liability</th>
<th>Reduction of Tuition Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to start of class or up to 15 hours attended</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Up to 15% of scheduled hours</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>16% - 30% of scheduled hours</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>31% - 45% of scheduled hours</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>46% or greater of scheduled hours</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

RETURN OF TITLE IV FUNDS

Federal regulations governing the use of Title IV funds (student, parent loans and PELL Grants) dictate how much of this type of aid a student has "earned" for the period of time attended. Any "unearned" Title IV funds must be returned to the Title IV program (i.e., loan program or Pell Grant program). The amount of Title IV funds earned may not fully cover the institutional charges for the period of enrollment. In fact, the determination of the amount of Title IV funds that a student has earned has no relationship to a student's actual institutional costs. The student needs to be aware that if they drop from a program, Title IV funds may have to be returned to a Title IV fund if they have not been "earned" and the student may owe the school money as a result of no longer having access to those Title IV funds. The school's position on charges that are not covered by Title IV funds because the funds had to be returned is that the student must pay the school any money owed.

The school will determine, according to federal regulation, the amount of Title IV grants or loan assistance the student earned as of the student's withdrawal date. Withdrawal date is defined as the last date of academic attendance as documented by attendance records.

If a student earned less Title IV funds than was disbursed, as of the withdrawal date, the difference must be returned to the Title IV program. If a student earned more aid than was disbursed as of the withdrawal date, the difference will be treated as a post-withdrawal disbursement. This amount will be disbursed to the institution and/or student as appropriate.

If the student completed 60% or less of the enrollment period, the percentage of Title IV aid earned is equal to the percentage of the enrollment period that the student completed as of the student's withdrawal date. If the student completed more than 60% of the enrollment period, the percentage of Title IV funds earned is 100%. The percentage of unearned Title IV funds is the complement of the amount earned.
The amount of Title IV funds to be returned is calculated as follows:

\[
\text{Disbursed Aid} - \text{Earned Aid} = \text{Amount to be returned (unearned aid)}
\]

The percentage of the payment period or enrollment period that the student completed is calculated by:

\[
\frac{\text{Total Number of Hours Completed}^* \text{ by the Student as of the Withdrawal Date}}{\text{Total Number of Hours in the Enrollment Period}}
\]

Or if the hours completed by the student are 70% or more of the hours that were scheduled to completed by the student's withdrawal date, then the calculation is as follows:

\[
\frac{\text{Total Number of Hours Scheduled to be Completed} \text{ by the student as of the withdrawal date}}{\text{Total Number of Hours in the Enrollment Period}}
\]

When returning Title IV funds, both the school and the student have responsibilities. The school must return the lesser of either 1) the total amount of unearned aid, or 2) institutional charges for the enrollment period times the percentage of Title IV aid not earned.

The student must return the difference between what the school has returned in unearned Title IV funds and the total amount of unearned Title IV assistance. If the assistance is in the form of loans, the student just repays the loans. If the assistance is in the form of PELL grants, the student need only return 50% of the PELL grant amount due. The student may repay the grant amount due in full, enter into a payment agreement with the school, or enter into a repayment agreement the Secretary of Education.

Title IV funds must be returned in the following order of priority:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Pell Grants

* Potential hours less absences of any kind, including absences such as bereavement leave.

As the Student, you are still responsible to pay your tuition bill even if you do not complete the course; if you are not satisfied with your education, if you cannot find employment, or if you did not receive the education or other services you purchased from BOCES.
BOCES LOAN ENTRANCE COUNSELING

Required information will include:
- In person/group session
- “Entrance Interview” form to be completed by student
- Master Promissory Note (MPN) the student must complete online at studentloans.gov

Sessions will include:
- Emphasis on importance of repayment obligation
- An explanation of the use of the master promissory note
- How interest accrues and is capitalized during periods when the interest is not paid by either the borrower or the Secretary (Unsubsidized Stafford or Graduate PLUS loans)
- For unsubsidized Stafford or Graduate PLUS loans, the borrower's option to pay the interest while the borrower is in school
- The definition of half-time enrollment at the institution, during regular terms and summer school, if applicable, and the consequences of not maintaining half-time enrollment (loans enter repayment).
- The importance of contacting the financial aid office at the institution if the borrower withdraws prior to completing the borrower's program of study so that the institution can provide exit counseling, including information regarding the borrower's repayment options and loan consolidation
- Sample monthly repayment amounts based on:
  - A range of levels of indebtedness of
    - Borrowers of subsidized or unsubsidized Stafford loans; and
    - As appropriate, graduate borrowers of subsidized or unsubsidized Stafford loans or Graduate PLUS loans; or
  - The average cumulative indebtedness of other borrowers in the same program as the borrower at the same institution
- The obligation of the borrower to repay the full amount of the loan, regardless of whether the borrower completes or does not complete the program in which he or she is enrolled within the regular time for program completion
- The likely consequences of default on the loan, including adverse credit reports, delinquent debt collection procedures under federal law, and litigation
- Loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Use NSLDS to keep track of federal student loan debt.
- The name of and contact information for the individual the borrower may contact if the borrower has any questions about the borrower's rights and responsibilities or the terms and conditions of the loan (see Contacts section).
**Entrance Interview**

**Borrower Information** (Please print clearly)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security #:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td>Home Phone:</td>
</tr>
</tbody>
</table>
| Driver’s License # & State: | Expected Date of Program Completion:   /

**School Name:**

<table>
<thead>
<tr>
<th>Program:</th>
<th>School Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Cumulative Indebtedness of Borrowers in Same Program is $ 10,675</td>
<td></td>
</tr>
</tbody>
</table>

School policy on below half-time status:

- Reviewed college catalog
- Reviewed college website
- Reviewed school handout

Withdrawing from School? Contact: Kristin Woodhead, Financial Aid Specialist

**Repayment Options**

- Standard Repayment
- Graduated Repayment
- Income-Sensitive Repayment
- Extended Repayment

Review estimated repayment option charts indicating average anticipated monthly payments. Terms describing deferments, forbearance and loan consolidation are outlined.

Review handouts explaining the MPN and its processing; loan types; serious consequences of default; understanding borrowing; repayment options and rights; solutions to repayment problems; delinquency and default.

- I received the above-mentioned pamphlet and guide.

**Questions** — On my rights and responsibilities as a borrower for the terms & conditions of my loan.

School Official: Kristin Woodhead  
Phone #: 716 376 8274

Direct Loan Website  
www.direct.ed.gov

Questions, call  
Phone #: 1-888-848-0979

**Employer Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

**Reference 1 Information** — (Parent or next of kin required). All 3 individuals must have different addresses.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

**Reference 2 Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

**Reference 3 Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

You are required to inform the school if any of the above information needs to be updated.
Checklist

☐ I understand that I must attend entrance counseling before the delivery of my first loan disbursement.
☐ I must use my loan(s) for educational purposes and can prepay all or part of my loan(s) without penalty.
☐ I must repay my loan(s) in full including fees and accrued interest.
☐ I understand my obligation to repay back loan(s) if I do not complete the program or do not complete within the regular time.
☐ I understand my loan(s) cannot be discharged because of unemployment, my dissatisfaction with the school, or their services.
☐ I understand the effect of accepting loan(s) on my eligibility for other Financial Aid.
☐ I understand how interest accrues and is capitalized during periods when the interest is not paid by Inc (the borrower) or the U.S. Department of Education.
☐ I understand the option to pay interest on Unsubsidized Stafford and/or Grad PLUS while in school.
☐ I received information on the average cumulative indebtedness of other borrowers at my school within my program.
☐ I understand the Master Promissory Note is a written agreement between me and the lender.
☐ I understand that I may receive more than one loan under a single Master Promissory Note.
☐ I understand a copy of my promissory note should be kept in a secure place.
☐ I understand the seriousness of my repayment obligation and my monthly payment will generally not be less than $50.
☐ I received information on the repayment plans and loan consolidation.
☐ I understand that my monthly payment depends on the repayment plan, type of loan program, and amount borrowed.
☐ I understand to avoid delinquency of my loan(s) there are deferments and forbearance available.
☐ I understand the consequences of default which includes adverse credit reports and debt collection under federal law and litigation that may include State/Federal IRS Offsets (seizure of tax refunds).
☐ I understand defaulting on my loan(s) will create legal action which may result in garnishment of my wages.
☐ I understand the definition of half time enrollment at my school for all terms and the consequences of less than half time status.
☐ I understand satisfactory academic progress policies.
☐ I understand my school's refund policies.
☐ I understand my school's withdrawal policy and know the appropriate office to contact for my loan exit interview.
☐ I received the name and contact of the individual at my school with Title IV expertise to answer my loan questions.
☐ I received my school's loan disbursement schedule.
☐ I understand that I can access my student loan account information on-line at www.NSLDS.ed.gov if I have any concerns.
☐ I understand if there is a dispute about my loan(s) after contacting my school, lender and guarantor (HESC), my next step would be to contact the Ombudsman representative at the U.S. Department of Education at 1-877-557-2575.

I certify that I read and understand my responsibilities and rights as a student borrower. All information completed on this form is correct to the best of my knowledge. I have received information during my loan counseling on the Master Promissory Note, capitalization, deferments, repayment option plans and debt management from the appropriate school official.

Student Signature _____________________________________________________  Date _______________________

School Official Signature _______________________________________________ Date _______________________
APPENDIX A  
2018-2019 Required Verification Text

High School Completion Status

Students will provide one of the following documents that indicate the student’s high school completion status when the student will begin class in 2018–2019:

- A copy of the student’s high school diploma.

- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.

- A copy of the student’s General Educational Development (GED) certificate or GED transcript.

- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.

- If State law requires a home-schooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.

- If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.
Identity and Statement of Educational Purpose
(To Be Signed at the Institution)

The student appeared in person at Cattaraugus-Allegany BOCES to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student’s ID.

In addition, the student signed, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____________________________ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Cattaraugus-Allegany BOCES for 2018-2019.

_________________________________________     _______________
(Student’s Signature)            (Date)

____________________
(Student’s ID Number)
BOCES LOAN EXIT COUNSELING

Required information will include:
• In person/group session
• Written materials that the borrower must sign and return

Sessions will include:

• Information on available repayment plans, including a description of the different features of each plan
• Sample information showing the average anticipated monthly payments under each plan
• The difference in interest paid and total payments under each plan
• Debt management strategies that are designed to facilitate repayment
• General descriptions of terms and conditions for full or partial forgiveness or cancellation, deferment, or forbearance, and a copy of ED's publication [required under §485(d)] that describes the assistance programs in general and loan repayment in particular
• The borrower's options to prepay each loan, pay each loan on a shorter schedule, and change repayment plans
• Consequences of defaulting on a loan, including adverse credit reports, delinquent debt collection procedures under federal law, and litigation
• The effects of consolidating Title IV loans under including at a minimum:
  ➢ The effects on total interest to be paid, fees to be paid, and length of repayment
  ➢ The effects on underlying loan benefits, including grace periods, loan forgiveness, cancellation, and deferment opportunities
  ➢ The borrower's option to prepay the loan or to change repayment plans
  ➢ Variation in borrower benefit programs among different lenders
• A general description of the types of tax benefits that may be available to borrowers
• The availability of the National Student Loan Data System (NSLDS) and how the system can be used by a borrower to obtain information on the status of his or her loans
  ➢ Any title IV grant or loan a student receives will be included in NSLDS, and how to access that information
  ➢ The categories of individuals or entities that may access NSLDS data, and for what purposes access is allowed
  ➢ The categories of information included in the data system
  ➢ The provisions of applicable federal privacy statutes, and a statement of student rights and responsibilities under them
  ➢ Measures taken by ED to safeguard student data
  ➢ Other information as determined appropriate by ED
EXIT INTERVIEW

<table>
<thead>
<tr>
<th>Borrower Information: (Please print)</th>
<th>School Name: C/A BOCES</th>
<th>School Code: 021109</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Social Security #:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td>Home Phone #:</td>
<td></td>
</tr>
<tr>
<td>Driver’s License &amp; State:</td>
<td>Date of Program Completion:</td>
<td></td>
</tr>
</tbody>
</table>

**Average Cumulative Indebtedness** of subsidized or unsubsidized Stafford borrowers in the same program as the borrower at the same school is: $11,132

- The amount above has been compared within repayment plans and the total interest paid in each plan has been reviewed.

- I understand (if eligible) how to obtain full or partial forgiveness or cancellation of my student loan.
- I understand there are web based Repayment Calculators to help me understand repayment calculation estimates.
- I will check with the IRS on the Qualified Student Loan Interest Paid Tax Deduction.
- I understand Loan Consolidation features include combining loans into one single new loan which will create new terms and conditions. There is no grace period; payments begin at consolidation.
- I understand how to access my federal student loan history on-line if I have any concerns at: [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov).
- I understand my total loan payment will vary based on type of loan, interest rates, loan terms and fees.

**Description of Repayment Options:**

- **Income Based Repayment Plan** is based on Adjusted Gross Income (AGI) and financial hardship; you may take up to 25 years to repay. After 25 years, any remaining balance of the loan is forgiven with tax consequences. Monthly payment is calculated on AGI, Disposable Income and Household Size.

- **Standard Repayment Plan features:** 10-year repayment schedule and a fixed monthly payment with a $50 minimum payment.
- **Graduated Repayment Plan features:** 10-year repayment schedule with loan payment that gradually increases over the time of the loan which includes interest due.
- **Extended Repayment Plan features:** Repayment schedule not to exceed 25 years and have no outstanding balance as of 10-7-98 with total loan amount of $30,000 or more.

- I received the Paying Your Student Loan is Serious Business pamphlet. I reviewed and understand My Rights and Responsibilities Checklist. I understand my federal student loan must be repaid. If I have trouble with repayment in the future, I will contact my Lender.

  Signature ____________________________  Date ___________________________

**To be completed by the student – (Please print)**

**Employer Information –**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Reference 1 Information – (Parent or next of kin but not spouse)**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Reference 2 Information – (Must have different address from the above Reference)**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>
STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid on the FAFSA that he/she is eligible.

The Higher Education Reconciliation Act (HERA) modified this criterion so that convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. Students who became ineligible due to offenses that did NOT occur during such a period are now eligible. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<table>
<thead>
<tr>
<th></th>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st offense</strong></td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td><strong>2nd offense</strong></td>
<td>2 years from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td><strong>3+ offenses</strong></td>
<td>Indefinite</td>
<td></td>
</tr>
</tbody>
</table>

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to BOCES that he/she has successfully completed the rehabilitation program; as conviction question on the FAFSA.

When a student regains eligibility during the award year, BOCES may award Pell and Campus-based aid for the current payment period and Direct and FFEL loans for the period of enrollment.
Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements: (If a student needs to enter such a program, they will be advised).

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
## GRADUATION STATISTICS

### PART-TIME PROGRAMS

<table>
<thead>
<tr>
<th>Year</th>
<th>Admissions</th>
<th>Graduated</th>
<th>Admissions</th>
<th>Graduated</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>58</td>
<td>29</td>
<td>2011</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td><strong>Graduated 2006</strong></td>
<td><strong>29</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>88</td>
<td>42</td>
<td>2012</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td><strong>Graduated 2007</strong></td>
<td><strong>42</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td>68</td>
<td>34</td>
<td>2013</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td><strong>Graduated 2008</strong></td>
<td><strong>34</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>82</td>
<td>39</td>
<td>2014</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td><strong>Graduated 2009</strong></td>
<td><strong>39</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>70</td>
<td>33</td>
<td>2015</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td><strong>Graduated 2010</strong></td>
<td><strong>33</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>83</td>
<td>34</td>
<td>2016</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td><strong>Graduated 2011</strong></td>
<td><strong>34</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>71</td>
<td>29</td>
<td>2017</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td><strong>Graduated 2012</strong></td>
<td><strong>29</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* NCLEX-PN Pass Rates:

<table>
<thead>
<tr>
<th>Year</th>
<th>Pass Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>100%</td>
</tr>
<tr>
<td>2007</td>
<td>100%</td>
</tr>
<tr>
<td>2008</td>
<td>97.0%</td>
</tr>
<tr>
<td>2009</td>
<td>100%</td>
</tr>
<tr>
<td>2010</td>
<td>91%</td>
</tr>
<tr>
<td>2011</td>
<td>85%</td>
</tr>
<tr>
<td>2012</td>
<td>86%</td>
</tr>
<tr>
<td>2013</td>
<td>93%</td>
</tr>
<tr>
<td>2014</td>
<td>96%</td>
</tr>
<tr>
<td>2015</td>
<td>100%</td>
</tr>
<tr>
<td>2016</td>
<td>93%</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
</tr>
</tbody>
</table>

Because the graduation/placement statistics may change between handbook updates, the most recent information may be obtained by calling the Health Occupations Coordinator at (716) 376-8217.

## JOB PLACEMENT STATISTICS

Of the 20 graduates from the 2017 Practical Nursing program, six-month post-graduation survey returns indicate that 95% of graduates are currently employed in health care. Approximately 5% are pursuing higher education in nursing or a related health field. None of the graduates who returned surveys indicated that they are not yet seeking employment or have not found employment.
DRUG FREE SCHOOLS

It is required of each New York State School to establish a policy against the use, distribution, possession or sale of controlled substances in school buildings and on school grounds. Controlled substances are defined as illegal drugs plus drugs that have medical use but are highly addictive. Alcohol is also a controlled substance.

A copy of Board Policy 6220, which covers the subject of drugs and alcohol, is below. Please read this policy carefully. Disciplinary action will result from any violation of the policy. Discipline may include, but not be limited to, suspension from the Career and Technical Education Center. If you have any questions, please consult with your building principal.

CONTROLLED SUBSTANCES AND ALCOHOL

It will be the policy of Cattaraugus-Allegany BOCES to prohibit the use of tobacco, alcohol and controlled substances on its property. The District Superintendent will take positive action through a program of education, counseling, and referral to medical and/or legal authorities in handling incidents in the school involving the possession, sale and/or use of such substances.

Any student who violates any provision of this policy may be terminated from the nursing program.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)
1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.
2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.
Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
(a) 1st conviction and the amount of crack possessed exceeds 5 grams.
(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881 (a)(4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a
Civil fine of up to $10,000 (pending adoption of final regulations).
21 U.S.C. 853a
Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(9)
Ineligible to receive or purchase a firearm.

Miscellaneous
Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. There are additional state penalties and sanctions which may apply.

New York State Penal Law

Articles 220 and 221 of the Penal Law are directly aimed at unlawful traffic in mind-affecting drugs. They are compatible with the Public Health Law and the provisions of the latter are often cross-referenced in the Penal Law sections that deal with the different drugs.

Articles 220 and 221 set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug and amount held or sold. The table of penalties in this publication was derived from those statutes.

Marijuana has been placed in Article 221 and separately dealt with in the Penal Law, as a result of the Marijuana Reform Act of 1977. That statute made the penalties upon conviction of use of small amounts of marijuana less severe than formerly.

Specific sections of interest in Article 220 follow:

Section 220.44 - makes a sale of a controlled substance in or near school grounds, to a person less than 19 years of age, a Class B felony.
Section 220.45 - makes criminal possession of a hypodermic instrument a Class A misdemeanor.
Section 220.46 - makes criminal injection of another person with a narcotic drug, with consent of that person, a Class E felony.
Section 220.50 - bans possession or sale of drug paraphernalia; deals with things that dilute drugs, like dextrose or mannite; and gelatin capsules, plastic envelopes, etc., considered commercial preparation materials (Class E felony).
Section 220.60 - makes criminal possession of certain "precursors" of controlled substances used in their preparation or manufacture, but not the drugs themselves, a Class E felony (for example, ergot or dissimilate).

It is important to be aware that under the Penal Law, a gift of drugs, including marijuana, is treated as a sale.

New York State Penal Law defines a misdemeanor as a crime punishable by imprisonment for more than 15 days but not more than one year. A felony is a crime punishable by imprisonment for more than one year.
New York Law: Illegal Sale or Possession of Alcohol

1. **Unlawfully Dealing with a Child**: It is unlawful to give or sell alcohol (or cause it to be given or sold) to a person under the age of 21. This is a Class B misdemeanor. The penalty could be up to three months imprisonment and a $500 fine.

2. **DWI**: Driving While Intoxicated (by drugs or alcohol) is a misdemeanor punishable by up to a year imprisonment and a fine of up to $500.

3. **DWAI**: Driving While Ability Impaired by Alcohol is a violation punishable by up to 15 days imprisonment and a fine of up to $350.

4. **Liability of One Serving a Person under Age 21**: Anyone who furnishes or assists an intoxicated person to procure alcoholic beverages is liable for any damages caused by that person while under the influence.

5. **Dram Shop Liability**: Any person who sells alcoholic beverages or unlawfully assists an intoxicated person to procure alcoholic beverages is liable for any damages caused by that person while under the influence.

6. **Fraudulent Documents**: It is in violation of state law for a person under the age of 21 years to present false evidence of age to procure alcoholic beverages. Possessing such false evidence may also be criminal possession of a forged instrument within the meaning of the penal law. The penalty for using fraudulent means to obtain alcoholic beverages may include probation up to a year and a fine of up to $100.

Health Risks of Alcohol and Drug Abuse

Excessive alcohol consumption and abuse of illicit drugs can lead to certain types of cancer, pathological changes in the liver, brain, heart and muscle which can lead to disability and death, addiction, birth defects, shortened life span, stomach ulcers, phlebitis, varicose veins, and other health problems. Alcohol and drugs are also a major factor in homicides, assaults, rapes, suicide, family and date violence. Alcohol is significantly involved in all types of accidents - motor vehicle, home, industrial, and recreational. Unintended pregnancies and sexually transmitted diseases are often associated with alcohol or other drug abuse, as well as relationship, academic or work problems.

For more information about the possible effects and health risks associated with the use of illicit drugs and alcohol, contact the BOCES Health Office at 716-376-8217 or visit the National Institute on Alcohol Abuse and Alcoholism’s website at www.niaaa.nih.gov

Community Resources for Counseling, Treatment and Rehabilitation

CARes - Council on Addiction Recovery Services, Inc.
P.O. Box 567, 201 S. Union Street
Olean, NY 14760
Phone 716-373-4303

Alcoholics Anonymous    Alcoholics Anonymous    Allegany Council on Alcoholism
313 N. Union Street    10 Chapel    3084 County Rd 30
Olean, NY 14760    Alfred, NY 14802    Wellsville, NY 14895
716-372-4800    607-276-8588    585-593-1920
WEAPONS IN SCHOOL/GUN FREE SCHOOLS

You are not allowed to have weapons or firearms on school property. Weapons are defined as any tool or object that through the intent of the user may or does inflict harm. Firearms are defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device.

Any student found violating these rules might be subject to suspension, the weapon(s) taken from you and the police may be notified of any confiscated weapons.

LOSS OR DESTRUCTION OF CATTARAUGUS-ALLEGANY BOCES PROPERTY

The Cattaraugus-Allegany BOCES is authorized to seek restitution, through civil action when necessary, where such student:

a. Has willfully, maliciously, or unlawfully damaged, defaced or destroyed real or personal property in the care, custody and/or ownership of the District; or
b. Has knowingly entered or remained in a District building, and wrongfully taken, obtained or withheld personal property owned or maintained by the District.

DISCRIMINATION/HARASSMENT PROCEDURE

A. Reporting Allegations of Discrimination, Harassment & Bullying/Cyberbullying Behavior

1. REPORT. Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying/cyber bullying, shall report the behavior to any staff member or the Building Principal. School employees who witness harassment, bullying, and/or discrimination or receive an oral or written report of such acts shall promptly orally notify the principal, superintendent, or their designee not later than one school day after such employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or their designee no later than two school days after making an oral report.
2. **INVESTIGATION.** The principal, superintendent or the principal's or superintendent's designee shall lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written reports.

3. **RESPONSE.** When an investigation verifies a material incident of harassment, bullying, and/or discrimination, the superintendent, principal, or designee shall take prompt action, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.

4. **LAW ENFORCEMENT.** The principal, superintendent, or their designee shall notify promptly the appropriate local law enforcement agency when it is believed that any harassment, bullying or discrimination constitutes criminal conduct.

5. **ANNUAL REPORT.** The principal shall provide a regular report, at least once during each school year, on data and trends related to harassment, bullying, and/or discrimination to the superintendent.

6. **NO RETALIATION.** Pursuant to Education Law section 13, retaliation by any school employee or student shall be prohibited against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, and/or discrimination, including cyberbullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying/cyberbullying behavior has not resumed and that all those involved in the investigation have not suffered retaliation.

7. **BOARD POLICY. HARASSMENT/DISCRIMINATION.** Consistent with Board Policy No. 2270 Non-Discrimination & Anti-Harassment and No. 6440 Sexual Harassment of Students, student(s) may also report incidents of discrimination, harassment and/or bullying to the BOCES Compliance Officer, Pamela Kirkwood, Olean CTE Center at 716-376-8237. Such complaint should be in writing. Upon receipt of a complaint of harassment/discrimination, BOCES will promptly investigate. The investigation may consist of personal interview with the complainant, the alleged offender and others who may have knowledge of the circumstances leading to the complaint. The district will notify the complainant and the alleged offender of the outcome of the investigation. Any supervisor, agent or employee who is found to have engaged in harassment shall be subject to appropriate disciplinary action, up to and including discharge.

B. **Prevention and Intervention**

Personnel at all levels are responsible for taking corrective action to prevent bullying/cyberbullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying/cyberbullying within the schools and to facilitate staff identification of and response to such bullying/cyberbullying behavior among students. Prevention and intervention techniques within the District to prevent against bullying/cyberbullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying/cyberbullying stops.
STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Student use of the DCS is conditioned upon written agreement by all students that student use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

Generally, the same standards of acceptable student conduct, which apply to any school activity, shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.
Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS would be private. The Superintendent or his/her designee is authorized to establish regulations as necessary to implement the terms of this policy.

Outline of acceptable use, rules and regulations pertaining to computer use

A responsible user:
• Realizes that it is NOT a right to receive unconditional access to the Career and Tech computer systems.
• Will be conscious of the amount of time they access the Internet, and keep this time to a minimum out of respect for other individuals that would like to access the Internet.
• Will use the network for legal purposes only.
• Will use only polite and appropriate language.
• Will follow the rules of common sense and etiquette.
• Will maintain computer files that belong to the user only.
• Will send or receive copyrighted material only if they have appropriate permission.
• Will keep his or her password strictly confidential.
• Will keep personal addresses or phone numbers of themselves or their colleagues confidential.
• Will maintain the working order of all data.
• May use computers to complete assigned classroom projects.
• May use computers to facilitate growth and learning.
• May use software that is made available for their curriculum.
• May use the Internet to research assigned classroom projects.
• May use the network in such a way that will not disrupt the use of the network by other users.
• May not copy programs or materials that do not belong to the user.
• May not send or receive material protected by trade secret or obscene material.
• May NOT install personal software/programs onto Career Tech computers, unless approved by the Technology Administrator.

The following list of actions may interfere with the Career and Technical Education computer system integrity (an action that will prohibit or destroy the computer system in any way), and, therefore, are PROHIBITED:
• Installing personal software/programs onto Career Tech computers, without the approval of the Technology Administrator.
• Deleting and/or modifying programs or materials that do not belong to the user.
• Vandalism – attempting to harm or destroy data of another user or Internet agency. This includes, but is not limited to, the intentional uploading of computer Viruses.
• Using any password or login combination that is unauthorized.
• Running software that in any way alters the operation of any computer.
• Other actions of similar consequences.
If actions that interfere the Career and Technical Education computer system integrity are observed, CABOCES Network system operators may temporarily suspend user access, immediately notify the user, and report inappropriate use to the user’s instructor immediately. Furthermore, failure to observe and abide by the “A responsible user list…” list (as contained in this document) or interfering with the Career and Technical Education computer system integrity could result in one or more of the following:

- Suspension of computer access
- Suspension from school
- Dismissal from school
- Payment for damages
- Other actions as deemed necessary by Administration

The Cattaraugus-Allegany-Erie-Wyoming Career and Technical Education Center makes no warranties of any kind; whether expressed or implied, for the services it is providing. The Career and Technical Education Center will not be responsible for any damages that are a result of a student’s use of computers or the Internet. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or a student’s errors or omissions. Use of any information obtained via Career and Technical Education Internet access is at the student’s risk. The Career and Technical Education Center specially denies any responsibility for the accuracy or quality of information obtained through its services. Furthermore, a student and/or her/his parents/guardians will be held responsible for any damages she/he willingly or knowingly causes to the Career and Technical Education computer system.

These rules, regulations and procedures are subject to change, as the effects and limitations of technological advances also change. Student acknowledgment, as well parental permission (when appropriate), is required for the opportunity to use the computer systems and the Internet while at school.

CAMPUS SECURITY

There is no campus law enforcement unit responsible for activities. Student discipline matters are managed by the building principals and Coordinator of Pupil Services. Criminal matters are referred to local law enforcement officials. There have been no crimes of violence reported at Cattaraugus-Allegany BOCES campuses during the 2015-2016 school year. Student security issues should be reported to the teacher who will then report to the Building Principal.

EQUAL OPPORTUNITY NOTICE

CA BOCES hereby advises students, parents, employees and the general public that it offers employment, programs and educational opportunities, including career & technical education opportunities, without regard to gender, race, color, national origin, handicap or any other legally protected status. Inquiries regarding this non-discrimination policy and grievance procedures may be directed to: Human Resources Director, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760; 716-376-8237.
FINANCIAL AID OFFICER

Kristin Woodhead  Financial Aid Administrator, Olean Center, 716-376-8274
Office hours: Tuesday and Thursday 8 AM – 4 PM

ADULT EDUCATION STAFF

Rob Chandler  Adult Education Case Advisor, Olean Center, 716-376-8278
Catherine Tomerlin  Lead Instructor for Practical Nursing, Olean Center, 716-376-8217
Christine Clute  Practical Nursing Program Secretary, Olean Center, 716-376-8268

They are available to assist you during regular daytime hours on normal business days. The case advisor has scheduled hours in each center. All of the above personnel are available for individual appointments.

Other information of interest to applicants:

1. Living quarters are not provided by the school.
2. Refunds of financial aid money to lending institutions or students due to withdrawal will be according to refund procedure.
3. The school is accessible to handicapped students.
4. There is no placement service but 100% of the graduates seeking employment find jobs in nursing within four weeks of graduation.