

# THE VOCATIONAL NURSING INSTITUTE, INC.

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## Policy and Procedure Manual

### **Title: CONDUCT POLICY**

#### **REGULATION:**

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules  
Subchapter K

#### **PURPOSE:**

To define the code of conduct for students while enrolled at the school and engaged in classroom and clinical activities.

#### **POLICY:**

##### **#1 POLICY STATEMENT**

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field.

1. Students are expected to have the necessary materials and be punctual always.
2. When participating in class, only ONE student should talk at a time.
3. The school encourages friendliness, but NEVER familiarity with staff or patients.
4. In the lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
5. Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients shall be terminated from the school immediately. This includes yelling, screaming, throwing items, verbal threats, written threats, hitting, pushing, or touching in a threatening demeanor. All rights to readmittance will be forfeited for this behavior.
6. Students who cheat or commit acts of plagiarism, or do not do their own work will be expelled from the school immediately. All rights to readmittance will be forfeited for this behavior.
7. Students will not chew gum during class or clinical rotations.
8. Students will adhere to all the policies and procedures of the school. For students who violate the school rules (except for items #5 and 6 above) they will receive one verbal warning, one final written warning, and if further infractions continue after that they will be expelled from the school.
9. If a student is terminated due to conduct they forfeit all rights to be readmitted to the college.
10. If a student has any legal problems, arrests, warrants, etc. THEY MUST disclose this to the school, especially if this occurs after enrollment and before taking the State Boards. Failure to do so, may lead to automatic termination of the student from the vocational nursing program.

# THE VOCATIONAL NURSING INSTITUTE, INC.

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## Policy and Procedure Manual

11. If a student moves, has a name change, or gets married after acceptance but prior to sitting for the State Boards, they MUST coordinate this information themselves to the Texas State Board of Nursing within 10 calendar days of the change. Failure to do so, may lead to automatic termination of the student from the vocational nursing program.
12. If a student has any legal entanglements, arrests, warrants, after admittance to the school, they must submit a new statement to the Texas Board of Nursing and petition for a declaratory order to enable them to sit for their State Boards. They must notify the School Director immediately if any such activities occur. Failure to do so may result in automatic termination of the student from the vocational nursing program.
13. All students MUST meet the TBON requirements prior to graduation if any courses are required prior to sitting for their NCLEX PN exam.
14. All graduating students MUST register with Pearson/Vue [www.vue.com/nclex](http://www.vue.com/nclex) within 30 days prior to graduation to sit for the TBON NCLEX-PN exam.

### **#2 OTHER EXAMPLES OF INAPPROPRIATE CONDUCT WHICH INCLUDES BUT IS NOT LIMITED TO:**

1. Listening in on private conversations between employees of the school or employees with students which do not pertain to your business with the school;
2. Changing your professional role as a nursing student to a social role by discussing personal matters with patients /coworkers/colleagues/supervisors/ at the school or at one's workplace.
3. Posting on social media negative comments about the school, pictures of the school, posts about the school proprietary business or with its partners, without prior written permission by the School Director.
4. Raising one's voice to another student or employee of the school.
5. Failing to take and follow direction from a school employee.

See also Plagiarism Similarity Policy

"Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit. See plagiarism policy.

"Collusion" means the unauthorized collaboration with another person in preparing work offered for credit.

"Abuse of resource materials" means the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials.

# THE VOCATIONAL NURSING INSTITUTE, INC.

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## Policy and Procedure Manual

“Academic work” means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

“Falsification of Data” means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

### **#3. DISCIPLINARY PROCEDURES FOR ACADEMIC DISHONESTY**

Academic Penalties and Student Rights. If a faculty member or other employee of the school discovers that a student has engaged in an act of academic dishonesty, dishonesty, or inappropriate conduct, he or she may assign an academic penalty to the student.

However, the faculty member must provide the student written notice of the offense, the penalty, and the student's due process rights, before the penalty may be imposed. The procedure for student appeals of academic policy violations is as follows:

- a. The student must be advised in writing by the instructor that the allegation and penalty may be appealed to the department chair (as applicable), then to the Director and, eventually to the Board of Directors.
- b. The student's written appeal must be initiated within two (2) working days of the receipt of written notice of the penalty decision or of the decision of the reviewing administrator.
- c. The student shall have an opportunity to respond to the allegation of academic dishonesty and proposed penalty at each stage of the process.
- d. The reviewing administrator shall provide an impartial, written decision as to the merits of the appeal within two (2) working days of receipt.
- e. The student has two (2) working days from the date of an administrator's decision to appeal to the next level administrator.
- f. When a student does not appeal to the next level, on the third (3rd) working day, the last academic decision shall become final and the academic penalty, if any, shall be enacted by the last reviewer. When a student appeals to the Board of Directors, any academic penalty imposed is effective and final on the date the Board of Directors decision is issued.

#### **Student Discipline Process:**

The Board of Directors may refer the matter to the School Director or designee for further disciplinary action. The student may be suspended from attending class and

# THE VOCATIONAL NURSING INSTITUTE, INC.

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## Policy and Procedure Manual

clinical until the process has been completed. No disciplinary action shall become final against the student until the student has received procedural due process as provided in this policy. This disciplinary process is independent of the appeals process for academic dishonesty, although both processes are the same.

See also Grounds for Dismissal of Students Policy.

# THE VOCATIONAL NURSING INSTITUTE, INC.

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## Policy and Procedure Manual

### **Title: GROUNDS FOR DISMISSAL OF STUDENTS**

#### **REGULATION:**

Texas Board of Nursing Rules and Regulations, Chapter 214. Vocational Nursing Education, §214.8 Students

#### **PURPOSE:**

To establish discharge criteria for students of the Licensed Vocational Nursing Program and the Nurse Aide Program.

#### **POLICY:**

It is the policy of this school to discharge any student who does not consistently meets the requirements for enrollment in the Vocational School of Nursing or Nurse Aide Program in accordance with state law and regulated by the Texas Workforce Commission (TWC), and The Board of Nursing in the State of Texas (VN Program).

#### **PROCEDURE:**

Reasons for dismissal shall include any demonstration of the following, including, but not limited to:

1. Evidence of actual or potential harm to patients, clients, or the public;
2. Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency;
3. Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity; and
4. The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behaviors which, in the judgment of the Board, indicates an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act (VN Program), the Board's rules and regulations(VN Program), and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity(VN Program).
5. Failure to follow the new student process with the TBON and provide a Blue Card or outcome letter within the timelines provided by the school will result in dismissal.
6. Failure to notify the School Director and/or Program Director of legal entanglements immediately and the TBON as applicable for the VN program, which may affect the student's ability to sit for the NCLEX-PN will subject the student to school dismissal.
7. Breach of financial agreements with the School.