

Conduct Requirements

Students are required to abide by proper standards of conduct while in attendance in all classes. Profanity, disorderly conduct, or other actions which, in the opinion of the school, are disruptive, will not be tolerated and can lead to the student's dismissal from the program.

Dismissal from School

CCC reserves the right to terminate a student's enrollment for any of the following reasons:

1. Destruction or unauthorized removal of school property.
2. Failure to make satisfactory progress.
3. Failure to meet attendance requirements.
4. Failure to meet financial obligations.
5. Misconduct which may include dishonesty or plagiarism.
6. Possession or consumption of illegal drugs and/or alcohol.
7. Possession of a gun or other weapon on campus.

STUDENT CONDUCT

1. The student is to arrive on time and dressed appropriately in uniform.
2. Students are to notify the instructor/school/clinical site prior to an absence/tardy. No call, No show may be grounds for immediate dismissal from clinical site.
3. Students coming in late must sign the tardy list located at the front desk.
4. Eating and drinking is only allowed in the designated break areas.
5. Breaks are to be taken at scheduled times only.
6. Assignments are due at the beginning of class. Points will be deducted for late assignments. Quizzes/exams are made up only at the discretion of the instructor
7. No call, No show on mid-term exam or final day will result in a "0" for the test with NO chance to re-take it at a later date.
8. The make-up work policy will be strictly enforced. The student must make up all assignments the day they return unless other arrangements have been made with the instructor. It is the responsibility of the student to obtain any missed assignments.
9. Students should raise their hand in class and be acknowledged to speak
10. Abide by the Honor Code
11. No guns or other weapons are allowed on campus.
12. No cell phones allowed in classrooms.
13. Disruptive behavior and use of profanity are grounds for termination.
14. Destruction or unauthorized removal of school property is grounds for termination.
15. Smoking ONLY allowed in the designated smoking areas outside of the school building.
16. Cigarettes are to be extinguished before walking into restricted areas.
17. Place all cigarette butts, ashes, trash, etc. in the appropriate receptacles.
18. It is the student's responsibility to become familiar with the student handbook as well as the school catalog.
19. Student understand that CCC is not responsible for any personal items or valuables brought onto the school campus.

STUDENT CONDUCT – CLINICAL/EXTERNSHIP

1. Students must be on time for ALL clinical/externship training. If a student is late twice, with-in a 5-week (day) / 6-week (night) rotation, he/she will be terminated from their assigned site. If terminated, the student will receive a failing grade and must repeat the rotation when a clinical/externship site becomes available.
2. **Surgical Technology** students are required to arrive early enough to change clothes and be in the operating room at least 15 minutes before the first surgical case of the day. This will allow time for assignments to be made. Students that arrive more than 15 minutes late will be asked to leave and be marked absent for that day unless they have notified the instructor of the tardy in advance.
3. Students must notify the school the day of any clinical absence. A NO CALL NO SHOW may be grounds for immediate dismissal from the program. Students can leave a voice message prior to normal operating hours.
4. ALL students must have a TB (PPD) test done and bring the record of results to the Academic Dean/Director of Nursing within the first three (3) weeks of class. No student will be allowed to enter their core programs without proof of a completed physical to include all immunizations, PPD and Hepatitis.
5. Professional behavior is expected at all times. No profanity or inappropriate behavior will be tolerated. No disrespectful behavior toward any individual will be tolerated. Specific rules of the facility are to be strictly adhered to. Violation of these rules is grounds for immediate dismissal from the program.
6. Students must dress appropriately for the working environment. CCC uniforms are to be worn to the externship assignment. Be conservative in application of make-up and jewelry. Female students may wear one pair of small, post earrings. No nose rings or body piercing are allowed. No more than one ring on the hand is allowed.
7. No perfume or cologne is to be worn on clinical sites. Chewing gum and excessive make-up are not permitted. Fingernails should not be seen past the fingertips when the palm is facing you. No acrylic or polished nails allowed.
8. Each student should be prepared with a pen and notepad to receive their report on time. The student should also have any other materials required to render patient care such as a stethoscope, penlight and bandage scissors.
9. Patient information is strictly confidential. No discussing patient information in public areas and do not remove any materials from the site containing any patient information.
10. Report any changes in the patient's condition to the instructor and/or nurse/supervisor in charge immediately. Student must give the nurse/supervisor in charge their report before leaving the unit for breaks and at the end of the day.
11. Drug cards are required on each medication to be administered during shifts.
12. It is the student's responsibility to know what procedures need to be performed and be prepared to perform them on time with the instructor's supervision. No procedures are to be performed without instructor supervision unless otherwise instructed.
13. Breaks are to be taken at scheduled times only. The instructor is to be informed before a student leaves the unit and when the student returns. **Students are not allowed to leave the clinical facility during breaks nor lunch.**

14. Eating and drinking is only allowed in the designated break areas.
15. In the clinical setting the instructor should be informed when a student leaves the assigned unit for any reason including emergencies.
16. No personal calls or visitors are allowed at the clinical site. In case of an emergency, the instructor will be notified. The instructor will notify the student and appropriate action will be taken.
17. Use extra time wisely for reviewing procedures, gathering information needed for assignments, reviewing medications, and to offer help to fellow students and staff.
18. It is the student's responsibility to become familiar with the student handbook as well as the school catalog.

Clinical/Externship evaluations will be done by instructor at midterm and end of term with the exception of Surgical Techs, which are done on a weekly basis. An instructor has the authority to ask a student to leave the clinical site for violation of any rules. The student will be asked to return to the school and see the Academic Dean, Director of Nursing Education or Clinical Coordinator. Refusal to leave the site will result in immediate termination from the program.

Allied Health students may not miss more than three (3) clinical/externship training days during the entire program. A passing grade on both lecture and clinical/externship are required to progress to the next levels of study.

Practical Nursing students may not miss more than five (5) clinical days throughout the entire program. Any student missing more than one (1) clinical per course will fail that course unless the absence has been excused by the Director of Nursing Education or the School Director.