

STUDENT CODE OF CONDUCT AND DISMISSAL FROM SCHOOL

Failure to comply with policy and procedure statements as outlined in this and other college publications may result in a student's dismissal from school. Each student who attends Ohio Business College is an adult and is expected to behave accordingly. Recommendations for employment through Career Services are based on scholastic records, attendance, and conduct.

Ohio Business College reserves the right to permanently dismiss any student for any of the following reasons or any other reason as determined by the Campus Director to protect the interest of all students, faculty, staff, and property:

- ◆ Academic dishonesty including, but not limited to, plagiarism and academic cheating.
- ◆ All acts of hazing, bullying, and cyberbullying are prohibited.
- ◆ Forgery, alteration, or misuse of college documents, records, or identification.
- ◆ Knowingly furnishing false information to Ohio Business College.
- ◆ Obstruction or disruption of college-authorized activities on college property.
- ◆ Physical or violent verbal abuse of any person on college property, or at functions sponsored or supervised by Ohio Business College.
- ◆ Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. This specifically includes offense of domestic violence, dating violence, sexual assault, and physical and cyber stalking.
- ◆ Conduct that threatens or endangers the health or safety of any person, including oneself, on college property or at functions sponsored or supervised by Ohio Business College.
- ◆ Theft or intentional damage to private property on premises owned or controlled by Ohio Business College.
- ◆ Unauthorized entry to college facilities or property.
- ◆ Unauthorized use or misuse of college property including, but not limited to, attempting to leave the library with library materials which have not been properly borrowed, unauthorized use of computer equipment, or misuse of college telephones.
- ◆ Speech that is intended to insult or stigmatize an individual or a small number of individuals on any basis including but not limited to their sex, race, color, handicap, religion, sexual orientation, or national or ethnic origin.
- ◆ Smoking in college buildings.
- ◆ Violation of college regulations or campus policies.
- ◆ Use, possession, sale, or distribution of marijuana, alcohol, narcotics, or dangerous drugs, except as expressly permitted by law, on college property at any time. Drug testing, at the college's expense, will be required whenever a college personnel suspects or has reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication.
- ◆ Drunken or disorderly behavior on college property or at functions sponsored or supervised by Ohio Business College. Intimidating behavior, including the use of social media, directed

toward any student, faculty member, staff member, or administrator.

- ◆ Unauthorized possession or use of firearms, other dangerous weapons, explosives, or fireworks on college property or at functions sponsored or supervised by Ohio Business College.
- ◆ The illegal use or possession of, or tampering with, safety equipment on college property.
- ◆ Giving false testimony or evidence at any official college hearing.
- ◆ Conduct deemed unlawful by the criminal statutes of the State of Ohio or the United States of America and conduct that endangers or threatens the security of Ohio Business College or the community.
- ◆ Nonpayment of school charges.
- ◆ Cell phones: Students may not receive or place cell phone calls, text messages, or pages during class time, or in classrooms. Students may only use cell phones in the break room or outside the building.

*Refer to the Practical Nursing Student Handbook for additional Student Code of Conduct pertaining to the Practical Nursing student in the classroom/lab and at clinical sites.

ADDITIONAL CLASSROOM CONDUCT FOR PRACTICAL NURSING STUDENTS

- Students will treat instructors, staff members, and all other students in a respectful manner.
- Students will not use profanity on the school premises.
- Students will address the instructor by using the instructor's title and last name.
- Students will not eat or drink in the nursing skills, simulation, or computer labs.
- Students will not go behind the instructor's desk without permission.
- Students will not falsify any assignment, cheat on classroom projects, tests, or nursing skills check-offs. All work must be in the students own original wording. Students may work in groups to complete class or lab assignments as deemed appropriate per the instructor, but are still responsible to submit assignments in their own individual wording.
- Faculty will review course-related instructions as they apply to their courses at the beginning of the quarter.
- Students are responsible to review all college policies and procedures. In addition, students are responsible to review all facility policies as it pertains to their clinical assignment during all clinical experiences.

PRACTICAL NURSING CLINICAL CODE OF CONDUCT

Each clinical course will provide specific information about clinical assignments. The following general requirements apply to all clinical courses. Students must:

- Follow and abide by all policies and procedures of the Practical Nursing Program and the clinical facility.
- Demonstrate effective and professional communication with all members of the healthcare team.
- Work diligently to achieve goals of the clinical nursing courses.
- Participate in all the learning opportunities and assignments required in the clinical setting.
- Immediately report to the faculty any circumstance that jeopardizes your ability to

fulfill clinical objectives.

- Maintain all patient information in strict confidence as outlined by the clinical facility and in compliance with HIPAA standards.

Students are expected to represent the College during all clinical education experiences. Students who demonstrate unprofessional behavior during a clinical education experience risk immediate removal and failure of the clinical portion of the course and may be dismissed from the Practical Nursing Program.

***NOTE: Drug testing, at the college's expense, will be required whenever a college personnel suspects or has reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication.