



ESSENTIAL

SCHOOL OF NURSING, INC.

18250 NW 2nd Ave, Miami, FL 33169

Phone: (305) 432-3700

VOLUME V

Essential School of Nursing reserves the right to change policies, tuition, fees, calendars, and curricula as deemed necessary and desirable. The information contained herein is subject to change. When there are changes to information in the catalog, Essential School of Nursing issues a Catalog Addendum. Students are required to adhere to all policies as outlined as well as any revised policies which may be included in the Catalog Addendum

Information is current at the time of publication.

Essential School of Nursing Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this School may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.
Licensed #

Essential School of Nursing makes every effort to ensure the accuracy of the information contained in this catalog. The School reserves the right to change policies, regulations, fees, and courses during this catalog period upon direction from the administration. All information contained in this catalog is current and correct as of the publication date: April 2024

Any concerns regarding the Essential School of Nursing or this catalog and that have not been satisfactorily answered by the Institution may be directed to: Commission for Independent Education 325 West Gaines Street Suite 1414 Tallahassee FL 32399 (888)-224-6684.

Message from the CEO

Greetings,

It is with great joy that I welcome you to Essential School of Nursing, Inc. As you embark on your nursing journey, I would like to extend my congratulations to you and wish you the very best of luck. In starting your program, I know you are anxious and stressed; but rest assured that Essential School of Nursing, Inc. is with you every step of the way, even beyond your graduation day to ensure you are licensed. I would like to remind you that devotion, hard work, and perseverance yield to success. So never falter, never give up, never quit.

This catalog is put together to help you. So please, take a moment to read it and familiarize yourself with it, as it is a valuable tool to guide you through your nursing education here at the school.

By the way, never settle for less if you can achieve the best.

Sincerely,

**Baudelair Sainvil, ARNP, MSN, RN, BSN, FNP-BC, BLS/ACLS Instructor
CEO/Founder
Essential School of Nursing, Inc.**

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ESSENTIAL

SCHOOL OF NURSING, INC.

SECTION 1

About Essential School of Nursing

18250 NW 2nd Ave, Miami, FL 33169

Phone: (305) 432-3700

About Essential School of Nursing

Section 1: History and Ownership

Essential School of Nursing Inc. is a privately owned and operated postsecondary educational institution in Florida.

Corporate Officers

- Baudelair Sainvil, CEO/Founder
- Marie Nirva Jourdan CFO/ Co-owner

Approvals & Licensing

Agency	Location	Phone Number
LICENSED – Commission for Independent Education	325 West Gaines Street, Suite 1414, Tallahassee, FL 32399	888-224-6684

Mission Statement

Our mission is to nurture awareness and compassion for a troubled world and to challenge students to promote human dignity and respect throughout their lives; to provide a high-quality, learner-centered education that prepares graduates to meet the health care needs of a diverse population in a variety of dynamic community environments, in South Florida, specifically and throughout the US, generally.

Philosophy

Essential School of Nursing, Inc. is committed to preparing health care workers for an array of careers. The institution insists on the highest ethics and standards for all students. Through their academic years, our students acquire the depth and breadth of knowledge, competence in skills, ability to think rationally and to communicate with precision and style.

Department of Nursing Outcomes

Essential School of Nursing, Inc.'s objective is to serve the public good by educating Healthcare support staff who are poised to deliver quality patient care with a kind and compassionate attitude. Hence, Essential School of Nursing, Inc. intends to instruct and train the next generation of Healthcare support staff. Essential School of Nursing, Inc. will create a challenging but nurturing learning environment that encourages high expectations for success. Essential School of Nursing Inc.'s mission is to provide a high-quality, learner-centered education that prepares graduates to meet the health care needs of a diverse population in a variety of dynamic community environments, in South Florida, specifically and throughout the US, generally.

Statement of Non-Discrimination

Essential School of Nursing, Inc. is open to all students who are qualified according to its published admission standards. Essential School of Nursing, Inc. is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the school's community based on race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and School policies, procedures, and processes. When the institution is made aware of an act of discrimination, it is obligated by law to take immediate and appropriate action and does so swiftly. Inquiries regarding the non-discrimination policies may be directed to:

Campus Director

18250 NW 2nd Ave, Suite #202,
Miami, FL 33169

Section 1:1 Description of School Facility

Essential School of Nursing, Inc. is located at 18250 NW 2nd Avenue, Suite 202, Miami Gardens, Florida 33169. The telephone number is 305-432-3700. Essential School of Nursing, Inc.'s location is in the most populous segment of Miami-Dade County, Florida and is highly accessible. It is located on State Road 441 and is 0.5 miles from the closest exits of I-95, 826 and Florida Turnpike.

The location offers convenient onsite parking, and the area is also well served by Miami-Dade and Broward Counties' public, bus transportation systems. It is also a 30 minute-drive from Ft. Lauderdale and/or Miami International Airports.

The facility is 3,000 square feet with ample parking. It has 3 large classrooms, 1 clinical laboratory that is fully equipped, 4 administrative offices, a student lounge, a library/computer lab, 3 Audio Visual rooms, one file room, and 1 clerical area.

The student lounges contain microwaves, a refrigerator, and a vending machine. The media/resource area has computers and resources to enhance learning among the students. The facility meets Americans with Disabilities Act requirements for accessibility to physically impaired students, faculty, and visitors.

Essential School of Nursing, Inc. does not have on-campus residences; however, local publications serve as resources available to those in need of suitable housing.

- The school hours of operation are as follows: 8:00 AM to 10:00 PM Monday through Friday and 10:00 AM to 3:00 PM on Saturday (based upon course scheduling).
- Administrative offices are open from 9:00 AM to 7:00 PM Monday through Friday and 10:00 AM to 3:30 PM on Saturday.



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SCHOOL CALENDAR AND HOLIDAYS

Section 1: 2 Calendar and Administration Hours of Operation

Staff members will be available in the administration office from Monday through Friday 8:30 A.M. - 5:30 P.M. EST

Calendar Holiday Schedule

Essential School of Nursing will be closed on the following Holidays:

Holiday
Martin Luther King Holiday
President Day
Spring Break
Good Friday
Easter Sunday
Memorial Day
Juneteenth
USA Independence
Labor Day
Thanksgiving
Christmas Break
New Year's Day

PLEASE NOTE: U.S. Constitution Day will be observed on September 17 of each year. For more information about U.S. Constitution Day please go to the following web address: [Constitution Day and Citizenship Day \(ed.gov\)](https://www.ed.gov/constitution)

Academic Calendar

Nursing Assistant Program

- Class starts – May 2024
- Class starts – June 2024

Cancellation of Classes

Essential School of Nursing reserves the right to cancel classes or reschedule any classes for which there is insufficient enrollment. Essential School of Nursing will refund in full any monies paid for the class, including registration, should the Institution cancel a class.

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Section 1:3 The Family Educational Rights and Privacy Act of 1974 – (FERPA)

Essential School of Nursing respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the students' education records within forty-five (45) days of the day the school receives a request for access. Students should submit to the Administration a written request that identify the record(s) they wish to inspect. The Administration will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the student believes is inaccurate or misleading. They should write to the Administration official and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Essential School of Nursing discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. A student may consent to disclosing personally identifiable information from the student's education record (to parents, spouses, or other individuals) by completing an "FERPA Authorization for Release of Education Records" form and submitting it to the Administration.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests.
 - A school official is a person employed by the school in an administrative, supervisory, academic, research, OR
 - Health and Safety: Another example of an exception to the consent requirement under FERPA is the exception for the disclosure of personally identifiable information to the appropriate parties (e.g., law enforcement officials, trained medical personnel, public health officials, and parents) to protect the health or safety of the student or other individuals. To qualify under this exception, the situation must present an actual, impending, or imminent danger to the student or other individuals. This action is not taken lightly, and personally identifiable, non-directory information will only be disclosed pursuant to this exception under circumstances that present actual, impending, or imminent danger. This exception is limited to the period of the emergency.
 - Another example of an exception support staff position, a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another official in performing his or her tasks.
 - An official who has a legitimate educational interest if the official acts in any of the following capacities is performing a task that is specified in his or her position description or contract agreement, related to a student's education or to the discipline of a student, providing a service or benefit relating to the student or the student's family (e.g., counseling, job placement, financial aid, etc.); or maintaining the safety and security of the campus.
 - Upon request, the school may disclose education records without a student's consent from officials of another school in which that student seeks or intends to enroll.
 - A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for Essential School of Nursing.

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Directory Information

Essential School of Nursing may also disclose directory information, which is information that is generally not considered harmful or an invasion of privacy if released, without written consent unless a student has expressly opted out. Students may opt-out of directory information disclosures by signing and submitting a Directory Information Opt-Out form to the Office of the Registrar's. Essential School of Nursing has designated the following information as Directory Information:

- Student's name
- Address
- Telephone Number
- Picture (Photograph)
- Program student is enrolled in.
- Attendance Dates
- Grade level.
- Participation in officially recognized activities.
- Degrees and awards received.
- Student ID number

A student may request that Essential School of Nursing not disclose some or all of their information above without the student's consent by completing a "FERPA Directory Information Opt-Out" form and submitting it to the Office of the Registrar on or before the first-class day of the term for it to be applicable to that term. If directory information is released prior to the Office of the Registrar receiving the opt-out request, Essential School of Nursing may not be able to stop the disclosure of directory information. Directory information of a student who has opted-out from its release will remain flagged until the student requests in writing that the flag be removed.

Privacy

Students should exercise extreme caution in transmitting confidential or sensitive matters and should not assume that email is private and confidential. Extremely sensitive information may be best communicated in writing. It is especially important that users be careful to send messages only to the intended recipient(s). Care should be taken when using the "reply" command during email correspondence, because many mailing lists are configured to deliver replies to the entire list, not just the author of a given message. The confidentiality of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Essential School of Nursing to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue,
SW Washington, DC 20202-4605

Litigation

Students are always advised to have legal representation. Due to the complicated nature of litigation, students who are involved in litigation with Essential School of Nursing must withdraw from the institution until the matter of litigation has been resolved.

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Section 1: 4 Grievance Policies

Essential School of Nursing has a grievance policy and process which students may follow when filing grievances about a variety of matters related to their matriculation with the School. The School's grievance procedures may be used for complaints of discrimination based on sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. §106.8(b)). These grievance procedures are also to be used for complaints of discrimination based on disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. §104.7 (b)) and based on age filed under the Age Discrimination Act of 1975 (34 C.F.R. §110.25 (b)).

Students at the School have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a fair, respectful, and consistent manner. All Essential School of Nursing students are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including dismissal from the School with no opportunity for re-entry, will be taken against any student who violates this policy. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is unwelcome, whether those involved stand in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship, employee-employee relationship, or vendors doing business with the School. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to the conduct is made either implicitly or explicitly as a condition to receiving a passing grade or favoritism in class or the student's continued attendance in class or enrollment in the school.
- The harassment has the purpose or effect of interfering with the student's School performance or creating an environment which is intimidating, hostile, or offensive to the student.

No employee or student shall threaten or suggest, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluation, advancement, or any other aspect of academics.

The School remains watchful for inappropriate behavior or conduct; however, the nature of harassment or discrimination is such that it is often difficult for the School to detect. Therefore, if students believe that they are being subjected to, or witness any form of harassment or discrimination, it is their responsibility to immediately bring this to the attention of the Student Services. If a faculty member is the person who is responsible for the harassment or discrimination, or if a student has reported such conduct to Student Services and no action appears to have been taken, then they are to report this situation to the Campus President immediately.

Sexual Assault

The issue of sexual assault is a concern to all administrators, faculty, staff, and students at Essential School of Nursing. The School strives for the prevention of all forms of sex-based abuse and to provide a safe, abuse-free educational environment. Coercive sexual contact undermines the safety, security, and dignity of all members of the School community.

In the absence of consent, sexual intercourse and/or sexual contact are crimes. Essential School of Nursing employees or students must report to the Campus President all known instances of student sexual assault, though they are not required to identify the victim. Campus investigation and disciplinary action in cases of alleged sexual assault involving campus students and occurring on any Essential School of Nursing campus will adhere to disciplinary procedures. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary appeal proceeding and shall be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. Sanctions imposed following a termination of an on-campus disciplinary procedure regarding sexual assault range from disciplinary School probation to suspension or expulsion. It is the victim's decision to report the assault. Reports can be made to the Campus President, or the local law enforcement agency in the jurisdiction where incident took place.

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Filing an informational report does not obligate the victim to press charges. Should the victim choose to press charges later, a report will significantly increase the possibility of successful prosecution. Campus staff members are available to assist victims in notifying campus or city law enforcement authorities. A victim of sexual assault can file a confidential or anonymous report with the Campus President or Director of Compliance. The School cannot take disciplinary action solely on this report. However, the report would provide a record of the incident which may be useful if the victim decides later to pursue charges.

Student Grievance Process

For all other grievances, students are advised that they are required to follow the grievance procedure steps outlined below. The School seriously considers all student complaints concerning any aspect of the programs, campus, or other related services at the School. This grievance procedure has been provided to create a framework within which complaints may be resolved. This procedure is not meant as a substitute for other, more informal, means of resolving complaints or other problems. Students are encouraged to communicate any concerns to members of the School faculty and administration as needed. If you have a problem or complaint about something at the School, it is always best to speak first to the person who is directly responsible.

For example:

<i>Problem</i>	<i>Whom to speak to</i>
<i>Programs or Classes</i>	<i>Instructor</i>

The administrative staff and faculty at the School maintain an open-door policy for students to voice their concerns. The following steps should be taken to file a formal complaint:

1. Attempt to resolve the issue in question with faculty or staff with whom they have experienced a problem. If the matter cannot be resolved in this manner, the student can schedule a meeting with the Dean of Nursing to resolve academic issues or the Campus President to resolve non-academic concerns.
2. If the matter is not resolved to the student’s satisfaction, they may file a written complaint with the Campus President. The Campus President will respond to the student within ten (10) days from the date the written complaint was received. The complaint response shall include the corrective action taken or proposed. The Campus President ensures any agreed-upon solution or other appropriate action is taken.
3. If the complaint is not resolved, the student may submit a written complaint to the School President, who will respond in writing within ten (10) days, specifying what action will be taken to address the complaint.
4. Students who feel a grievance cannot be resolved by the School after taking the steps above may send their grievance in writing to the **Commission for Independent Education, 325 W. Gaines Street, #1414, Tallahassee, Florida, 32399-0400. They can be reached at (888) 224-6684.**

Grievance for Discrimination

At steps two and three, the student may request the assignment of a faculty member not involved in the grievance to assist the student.

1. Discusses complaint, grievance, or conflict with staff member. If resolution does not occur to the student’s or staff member satisfaction:
 - a. Grievance or conflict in written may be presented to Campus President. Please submit grievance to the Campus President. If resolution does not occur to the student’s or staff member satisfaction:
 - i. Complaint, grievance, or conflict in written form to the Essential School of Nursing to the Campus President.
 - ii. Or contact the U.S. Department of Education Office for Civil Rights at:
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW Washington, DC 20202-1100
Tel: 800-421-3481 (Toll Free) Fax: 202-453-6012/TDD: 800-877-8339 (Toll Free)
Email: mocr@ed.gov

Grievance for Privacy

The confidentiality of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirement of FERPA.

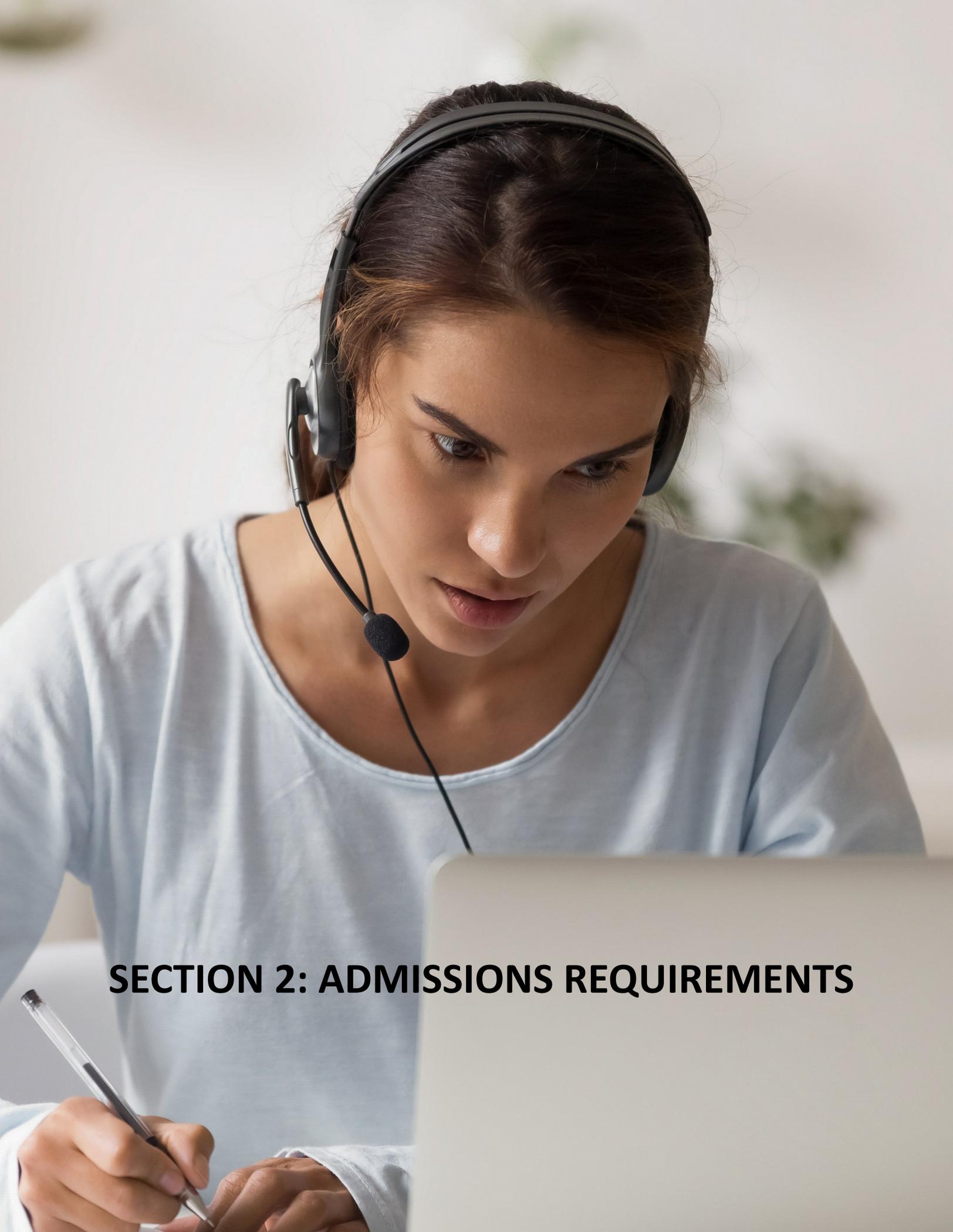
Family Policy Compliance Office, U.S.

Department of Education

400 Maryland Avenue,

SW Washington, DC 20202-4605.

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SECTION 2: ADMISSIONS REQUIREMENTS

Section 2:0 Admissions and General Licensure Information Statement

Essential School of Nursing provides each student with an opportunity to meet with a campus representative prior to enrollment to review the entry requirements, program requirements and the support services available to them upon entry into their program of choice. The School evaluates each applicant and makes admissions decisions on an individual basis using the admissions standards set forth in this catalog.

Language of programs offered.

Essential School of Nursing Programs are taught only in English. As such, all potential students for any of our programs must be able to read, write and communicate in English not only as a requirement for class, but for most of the employment opportunities available.

Programs Offered

Standard Occupational Classification (SOC)Code	Program	Clock/ Credit Hours	Mode of Delivery
0351390200	Nursing Assistant	180	Residential

General Admissions Process

Essential School of Nursing office nursing programs and our curriculum is designed to offer educational opportunities to students from diverse backgrounds and circumstances.

General Requirements for Nursing Assistant (NA):

- Be at least 18 years of age at the time of graduation.
- Provide valid Identification and Social Security Card
- Have a signed permission from a parent or guardian if less than 18 years old at the time of admission.
- Have a personal interview with the admissions representative or a school official.
- Submit a signed enrollment agreement and make payment arrangements for the required tuition/fees.
- Have a valid high school diploma, GED, or equivalent.
- Complete all required admission package documents and pay nonrefundable “application and registration fee” and “entrance exam fee”.
- NA students to take the TABE test entrance exam and will require to pass with a minimum score of 50% in order to proceed with the nursing assistant program.
- As providers of direct patient care, students must pass a level II background check and 10 panel drug screening. Positive findings on either the background investigation or drug screen may prevent the student from participating in the externship/practicum thereby preventing the individual from completing and graduating from the respective program. A positive background may also prevent the student from taking the state certification exam.
- Three weeks prior to the beginning of the first clinical rotation, students must also provide evidence of the following: proof of titers (measles, mumps, rubella, and varicella), proof of Hepatitis “B” vaccination or statement refusing the vaccination a negative PPD test or chest x-ray, current tetanus vaccination, a flu shot, and a physical exam from a licensed healthcare provider. Students must also provide proof of current BLS for healthcare workers or CPR training at the provider level.

All applicants are required to clear the following:

- Physical examination
- Obtain or sign a declination for the Hepatitis B Vaccine
- Drug test.
- Background check

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Section 2:1 Transfer of Previously Earned Credits

Transfer students will meet admission criteria and will be evaluated on an individual basis. Admission of transfer students is competitive and based primarily on the student's academic performance in School, standardized test scores, essay, and recommendation. Of the information submitted, the Admission Personnel attaches the greatest importance to the applicant's academic record. Transfer students must be in good standing at the last School attended or the one they are currently attending. A personal meeting with an admission counselor or specialist is strongly recommended and may be arranged by contacting the Office of Admission. Late applicants are welcome if space is available.

Essential School of Nursing, Inc. will allow to transfer of previously earned credits from appropriately licensed and accredited educational institutions recognized by the United States Department of Education. Transfer students may receive credit for courses taken only at an accredited institution in which they have earned grades of "C" or better and/or a grade point average (GPA) of 2.0 which are comparable in content to courses offered at Essential School of Nursing, Inc. During the admission process, transcripts will be evaluated to determine which completed courses will transfer to Essential School of Nursing, Inc. At the time of admission, transfer students will receive an evaluation of completed courses showing which ones have been accepted.

Grades earned through transfer credit are recorded on the student's permanent record but are not averaged into the Essential School of Nursing, Inc. grade point average. No credit is awarded for duplicate courses. Students who transfer to the school may transfer in a maximum of one-half (50%) of the program requirements. Credits must be earned within the past 10 years to be considered for transfer.

The program director in collaboration with the admission department determines which courses fulfill the transfer requirements. Essential School of Nursing, Inc. reserves the right to accept or deny the transferring of clock hours/credits earned at another school. Students who transfer from Essential School of Nursing, Inc. to another institution must contact that institution regarding its transfer policies. Essential School of Nursing, Inc. is not accredited at this time. The lack of accreditation may negatively impact the student's ability to transfer credits earned at Essential School of Nursing, Inc.

Students leaving Essential School of Nursing, Inc. will receive their transcript reflecting their hours and grades providing that all financial obligations to Essential School of Nursing have been satisfied.

Readmission

A student who has officially withdrawn from Essential School of Nursing, Inc. for reasons other than academic or disciplinary and wishes to return should send a written request to the Director of Admissions stating the reasons for wishing readmission. After the receipt of the letter, the student must complete a new admission application and a new enrollment agreement. Students re-entering the school under a new program of study will be required to take an entrance exam, pay an application fee and meet all requirements for admission as set forth by the instruction catalog.

Withdrawal

A student wishing to withdraw from the school before the completion of a term and/or semester is required to notify the Registrar and Office of Student Services in writing. The date of official written notification will determine if any refund is due. When a student withdraws from the School during the term and/or semester, the transcript will read as follows:

- Before the first-class day, no record of attendance is entered.
- From the first-class day through the end of the drop period, a student is dropped from classes, but a notation of the enrollment and a withdrawal entry is made on the permanent record.
- After the official drop period, students who withdraw will receive grades from their instructors of "W" or "F" depending on progress to date.

The last day of classes for the term or semester is the last day a student can withdraw from courses for that term or semester. A student who is not intending to return to Essential School of Nursing, Inc. for the next term or semester should also notify the School Administrator or Student Services Department in writing.

If the student is passing the course at the time of withdrawal or withdraws from all classes upon recommendation of a physician for reasons of health, the grade of "W" is recorded. If the student is failing the course at the time of withdrawal, or withdraws without permission, a grade of "F" is recorded. The last class day of a term or semester is the last day to withdraw from a course.

In all cases, the date of withdrawal is the date the completed form is received by the Registrar Office. Withdrawal from class does not reduce account charges. Credit/clock hours for courses from which a student withdraws are included in his or her total number of credit/clock hours. Withdrawal from a class may have an impact on billing charges. Withdrawal disputes must be submitted in writing within 30 days after the end of the semester during which the student withdrew.

Students may withdraw from the school by obtaining a withdrawal form from the Registrar Office. Failure to file a withdrawal form will result in the automatic recording of "F" grades for all courses being taken by the student. Official date of withdrawal is the last date of class attendance as verified by an instructor. This date will be used in determining any refund.

Leave of Absence Policy (LOA)

Essential School of Nursing, Inc. defines an authorized Leave of Absence (LOA) as a temporary interruption in the student's course of study. The LOA refers to a specific period of time in which a student is not in attendance. The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA as well as provide supporting documentation. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it via mail or in person within a reasonable resolution of the emergency to Essential School of Nursing, Inc.

A student may be granted a LOA for any of the following reasons: medical issues, military requirements, mitigating circumstances beyond the student's control, financial hardship, Essential School of Nursing, Inc. Faculty recommendation. A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. Students taking an unapproved LOA will be considered withdrawn at the start of the unapproved LOA. The last date of attendance prior to the LOA will be used for calculating a refund. The maximum time frame for a LOA is 180 calendar days.

On the day the student returns from a LOA, the student is required to inform the Financial Office of the return and complete an enrollment agreement addendum or initial the correction on the contract. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA.

Section 2:3 Requirements Prior to Beginning First Clinical Rotation

The following requirements must be met before students who are entering the clinical major, are allowed to attend practicum. Failure to complete these requirements by the due date may result in the student losing the clinical placement.

Current physical examination, health records and proof of immunizations.

- ESN photo ID card.
- Proof of current CPR certification. The CPR course should be a two-year certification from the American Heart Association or American Red Cross.
- Proper uniform.
- Attendance at a College mandatory infection and blood-borne pathogen in-service.
- Attendance at a College mandatory regulatory and safety in-service and knowledge of regulatory requirements of the Joint Commission on Accreditation of Health Care Organizations (JACHO), infection control, fire and life safety, electrical safety, and chemical safety.
- Detailed information related to these requirements are presented below:
- **Physical exam:** Evidence of a physical examination - to be completed by a nurse practitioner or a physician of the student's choice. The examination must be completed within 6 months before the date on which the student begins clinical course work.

Immunizations: To maintain the health and safety of School staff, students, and the clients whom they care for, specific diagnostic tests and/or immunizations are required of all students. Students must submit immunization records and/or proof of immunity in the form of laboratory reports within Certified Profile Immunization Tracker by the appropriate deadline.

See Table 1 for diagnostic test and immunization requirements. Some agencies may require additional immunizations.

Table 1: Immunization Requirements Disease	Primary Schedule
Tuberculosis	Annual PPD skin test with negative reactivity. For those persons with a history of positive PPD-test reaction, a chest x-ray is required. If results of the initial chest x-ray are negative, repeat x-rays are not required. This requirement is to be met within 60 days prior to starting the first clinical rotation and kept current through graduation. Results must be turned in prior to stated deadline showing compliance through the semester and cannot lapse during the semester.
Hepatitis B	Hepatitis B vaccine series - (3 doses: 0, 1, and 6 months apart). Or serologic evidence of immunity or signed declination form.
Diphtheria, Tetanus and Pertussis	Diphtheria-tetanus-pertussis toxoid booster within 10 years.
Rubeola (Measles)	Serologic evidence of immunity or documentation of 2 MMRs. In the absence of the above records, initial dose MMR followed by a second dose at least one (1) month after the first dose.
Rubella (German Measles)	Serologic evidence of immunity or documentation of 1 MMR. In the absence of the above records, one (1) dose MMR.
Mumps	Serologic evidence of immunity or documentation of 1 MMR. In the absence of the above records, one (1) dose MMR.
Varicella (Chicken Pox)	Serologic evidence of immunity. If no immunity shown, two (2) doses (0.5 ml) varicella vaccine 4-8 weeks apart.
Influenza	Annual influenza vaccine due by 11/1

Criminal Background Check: The Joint Commission, considered the premier accrediting body for hospitals, requires a criminal background check on all students working in hospitals.

Drug Testing: Clinical facilities require the school to follow drug-screening requirements, including unannounced testing, prior to working with patients. Students failing the screening will immediately be dismissed from the school. A student may appeal if he or she believes it was a false positive by submitting to a retest within 24 hours as directed by the school. If the retest is negative, the student may continue in school.

Important: If the physical form, immunization status, TB results, criminal background check and CPR are not submitted to the department prior to the start of clinical, students will not be permitted in clinical areas.

Meningitis and Hepatitis B Statement

Florida law requires that a postsecondary institution shall provide detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student, or to the student’s parent if the student is a minor, who has been accepted for admission. Information regarding Meningitis and Hepatitis B is available at the following websites from the Centers for Disease Control: Meningitis: <http://www.cdc.gov/meningitis/index.html> and Hepatitis B: <http://www.cdc.gov/hepatitis>.

The background is a vibrant cyan color with faint white plus signs and a small white circle. In the upper right, a black graduation cap is shown in profile. Below it, a stack of gold coins is depicted. One coin is prominently featured in the center, tilted to show its face, which has a diagonal grid pattern. A bright white starburst is positioned to the left of this coin. The stack of coins below consists of several layers of coins, some of which are partially obscured or overlapping.

SECTION 3: FINANCIAL INFORMATION

Section 3: 0 Financial Information

Essential School of Nursing does not offer Title IV Financial Aid (FAFSA), however, students may contact the Financial Department to find out payment options available. A full-time Financial Representative is available to assist students planning their School payments. Students attending Essential School of Nursing will be responsible for certain fees, as applicable.

Tuition Financing and Options

- School Financing Options:** The School manages an in-house payment plan to assist students and parents in paying their tuition. An individualized Payment Plan Agreement must be finalized prior to attending the first class. Payments are due on the selected date on the individualized Payment Plan Agreement. In addition to the application fee, registration fee and the down payment, students have the option of selecting from a variety of payment schedules.
- Payment and Acceptable Payment Forms:** Regardless of which financing method the student chooses, payments must be made within the due dates outlined on the payment schedule and prior to beginning courses unless specific payment arrangements are reached with the bursar's office. Personal Checks are not accepted. Cash, money orders, credit and debit cards are considered acceptable forms of payment.

Records Information

Student's school records may not be released if their account has an outstanding balance. This includes transcripts, diplomas, grade reports, degrees, and copies of the student's file.

Billing and Account Statements

An Essential School of Nursing student account billing notice is generated each time a charge or a charge adjustment is applied to a student account. Billing notices are delivered to the student via email accounts. All payments are applied to the student Ledger account statement.

Section 3:1 Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule.

- Cancellations are made in person, by electronic mail, by Certified Mail, or by termination.
- All monies will be refunded if the school does not accept the applicant or if the student cancels within three business days after the signing of the enrollment agreement and making the initial payment except for the entrance exam and application fee.
- Cancellation after the third business day, but before the first class, results in a refund of all monies paid, except for the entrance exam and application fee.
- The institution will not charge more than \$150.00 in nonrefundable fees regarding admissions and registrations.
- Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund. Following the schedule below

Withdrawal Schedule by term**	Refund Percentage Amount
Within 1st Week (Drop/Add Period)	100% of tuition and fees for the program
2nd Week of the program	50% of tuition and fees for the program
3rd Week of the program IF prior 40% of the program	25% of tuition and fees for the program
4th Week 40% of the program	0% of tuition and fees for the program

- Cancellation after completing 40% of the program will result in no refund.
- The withdrawal date is the last date of physical attendance. Refunds will be calculated according to the refund policy.
- Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used to calculate unless written notice is received.
- Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from student.

Section 3:2 Program Tuition and Fee Schedule

Nursing Assistant Training

Program Costs:

- Application and Registration Fee: \$ 50.00 (non-refundable & not included in tuition cost)
- Entrance Exam Fee: \$ 25.00 (non-refundable & not included in tuition cost)
- Tuition: \$700.00 (including: uniform (1 set), name badge, insurance, technology, lab fees)

Total Program Cost: \$750.00

Additional Costs, Independent of School's Obligation

Pre-Enrollment Fees	Cost
Enrollment/Registration Fees	\$ 50.00
Entrance Test NEE	\$ n/a
Program Tuition	
Tuition: \$700.00	\$700.00
Total	\$750.00
Other Fees	
Additional Uniform Set	\$ 45.00
Background Investigation Fee, Drug Testing (paid to 3 rd party)	\$200.00
CNA Certification State exam (paid to prometric directly)	\$140.00
Graduation Fee	\$380.00
Transcript Fee (Takes Seven (7) to Ten (10) business days)	\$ 10.00
Duplicate Diploma Fee (Takes Seven (7) to Ten (10) business days)	\$ 25.00
Education Verification (Takes Seven (7) to Ten (10) business days)	\$ 15.00
Returned check penalty.	\$ 35.00

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SECTION 4: ACADEMIC PROGRAMS AND POLICIES

Section 4:0 Curriculum

Essential School of Nursing offers an Allied program. The curricula focuses on evidenced based practice, curricula are consistent with industry standards, and are reviewed on a regular basis by the faculty. The nursing assistant curricula is rooted in the Board of Nursing guidelines.

Each program curriculum includes three (3) main areas of instruction.

- Theory
- Laboratory/Clinical Simulation
- Clinical Hands-on Training

Course Numbering System

The course numbering system denotes the courses academic discipline.

- Courses at the Diploma level have a three-letter prefix followed by a three-digit numerical code. For example, NA 101

Course Numbers	Program
100-103	Diploma

Clock Hour Definition

One clock hour represents 60 minutes of which 50 to 60 minutes have class, lecture, recitation, faculty supervised laboratory, shop training or internship. Time for out-of-class assignments may be calculated differently for certain types of instructional activities, including but not limited to: laboratory instruction, clinical laboratory instruction, directed practice experience, and practicum experience.

Credit Hour Definition

One semester credit hour means a minimum of 15 hours of formalized instruction that typically requires students to spend an additional two hours in out-of-class preparation. It is acknowledged that formalized instruction may take place in a variety of modes. Credit hours may be calculated differently for certain types of instructional activities, including but not limited to: laboratory instruction, clinical laboratory instruction, directed practice experience, and practicum experience.

1 Lecture Credit - 15 hours

1 Laboratory Credit - 30 hours

1 Externship Credit - 45 hours

Add/Drop Period

A course may be added until the end of the first week of the semester/term (ends Sunday at 11:59 p.m.). Course additions may continue through the end of the seventh day of the term/semester (Tuesday at 5 p.m.) with instructor permission through the use of an Add/Drop form available in the Registrar's Office.

Syllabus

On the first day of class for each program students receive a copy of the course syllabus and course outline. The student catalog is available one week prior to classes beginning. Students receive a school catalog at the time of enrollment. The syllabus is subject to being updated periodically and the students will be provided with written notification regarding any change.

Simulation Labs

The clinical experience may provide the opportunity to engage in simulation learning activities that is a useful pedagogical approach that provides nursing assistant students with opportunities to practice their clinical and decision-making skills through varied real-life situational experiences, without compromising the patient's well-being. The focus and schedule for the simulation lab will be provided and will constitute no more than 50% of each clinical training category: acute care, long-term care, and community-based care may be simulated when accompanied by traditional clinical experience.

Effective Catalog Policy

The Catalog is an official document that describes the policies, academic programs and requirements for students attending Essential School of Nursing. Students are responsible for knowing and adhering to the policies and requirements that affect them. A student's governing catalog is the Essential School of Nursing catalog in effect at the time of the student's initial enrollment in credit courses, any updates, and addendums the student receives written notification off. Although the faculty, staff and administrators assist students in meeting the requirements for a degree or certificate, it is ultimately the student's responsibility to meet those requirements. Essential School of Nursing does not award a diploma until all requirements and obligations have been met. Questions regarding application of this rule can be directed to the Registrar.

Academic Schedule

Students are advised of academic schedules prior to enrollment. Academic programs are in session throughout the calendar year except for scheduled holidays and spring breaks. The academic calendar may be altered due to holidays. Essential School of Nursing reserves the right to change, modify, or reschedule a program of study or class periods. These changes will not increase the cost of a program nor reduce time and/or content presented to enrolled students. Class starts, postponements: Class starts occurring at various times throughout the year; schedules are published in catalog addenda, which are available at each campus.

Religious Observance

Per Section 1006.53, Florida Statutes, Essential School of Nursing policy on observance of religious holy days provides that students shall, upon notifying the office of Registrar and Instructor, be excused from class to observe religious holy days of their faith. The student will be held responsible for any material covered during the excused absence but will be permitted a reasonable amount of time to complete any work missed. Students who feel this policy has been improperly applied may have their grievance addressed through the general academic appeals process.

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Section 4.1: Nursing Assistant Program Overview

Program Overview	
Program Clock Hours	180 hrs.
Program Length	6 to 10 weeks
Program Delivery	Residential
Completion Credential Awarded	Diploma

PROGRAM DESCRIPTION

This program is designed to prepare students for employment as nursing assistants, nursing aides, and orderlies, nurse aides in nursing homes or Nursing Assistants. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

PROGRAM OBJECTIVES

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate mathematics and science knowledge and skills.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities specific to nurse assisting.
- 04.0 Use information technology tools.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Demonstrate employability skills.
- 07.0 Provide emergency care.
- 08.0 Describe the anatomy and physiology of the human body.
- 09.0 Perform physical comfort and safety functions specific to nurse assisting.
- 10.0 Provide personal patient care.
- 11.0 Perform patient care procedures.
- 12.0 Apply principles of nutrition.
- 13.0 Provide care for geriatric patients.
- 14.0 Apply the principles of infection control specific to nursing assisting.
- 15.0 Provide biological, psychological, and social support.
- 16.0 Perform organizational skills following the patient care plan.
- 17.0 Assist with restorative (rehabilitative) activities.
- 18.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.

CURRICULUM FRAMEWORK

Curriculum consists of One Hundred (160) hours of classroom (including didactic and lab hours) and 20 hours of clinical instruction. Twenty hours of this clinical experience must be in a licensed nursing home. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies will be provided to enhance hands-on experiences for students.

Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse instructor. The teacher/student ratio in the clinical/lab area is 1 to 15. Simulated laboratory learning experiences correlate with didactic instruction. Program requires a trainee to complete a minimum of 20 hours training before being allowed to work in a facility. These 20 hours should include the following:

- Communication and Interpersonal Skills
- Infection Control
- Safety/Emergency Procedures, promoting residents' independence.
- Respecting Residents' Rights

Section 4:2 Program Outline and Descriptions

COURSE NAME	THEORY HOURS	LAB HOURS	CLINICAL HOURS
NA 101: Healthcare Worker Core (Including Domestic Violence, Medical Errors Prevention, and HIV/AIDS)	50	30	0
NA 102: Nurse Aide and Orderly Course Body mechanics, bed making, patient transfer, diet & nutrition, caring for the elderly patient	50	30	0
NA 103: Nursing Assistant Practicum	0	0	20
TOTALS	100	60	20
TOTAL PROGRAM CLOCK HOURS	180		

Course Descriptions	
<p>NA 101: Healthcare Worker Core (Including Domestic Violence, Medical Errors Prevention, and HIV/AIDS)</p> <p>50 Theory hrs. & 30 lab hrs.</p>	<p>This course is the introductory course required for all health care workers. It introduces them to the computer systems, basic math and science skills needed to comprehend health care. It teaches them how to present themselves in an interview and increase their chance of employability. Students learn the basic skills needed to keep themselves and their patients safe.</p> <p>Prerequisites None</p>
<p>NA 102: Nurse Aide and Orderly</p> <p>50 Theory hrs. & 30 lab hrs.</p>	<p>Students completing this course will learn the nursing procedures and functions related to caring for patients in a long-term care setting. Concepts and skills covered relate to personal care, comfort and safety, communication, legal and ethical responsibilities, nutrition, infection control, rehabilitation.</p> <p>Prerequisites NA 101</p>
<p>Nursing Assistant Practicum</p> <p>20 clinical hrs.</p>	<p>Students will be going to a nursing home to complete their externship program for a minimum of 35 hours. Students will be present a nursing home during start of ship, at 7 AM, participate in morning report, provide care, involved in taking vital signs, help with documentation, report abnormal findings.</p> <p>Prerequisites NA 101, NA102</p>

Section 4:3 Attendance Policy

Regular class attendance is essential for students to learn the skills needed to prepare for their careers. Students are expected to attend all classes whether in the classroom, a simulation laboratory, or a clinical externship site. Each student should recognize prior to enrollment that attendance is a requisite for scholastic achievement.

Absences

Students are expected to be on time and in attendance for every meeting of every class. Students who are absent from classes more than 2 unexcused episodes/absences per course and /or 10% of clinical or lab time will be administratively withdrawn from the course. The withdrawal date is the last date of physical attendance.

Excused absences may be granted to students who must miss class(es) for serious and documentable reasons of personal health, family concerns (emergency or important event in student's family), or other officially recognized activities. Students are permitted to return to class and make up the work missed to the best of their ability after consultation with the instructor. However, every absence carries the penalty of the loss of instruction given during absence which may result in a lower grade for the course; in the case of a prolonged absence, it may be necessary to withdraw from one or more courses. Limited excused absences for personal health or family concerns are approved and monitored by the Administrator. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for all material covered in class and for any out-of-class assignments.

Tardiness

A student is considered tardy/late if he/she comes to class 15 minutes late. Three instances of tardiness is the equivalent of one full absence. If the student misses half of the class period, it is a full absence. When a student has more than 3 instances of tardiness for a course, the instructor will contact the Program Director to request an intervention session with the student. The goal of the intervention session is to help the student develop time management skills.

Make-up Work

Make-up work is required for any absence. Hours of make-up work will not be accepted as hours of class attendance. Tests that are not taken as a result of an absence must be made up within a time frame determined by the instructor. A reduction in grade may be made at the discretion of the instructor. There is no charge for make-up work.

Cancellation of Courses

If an instructor must cancel class, the instructor is responsible for notifying students and the Program Director as early as possible. Cancelled classes (without substitute Instructor) must be re-scheduled within a week. Students are required to complete 100% of laboratory and clinical hours as a condition of graduation. Essential School of Nursing, Inc. reserves the right to cancel a course or a program due to insufficient enrollment.

Section 4:4 Satisfactory Academic Progress (SAP)

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue as a student at the school. The student finance office will provide details to all eligible financial assistance recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel. Satisfactory academic progress for purposes of determining continued progression towards completion requirements is determined by applying the GPA requirements, maximum completion time restrictions, probation provisions suspension and dismissal procedures, and appeals procedures as outline in this catalog.

All students must make satisfactory academic progress for retention and continued enrollment at Essential School of Nursing, Inc. Three measures determine Satisfactory Academic Progress: (1) qualitative standard (GPA), (2) quantitative standard (Pace), and (3) quantitative standard (Time to Complete/Maximum Time Frame). Every student must meet all three measures to demonstrate Satisfactory Academic Progress.

Satisfactory Academic Progress

Academic progress is calculated after each semester/term. In order to be considered as met standards, a student must:

- Maintain at least a 2.0 GPA*
- Have a 67% completion rate or higher for coursework attempted.
- Be on track to complete their degree requirements within 150% of the required number of credit hours/contact clock hours for the program. For example, if a program requires 72 credit hours, the student must complete the degree requirements within 108 credit hours (150%).

Qualitative Standard - (GPA)

Students must maintain at least a 2.0 cumulative grade point average (GPA)

- Transfer credits are not included in the GPA calculation.
- Only courses with a grade of A, B, C, D, or F are included in the GPA calculation.

****Students must maintain an overall GPA 2.0 or better. In addition, students must earn the minimum grade of "C" to successfully complete a course.***

Quantitative Standard –(Pace)

Students (either full-time or part-time) must maintain a minimal incremental progress (pace) by completing (earning) a percentage of all credit/clock hours attempted. Progress is evaluated at the end of each semester/term. The Pace is measured by the result of the division of the cumulative number of hours the student has successfully completed by the cumulative number of hours the student attempted. For programs measured in clock-hours, Pace is evaluated using the cumulative clock- hours required to be completed, as expressed in calendar time. All students must have completed a minimum of 67% of hours attempted in order to graduate within 150% of the normal time frame. For example, if a student attempted 24 credit hours in the semester/term but only completed 12 cumulative credit hours, this equates to 50% cumulative completion rate, which will not be satisfactory.

The following are included in the Pace calculation:

All courses are used in the credit/clock hours completion ratio including repeated, transferred, withdrawals and incompletes. All students must successfully complete (earn) 67% of all cumulative hours attempted.

- for courses that the student attempts and officially or unofficially withdraws from after the drop/add period, the hours attempted will count in the denominator of the calculation with no earned hours in the numerator. This will negatively affect the Pace measure.
- for courses with an enrollment status of incomplete, the course will count as attempted and unearned hours until such time as the faculty member and registrar process the final grade.

Quantitative Standard - (Time to Complete/Maximum Time Frame)

All students must complete their degree requirements for credit hours or clock hours that do not exceed 150% of the published program hours.

- For courses that the student attempts and officially or unofficially withdraws from after the official college drop/add period, the hours attempted will be used in the "Time to Complete" calculation. This will negatively affect the student's ability to complete their degree within the maximum timeframe.
 - For courses with an enrollment status of incomplete, the course will count as hours attempted, but unearned, until such time as the course is successfully completed.
 - A student could exceed the standard program length when a course is repeated. A student who exceeds the maximum time frame will be dismissed from the college without the opportunity to re-enter.
 - transfer credits accepted toward the student's degree program will be included when calculating the SAP credit/clock hour completion ratio (in both completed [earned] and attempted hours) and the 150% maximum time frame.
 - You will be immediately dismissed if the Office of the Registrar determines that it is ultimately impossible for you to complete all program requirements within the maximum time frame.

In calculating Satisfactory Academic Progress, please refer to the table below:

Letter Code	Percent Grade	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A	90-100	Yes	Yes	Yes	4.0
B	80-89	Yes	Yes	Yes	3.0
C	75-79	Yes	Yes	Yes	2.0
D	60-74	Yes	Yes	Yes	1.0
F	0-59	No	Yes	Yes	0.0
I	Incomplete	No	Yes	No	n/a
P	Pass	Yes	Yes	No	n/a
NP	No Pass	Yes	Yes	No	n/a
T	Transfer	Yes	Yes	No	n/a
W	Withdrawn	No	Yes	No	n/a

Academic Standing / Continuation in the School

SAP is applied to all students at the end of every term / semester to determine eligibility for the following academic term/semester. Any student who does not meet SAP is notified by email of their academic standing. This communication outlines the corresponding implications of the academic sanction and the appeal process. The following designations provide for a student's status as it relates to her/his end-of-term academic standing within the college:

Good Standing:

A student is in good academic standing unless he or she is not making sufficient progress toward degree completion and/or is placed on academic warning, academic probation, academic suspension, or academic dismissal/termination. Students in "good standing" are not notified at the end of each term/semester.

Academic Warning

Academic warning will be assigned for any semester/term in which a student has a semester/term GPA below 2.0 and or who has completed less than 67% of the credits/clock hours attempted. A student on warning will receive a formal communication via email. Academic warning will not be a designation of any kind on a student's transcript. Academic warning will be considered a warning to the student and is not a designation of poor academic standing within the school. The academic warning students will agree to the following responsibilities: 1) a mandatory meeting with their academic advisor, 2) required tutoring, 3) and a continuing improvement of their cumulative GPA. Students will be permitted to remain on Academic Warning for two semesters/terms as long as academic progress is achieved. After two semesters/terms, the student is expected to meet all SAP requirements. Otherwise, the student will be referred to the Academic Progress Committee for probation.

Academic Probation

A student who fails to meet the conditions of Academic Warning status is placed on Academic Probation during the following semester/term. At the end of the semester/term in which the student is on probation, the student's SAP will be recalculated. To be removed from academic probation, a student must meet all SAP requirements by the

end of the following semester/term the student is enrolled. Academic probation will be designated on a student's transcript. A student on probation will receive a formal communication via email.

Academic Success Plan

At the end of every semester/term period in which a student does not meet Satisfactory Academic Progress standards, campus academic staff will assist the student in creating an Academic Success Plan. The Academic Success Plan will outline, in detail, minimum academic performance standards for the student for the upcoming term. The student must acknowledge and meet the requirements of the Academic Success Plan to remain enrolled in the program.

Academic Suspension

A student who fails to meet the conditions of Academic Probation status is placed on Academic Suspension during the following semester/term. Suspension results in the cessation of enrollment/registration for the next semester/term. Academic suspension carries a permanent designation on a student's transcript. A student on suspension will receive a formal communication via email and a hard copy mailed to his or her permanent address.

Academic Dismissal / Termination

A student who does not make Satisfactory Academic Progress while on academic suspension shall be terminated automatically. Academic dismissal carries a permanent designation on the student's transcript. A student on dismissal will receive a formal communication via email and a hard copy mailed to their permanent address.

The Satisfactory Academic Progress Appeal Process

A student may appeal a termination to the Academic Progress Committee if there are valid extenuating circumstances that contributed to the poor academic performance.

Extenuating Circumstances

An extenuating circumstance may include:

Injury

Illness

Divorce

Death of an immediate family member

Other extenuating circumstances.

All submitted documentation of extenuating circumstances is confidential and only used to verify and support a student's appeal. All documentation will be filed in the students' records.

The student must submit a written appeal with supporting documentation addressed to the Academic Progress Committee within 7 business days of notice of academic dismissal. The student will be automatically dropped from classes on determination of dismissal. The student may not attend class during a period of appeal. Appeals are reviewed and considered by the Academic Progress Committee, comprised of faculty members. The Academic Progress Committee will notify the student of an appeal decision within 14 business days of the student's submission of an appeal. If the appeal is granted, the student will be allowed to continue enrollment.

A successful appeal for reinstatement after an academic suspension will result in the following:

- A probationary term in which specified term requirements must be met;
- An additional two monitoring terms, at the end of which you are expected to meet the Satisfactory Academic Progress requirements.

Readmitted students are required to meet all SAP requirements. If you are returning to Essential School of Nursing, Inc. after an absence, and your former coursework would indicate that you are below the minimum progress requirements, you will need to appeal for reinstatement for your student aid eligibility by submitting a Satisfactory Academic Progress Appeal Form for Readmitted Student explaining:

- The circumstances that kept you from meeting the satisfactory academic progress standards in the past.

- Your plan for corrective action — that is, tell us what changes you have made that will allow you to be successful in the future.
- Your current educational objective and your plan for successfully achieving this goal at Essential School of Nursing, Inc. If you are transferring in new academic credit, please explain how the transfer credit relates to your current educational objective at Essential School of Nursing, Inc.

Repetitions

Students are required to repeat any failed course. Students will be allowed to repeat a failed course once (see the “Official Letter Grading Scale”). Both the grade for the failed course and the repeated course will appear on the transcript, but only the most recent grade will be used in calculating CGPA. However, the original course and repeated course credit hours are included in the maximum time frame and rate of progress calculations. Students may incur a fee for repeating a class(es). Students who fail the same academic course twice will be dismissed from the program. Dismissed students are not eligible for readmission.

Incomplete Grades

Incomplete grades will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP. Zero quality points will be assigned, as stated in the academic catalog, for financial aid SAP determination until an earned grade is posted. If the student has an incomplete grade and is not meeting SAP, he/she may request another SAP review after posting of the earned grade.

Withdrawals

Students may withdraw from a course, as allowed under ESN academic policy. Courses from which a student has withdrawn will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

The Registrar Office reserves the right to suspend students who officially or unofficially withdraw or fail to earn credit in any coursework -- in consecutive terms of attendance, or in two or more terms within two consecutive academic years.

Pass/Fail

Pass/Fail coursework is not calculated in the cumulative GPA but will be counted as credits attempted. If the coursework is passed, the credits will also be counted as completed.

Dismissed Students

If you were dismissed from the school for any reason, including low GPA, your academic status will reflect the status and type of dismissal in your file, and you will need to appeal for readmission through our Academic Appeals Department.

Grading System

Official Letter Grading Scale

A permanent record of each student’s achievement is kept on file permanently. All grades are used to determine the student’s eligibility for graduation. Essential School of Nursing, Inc. uses a four-point grading system to measure student scholastic achievement. The following grades are used to calculate the grade point average (GPA):

A	90% - 100%	4.0	Excellent
B	80% - 89%	3.0	Good
C	75% - 79%	2.0	Satisfactory
D	60% - 74%	1.0	Unsatisfactory
F	Below 60%	0.0	Unsatisfactory

Written examinations are given as per the course syllabus and, at the completion of each course, a final exam is given. Lab exams cover both subject matter and skills evaluation. Records of grades are maintained by the Registrar. Unless specified differently for an individual program, students receive letter grades at the end of each course using the official letter grading scale. Grades are based on assignments, tests, and manipulative performance examinations given with each unit of learning. At the end of each evaluation period, the student's cumulative grade point average (CGPA) will be determined. At that time, academic records will be made available or furnished to the student.

A student who has not earned a 75% or higher grade for a course may retake the final once. The repeated test grade will be averaged with the previous averaged tests grade. If the student still does not achieve a minimum 75% course grade, they must repeat the course. A student may only repeat a course one time to earn a passing grade. A student who does not earn a passing grade on the second attempt re-taking in a course will be withdrawn from school. Laboratory, clinical skills laboratory, and clinical rotations are graded on as **pass** or **fail**.

F Fail (course taken on pass/fail basis)
P Pass (course taken on pass/fail basis)
NR No grade reported.
R Repeat
T Transfer (accepted transfer of credit)
W Withdrawal
WF Withdrawal fail.
I Incomplete

Simulation Labs

The clinical experience may provide the opportunity to engage in simulation learning activities that is a useful pedagogical approach that provides nursing students with opportunities to practice their clinical and decision-making skills through varied real-life situational experiences, without compromising the patient's well-being. The focus and schedule for the simulation lab will be provided and will constitute no more than 50% of each clinical training category: acute care, long-term care, and community-based care may be simulated when accompanied by traditional clinical experience.

Withdrawal from a Course

Students may withdraw from a course during the drop/add period (the first week of class) without punitive grades or financial obligations. If the student withdraws from a course after the drop/add period, the student will receive a "W" grade in the course. The grade of "W" has no effect on the student's cumulative GPA. However, the grade of "W" is added to hours attempted within the specified maximum time frame. If the student withdraws after the add/drop period, the last day of physical attendance determines whether the student receives a "W" or the grade earned for the required coursework, whether or not actually completed by the student. If the last day of attendance is within the first half of the semester, a grade of "W" is given. If the last day of attendance is within the second half of the semester, absent unusual circumstances, the student will receive the grade based upon the required coursework.

Incomplete Grade in a Course

A grade of Incomplete (noted "I" on the transcript) may be assigned when a student has completed and passed 50% of the work required for a course but, for reasons beyond the student's control, cannot complete the entire course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. Upon completion of the agreed-upon work, the instructor submits a grade-change form that replaces the "I" with the final grade for the course.

The grade of "I" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "I" is added to the hours attempted within the maximum time frame.

Pass (P) Grade in a Course:

If a student receives a grade of P in any course, the student will have successfully completed that course. A grade of "P" will have no effect on the student's cumulative grade point average. However, the grade of "P" is added to hours attempted within the specified maximum time frame.

Fail (F) Grade in a Course:

F – Fail – the student was unable to satisfy the minimum expectations of the course.

Transfer Courses

Students will receive a grade of "T" for courses taken at another institution and accepted as transfer courses by Essential School of Nursing, Inc. The grade of "T" has no effect on the student's cumulative GPA or successful completion of courses. However, a grade of "T" is added to hours attempted within the specified minimum time frame.

Repetitions

Students are required to repeat any failed course. Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the most recent grade will be used in calculating CGPA. However, the original course and repeated course credit hours are included in the maximum time frame and rate of progress calculations. Students may incur a fee for repeating a class(es). Students who fail the same academic course twice will be dismissed from the program. Dismissed students are not eligible for readmission.

Grade Point Average

Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units attempted.

Final Grade Reports

Each student is held responsible for his/her own academic progress. Final grades are available at Registrar Office. Dates of final grade availability for specific semesters are published in the current Schedule of Classes. All tuition and fees due must be paid in order to access grades.

Change of Grades

An earned grade may be changed by the course instructor within 90 days only if an error has occurred. Grades cannot be changed on the basis of a student completing course work subsequent to the assignment of the final grade.

Transcripts

An official transcript summarizing a student's complete academic records of course work taken at Essential School of Nursing will be provided to the student or sent directly to colleges, employers, and other agencies upon written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is a fee for each copy of an official transcript issued. Please see fee schedule for applicable fees.

Examinations

Final examinations are generally held in all courses at the end of each course. Students may request a change of a scheduled examination through the Office of Academic Affairs for the following reasons:

- Serious illness of the student
- Emergency or important event in the student's immediate family
- Three exams scheduled in one day or three consecutive exam periods within 24 hours

Mid-term/Semester Deficiency Notices

Instructors are required to provide deficiency notices to all students whose work is not satisfactory at midterm/semester. Failure to receive a mid-term/semester deficiency notice does not preclude the possibility that the student may still fail the course, nor does it imply that the student will automatically pass the course.

Successful Training Completion Requirements/Graduation

Successful completion of the program requires the following:

- Completion of the program curriculum with a minimum cumulative GPA of 2.0.
- Successful completion of all program requirements within 150 % of program duration.
- Participation in a mandatory end of program review.
- Successful completion of the Exit Final Exam.
- Completion of the Program Exit Evaluation.
- Fulfillment of financial obligations.

A diploma signifies satisfactory completion will be issued to the student upon successful completion of all program requirements for graduation and when all tuition/fees are paid in full. Failure to meet any of the above requirements may result in denial of graduation and/or termination from the program.

Appeal Procedures

Appeals of academic honesty violations, contested grades, and waivers of academic policies must be initiated within 30 days of notification or, in the case of a contested grade, within 30 days of the new quarter. At the written request of any involved party, the Administrator appoints a three-member ad hoc committee—the Academic Hearing Board. The Academic Hearing Board is comprised of one faculty member, one student, and one academic administrator. (In the case of a disability-related appeal, the Administrator will be the Academic Administrator. The Academic Hearing Board conducts a hearing and renders a recommendation in writing. All proceedings are kept confidential. The chair must ensure that student rights to due process are protected. The recommendation of the Academic Hearing Board is final and binding. The student must initiate the appeal of a judicial action in writing to the chair of the academic standards committee within 48 hours of receiving the notification. All appeals must be based on new evidence or violation of rights to due process. A final appeal may be made to the President of the School. When a student submits any work for academic credit, he makes an implicit claim that the work is wholly owned, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit in any other area. Students are free to study and work together on homework assignments unless specifically asked not to by the instructor. In the case of examinations (test, quizzes, etc.), the student also implicitly claims that no prior obtained unauthorized information about the examination, and that they will neither give nor obtain any assistance during the examination. Moreover, a student shall not prevent others from completing their work.

Examples of violation include but are not limited to the following:

1. Supplying or receiving completed papers, outlines, or research for submission by any person other than the author
2. Submitting the same, or essentially the same, paper or report for credit on two different occasions
3. Supplying or receiving unauthorized information about the form or content of an examination prior to its administration—specifically including unauthorized exam material prior to the exam
4. supplying or receiving partial or complete answers, or suggestions for answers, assistance in the interpretation of questions on any examination from any source not explicitly authorized, including copying or reading another student's work or consulting notes or other sources during testing
5. Copying or allowing the copying of assigned work or the falsification of information.
6. Removing study or research materials or equipment intended for common use in assigned work without authorization.
7. Altering any materials or apparatus and, thereby, interfering with another student's work; and
8. Plagiarism (see the following statement in which plagiarism is defined).

Any exception to the above must be explicitly stated by the person giving academic credit for the work.

Appeal Procedure for Denial of "W"

An appeal of the denial of fulfillment of the Writing Proficiency requirement must be initiated within 30 days of the new term/semester. After discussion with her professor, the student should write a letter stating the reason for her appeal and submit it with "W" portfolio to the Director of the Program.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact

the Commission for Independent Education. Additional information may be obtained by contacting:
The Commission for Independent Education
Florida Department of Education
325 West Gaines St., Ste. 1414
Tallahassee, Florida 32399-0400
850-245-3200 or 888-224-6684 toll free.



SECTION 5: STUDENT SERVICES & ACADEMIC POLICIES

Section 5:0 Student Services

Orientation

An orientation program is held just prior to the cohort start date. Orientation is intended to help students transition into school life, and it gives them the opportunity to familiarize themselves with school policies and to meet personally with members of the faculty, staff, and administration.

Housing

Essential School of Nursing, Inc. does not have on-campus residences; however, resources are available to those in need of housing assistance.

Student Counseling/Tutoring

Our goal is to assist students to reach their goals. The faculty and staff are available by appointment or informally to meet with students to discuss any obstacle that may be in the way of success. Students may be referred for professional counseling. All services are available from 9:00 am to 9:00 pm while students are on campus.

Section 5:1 Job Placement

Essential School of Nursing, Inc. provides employment skills training, access to community events and externships, assembly, and distribution of job listings to students, and distribution of a resume book of students and recent graduates to area employers. **The school cannot guarantee employment to any graduate, but it can provide contacts and guidance.** Essential School of Nursing, Inc. assists with referrals and by giving proper references to graduates. A referral book of local health care agencies is maintained for reference by of graduates and alumni. Graduates who have participated in outside clinical experiences may also have the opportunity to interview for openings at that clinic site and other sites. Essential School of Nursing, Inc. does not guarantee any placement.

Section 5:2 Communication/Chain of Command

Students are informed about schedule changes, upcoming continuing education offerings, and other items of interest through announcements on the school Bulletin Board or via email.

Essential School of Nursing, Inc. maintains an open-door policy aimed at ensuring that all student needs and concerns are addressed appropriately and in a timely manner. However, students are encouraged to follow the proper chain of command when communicating their needs and concerns. The communication chain of command that students are required to adhere to is as follows:



Students should always endeavor to communicate their learning needs or concerns first to the specific instructor for the course. In the event that the instructor is unable to address the need or concern, then the student can report the need or concern to the Director of Student Services. If at this point the student need or concern is not addressed to his or her satisfaction, the student may then bring the concern or need to the attention of the Director of Nursing Education and after the school president. For major issues of student complaint/grievance, students are encouraged to adhere to the established student complaints/grievance process (please see student complaints/grievance policy and procedure).

Student Records/Transcripts

The Registrar's office maintains a permanent academic record for all students. The academic record contains, among other things, transcripts, enrollment agreements and the application for admission. Student records are retained perpetually on site at the institution. Records of academic progress are furnished to the student. One transcript is

provided to students upon graduation and fulfillment of tuition obligations. Additional transcripts are available to students upon written request and for a fee of \$10.00. Student records will be provided to potential employers only after the individual student has made a written request. Student records are maintained in a fireproof cabinet. Computer records are backed up weekly and stored off campus. All students' records are confidential.

Note: Official transcripts or other third-party documents provided directly to the school from other institutions or outside sources cannot be released to the student.

Section 5:3 Campus Safety and Security: "Cleary Act"

Providing a safe campus environment for students and employees is important to Essential School of Nursing, Inc. With the cooperation of the administration, faculty, and student body, a safe campus environment can be maintained. Firearms of any type are not permitted. This policy applies to all students, staff, faculty, as well as anyone visiting the campus. The only exception to the policy is for "on duty" Florida law enforcement officers.

Staff, faculty and students are required to adhere to all local, state, and federal laws, statutes and ordinances, and school policy. In order to meet compliance with the federal regulations concerning institutional security policies and crime statistics under the Cleary Act, a copy of the Annual Security and Fire Safety Report may be requested from the office of the campus administrator.

Additional resources:

Ambulance and police 24/7-911

Florida Coalition Against Domestic Violence-800.500.1119

FLASV Rape Crisis Hotline- 888. 956. RAPE

FL Department of Corrections Victim Assistance- 850.488.9166

FL AIDS Hotline- 800.FLA.AIDS

Family Source Parent Help Line- 800.FLA.LOVE

Project Hope Disaster Crisis Counseling- 856.518.1825

Disability Assistance

Essential School of Nursing, Inc. does not discriminate based on disability in the admission to, or access to, or operations of, its programs, or activities. Students with disabilities may request reasonable accommodation. Essential School of Nursing, Inc. evaluates reasonable accommodation requests in accordance with the Americans with Disabilities Act of 1990 as amended and with Section 504 of the Rehabilitation Act of 1973. Reasonable and specific accommodation is developed with each student based upon current documentation from an appropriate licensed professional.

The specific content of the documentation will vary with the nature of the student's disability, but in all cases, it should include a diagnosis, justification, recommendations, and a clear rationale for the recommendations. The student will sign a release allowing the disabilities specialist to inform the professors of the accommodations to which the student is entitled, and to discuss their implementation. The student is responsible for reviewing and arranging accommodations with the disabilities specialist and the professors. Faculty should consult with the disabilities specialist before making any accommodation requested by students. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

Section 5: 4 Academic Policies and Procedures

Academic Honesty

Each student shall be honest in their academic work and shall support the honesty of others.

They shall, moreover, guard against any appearance of dishonesty. Faculty members have a responsibility to refer to the school's policy on academic honesty at the beginning of each course. Teachers shall foster the honesty of their students by conducting each course in a manner which discourages cheating or plagiarism. They shall, moreover, thoroughly investigate any evidence of cheating in their classrooms. Course instructors who have evidence of cheating or plagiarism shall make the charge and any subsequent action known to the student. It is recommended that the instructor submit in writing the name of any student found guilty of academic dishonesty serious enough to have been penalized, along with a description of the penalty imposed, to the Administrator and Director of Nursing. Such reports will be kept in confidence, except in the case of continued violations by a student, in which case the reports may be presented to the Administrator.

The instructor or proctor of a course or exam in which a violation of academic honesty occurs will determine the appropriate penalty in consultation with the Program Director. Penalties may range from a refusal of credit for an individual assignment to failure in the course, depending on the seriousness of the offense, including academic dismissal from school. **In addition:**

1. Any member of the school community is encouraged to report a violation of academic honesty of which he or she has evidence to the instructor of the course.
2. Any member of the school community has the right to refer to a violation of academic honesty of which he or she has evidence to the Administrator for further consideration.
3. Any student has the right to refer an accusation of academic dishonesty or a grade resulting from such an accusation to the Administrator for further consideration.
4. At the written request of any involved party, the Administrator shall refer an appeal to the Committee on Academic Standards for a wider hearing. At the discretion of the Administrator, a case involving repeated violations of academic honesty by a student may be referred to the Academic Standards Committee for further consideration and possible disciplinary action. The student involved will be notified before any such referral is made.

Plagiarism means presenting, *as one's own*, the works, the work, or the opinions of someone else. It is dishonest, since the plagiarist offers, as her own, for credit, language, information, or thought for which she deserves no credit. Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source (exceptions are well-known quotations—from the Bible or Shakespeare, for example). In formal papers, the source is acknowledged in a footnote; in informal papers, it may be put in parentheses or made a part of the text: "Robert Sherwood says..." This first type of plagiarism, using without acknowledgment the language of someone else, is easy to understand and to avoid. *When a writer uses the exact words of another writer or speaker, she must enclose those words in quotation marks and give their source.* A second type of plagiarism is more complex. It occurs when the writer presents as his/her own *the sequence of ideas, the arrangement of material, and/or the pattern of thought of someone else* even though she expresses it in his/her own words. The language may be hers, but she is presenting and taking credit for the work of another. He or she is, therefore, guilty of plagiarism if he or she fails to give credit to the original author of the pattern of ideas. Students writing informal theses, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able to answer NO to the following questions: 1. Am I deliberately recalling any source of information as I write this paper? 2. Am I consulting any source as I write this paper? If the answer to these questions is NO, the writer need have no fear of using sources dishonestly; the material in her mind, which she will transfer to her written paper, is genuinely digested and her own. The writing of a research paper presents a somewhat different problem; the student is expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however, (and this is true of term/semester papers in all School courses), credit is given in footnotes for every idea, conclusion, or piece of information which is not the writer's own, and the writer is careful not to follow. If she wishes to quote, she encloses the passage in quotation marks and gives credit to the author in a footnote, but she writes the bulk of the paper in her own words and in her own style, using footnotes to acknowledge the facts and ideas taken from her reading.

Harassment

Essential School of Nursing, Inc. is committed to a work and educational environment in which all individuals are treated with respect and dignity. Everyone has the right to work and study in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Essential School of Nursing, Inc. has developed this policy to ensure that all of its employees and students can work and study in an environment free from harassment, discrimination and retaliation. Essential School of Nursing, Inc. will make every reasonable effort to ensure that all employees and students are familiar with these policies and aware that any complaint in violation of such policy will be investigated and resolved appropriately. Some definitions of harassment include:

- a. Sexual and gender harassment is prohibited.
- b. Harassment based on any other protected characteristic is also prohibited.

Under this policy, verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, or any other characteristic protected by law violates this policy. As well, harassment because of an individual's sexual or political orientation is prohibited. Harassing conduct includes, but is not limited to the following conduct, which is based upon an individual's race, color, religion, national origin, age, disability, sexual or political orientation: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion and that is posted or circulated on campus. This policy applies to faculty and staff, whether related to conduct engaged in by students, employees or by an outsider not directly connected to Essential School of Nursing (such as an outside vendor).

People who believe they are being subjected to harassment may, if they feel comfortable doing so, advise the offender that his or her behavior is offensive and request that it stop. If faculty members are not comfortable doing this, they are encouraged to immediately report the behavior to the Vice President, Administrator, or the Director of Nursing. If any other employee is not comfortable doing this, they are encouraged to immediately report the behavior. Essential School of Nursing, Inc. encourages prompt reporting of all perceived incidents of discrimination, harassment, or retaliation regardless of the offender's identity or position. Essential School of Nursing, Inc. encourages the prompt reporting of complaints and concerns so that immediate and constructive action can be taken before relationships become irreparably strained. Although no reporting deadlines have been established, early reporting and intervention is the most effective method of resolving offensive behavior. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and will be subject to disciplinary action. Acts of retaliation should be reported immediately through the same channels as are identified above. Appropriate discipline, up to and including termination of employment, will be imposed if an investigation results in a finding the behavior prohibited by this policy has occurred. False and malicious complaints of harassment, discrimination or retaliation will not be tolerated; appropriate disciplinary action will be imposed.

Sexual Harassment

In our academic community, we seek to foster the fullest development of a person's talents and aspirations. The mission of the school can be realized only in an atmosphere of mutual trust and respect. Actions which diminish such an atmosphere shall not be condoned or tolerated. Essential School of Nursing, Inc. will not tolerate sexual harassment of its students or employees, nor will it tolerate unprofessional conduct which leads to sexual harassment. Sexual harassment may be used to describe a wide range of behaviors. These behaviors are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made either explicitly or implicitly a term/semester or condition of an individual's employment or education, -submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, education, or living environment. In determining what conduct constitutes sexual harassment, the question will be determined from the perspective of a reasonable person of the gender and position of the person making the complaint.

Individuals Essential School of Nursing, Inc. have been assigned the responsibility of becoming familiar with the issue of harassment and providing advice and counsel to those offended by unwelcome comments or behavior. These individuals are the Administrator and the Director of Nursing.

If a faculty member or member of the staff is faced with comments or conduct of a gender based or sexual nature which are offensive or threatening, the person is encouraged to handle the situation in a direct manner immediately by telling the person calmly, politely, and clearly that the conduct is offensive and that the individual wants it to stop. If the individual is reluctant to confront the individual directly, the individual may seek assistance by complaining to a person in a position of authority and asking for assistance. A faculty member may complain to a chair of any department, the Vice President, Administrator, or the Director of Nursing.

All faculty members, managers and supervisors are responsible to immediately bring forth any complaint of harassment made by a student or employee, as well as any situation which they observe and believe may violate this policy. This information should be brought to the Vice President, Administrator, or the Director of Nursing. Complaints will be immediately and fully investigated once reported. To the extent feasible, the investigation will protect the privacy interests of all affected parties. No faculty member, employee or student who makes a complaint in good faith or participates in an investigation in good faith shall suffer retaliation for being involved Essential School of Nursing, Inc. will take the necessary action to assure that retaliation does not occur.

Any person who is found to have violated this policy shall be subject to prompt and appropriate disciplinary action up to and including termination, as determined by Essential School of Nursing, Inc.

This policy shall not be used to bring a complaint in bad faith. Disciplinary action shall be taken against any individual found to have brought a sexual harassment complaint in bad faith for an improper purpose.

Relationships between a student and an individual with professional responsibility for that student deserve particular attention. A School employee with professional responsibility for a student has real or potential power and authority over that student in a variety of roles including but not limited to instructor, adviser, work study supervisor, counselor, and committee member. To ensure that employees shall not abuse that power, no employee shall engage in or solicit an amorous or sexual relationship (consensual or otherwise) with a student. Amorous and/or sexual relationships between a student and an individual with professional responsibility for that student are presumed to constitute unprofessional conduct. The consensual nature of such a relationship does not necessarily constitute a defense to a complaint of sexual harassment or related unprofessional conduct.

Policy against Hazing

In compliance with Florida law, Essential School of Nursing, Inc. defines hazing as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of Essential School of Nursing, Inc. Therefore, such conduct will not be tolerated. Every effort will be made by Essential School of Nursing, Inc. to guarantee that students will not be victimized by hazing.

Drug-free Workplace.

Essential School of Nursing, Inc. strives to provide a healthful, safe working environment for all employees. As part of this goal and in conjunction with federal law, the school has adopted the following policy regarding a Drug-Free Workplace. This policy, required by the Drug-Free Workplace Act of 1988, regards the work-related effects of drug use and the unlawful possession of controlled substances. Students are expected and required to report on time and in appropriate mental and physical condition for school. It is our intent and obligation to provide a drug free, healthful, safe, and secure work environment. The unlawful manufacture distribution, dispensing, possession, or use of a controlled substance on campus or while conducting School business off campus is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences. The school recognizes drug dependency as an illness and a major health problem. The school also recognizes drug abuse as a potential health, safety, and security problem. Students must, as a condition of

continuation, abide by the term/semesters of the above policy and report any conviction under a criminal drug statute for violations occurring on or off campus. A report of a conviction must be made within five (5) days after the conviction. The school, in turn, will notify all federal agencies from which the school has received federal grants within ten (10) days of receiving actual notice of such conviction. Within thirty (30) days, the school will take one of the following actions: 1) appropriate disciplinary action, up to and including termination, or 2) require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency. It is the school's intention to make a good faith effort to continue to maintain a drug free workplace through the implementation of this policy.

Student Impairment in the Clinical Setting

Any evidence of impairment due to such factors as sleep deprivation or the effects of medications (prescribed or non-prescribed) is not in keeping with professional behavior. If a student presents to a clinical with any evidence of impairment, the student will be immediately required to submit for substance abuse testing. Refusal to submit to testing will be considered as a positive test and will result in dismissal from the course and/or program. In addition, students must abide by Essential School of Nursing's Drug Policy.

Smoking

To provide all community members with a healthy and safe environment within which to study, work and live, Essential School of Nursing, Inc. does not allow smoking and all buildings on campus are smoke-free. Smoking is permitted only in outdoor areas of the campus and smokers are asked to respect the rights of others to avoid second-hand exposure to smoke by refraining from smoking in or near doorways and disposing of their smoking materials in the outdoor containers provided. It is the responsibility of all community members to adhere to the school's smoking policy and to encourage other community members to do the same. It is also the responsibility of individual community members to inform their guest of the school's smoking policy and encourage their adherence to this policy. Failure to abide by the policy will result in disciplinary action.

Copyright Infringement Policy

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. Essential School of Nursing, Inc. strictly prohibits all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer system and network.

Essential School of Nursing, Inc. respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Essential School of Nursing, Inc. to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, Essential School of Nursing, Inc. will follow the legal doctrine of fair use currently a part of the copyright law. Essential School of Nursing, Inc.'s students and faculty will not make unauthorized copies of copyrighted material on or using Essential School of Nursing, Inc.'s computer system, network, or storage media. Also, Essential School of Nursing, Inc.'s faculty and students will not store unauthorized copies of copyrighted works using Essential School of Nursing, Inc.'s system, network and/or storage media.

Essential School of Nursing, Inc.'s faculty and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using Essential School of Nursing, Inc.'s computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Essential School of Nursing, Inc. reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, Essential School of Nursing, Inc. reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action

as appropriate under the circumstances. Such disciplinary action may include termination, expulsion, and other legal actions. For more information, please see the website of the US Copyright Office, www.copyright.gov.

Dress Code

As health care providers, it is our role to care for the public in many settings. It is important to present a professional image as well as be mindful of disease transmission. With this in mind, the clinical dress code for the Essential School of Nursing, Inc. Nursing Assistant Uniform is as follows:

1. Uniforms, a lab coat, watch with a second hand are considered necessary for the clinical.
2. The uniform is available at Essential School of Nursing, Inc. Full dress uniforms are required on any clinical day assignments and at school.
3. The white slacks or skirt should be purchased from any uniform shop or retail store. Uniform slacks must be medium weight or heavier, and ankle length. No elastic in the cuffs is permitted. Skirts must be of a modest length (knee length or below). Discreet white or flesh colored underwear must be worn which is not readily visible through the uniform. White house or socks must be always worn.
4. Shoes must be clean, quiet, safe and comfortable. Athletic shoes are permitted if they are made of white leather. White canvas, cotton, or nylon shoes are unacceptable. White shoelaces are required. No open-toe, no open-heel shoes nor clogs may be worn.
5. White lab coats are optional when worn with the clinical uniform. They may be required for specific clinical sites. When students are involved in direct patient care, a simple sweater may be worn over the uniform. A classic white, navy or light blue cardigan is permitted.
6. Hair that falls below shoulder length must be pulled back. Earrings must be single, stud type, no dangling earrings. Jewelry must be consistent with safety and limited to watches and inconspicuous rings (such as wedding rings/bands). Facial piercing (nose, tongue, eyebrows, etc.) must be removed in the clinical area. Fingernails must be neat, clean, and trimmed. No artificial nails or nail polish may be worn. Make-up should be simple. Strong cologne and perfumes may have an adverse effect on individuals and should not be worn. Body art must be concealed.
7. Students must present a professional image in all clinical settings. Short skirts, shorts, blue jeans, bare midriffs aren't considered part of a professional appearance.
8. Students who do not adhere to the uniform policy will be asked to leave the clinical area.
9. No gum chewing is permitted during clinical times.
10. *Community Service:* Appropriate professional street clothes, are worn in this clinical.

Student Code of Conduct

Students enrolled in Essential School of Nursing, Inc. are expected to conduct themselves as responsible citizens and in a manner compatible with the school's function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each educational program offered by Essential School of Nursing, Inc. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to any educational programs offered by Essential School of Nursing, Inc. The following actions are prohibited and may lead to appropriate disciplinary action:

1. Repeated or ongoing disruptive behavior, repeated or ongoing willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of authority of, or persistent abuse of, Essential School of Nursing personnel.
2. Assault, battery or any threat of force or violence upon student or school personnel.
3. Physical abuse or verbal abuse or any conduct which threatens the health or safety of any person (either on campus or at any event sponsored or supervised by Essential School of Nursing, Inc.).
4. Theft or damage to property (including Essential School of Nursing, Inc. property or the property of any person while he/she is on the Essential School of Nursing, Inc. campus).
5. Interference with the normal operations of Essential School of Nursing, Inc. (i.e., obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other school activities on Essential School of Nursing, Inc. premises).
6. Unauthorized entry into, or use of, Essential School of Nursing, Inc. facilities.
7. Forgery, alteration or misuse of school documents, records, or identification.

8. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to Essential School of Nursing, Inc., and its officials).
9. Assisting, actively or passively, another student to commit an act of academic dishonesty.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expression on any Essential School of Nursing, Inc. -owned or controlled property or at any Essential School of Nursing, Inc. -sponsored or supervised function.
11. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs, as defined in the State of Florida, on Essential School of Nursing, Inc. property or at any function sponsored by Essential School of Nursing, Inc.
12. Possession or use of alcoholic beverages on Essential School of Nursing, Inc. property or at Essential School of Nursing, Inc. sponsored event.
13. Illegal possession or use of firearms, explosives, dangerous chemicals or other weapons on Essential School of Nursing, Inc. property or at Essential School of Nursing, Inc. sponsored activities.
14. Use of personal amplified sound device that disturbs the privacy of an individual or an instructional program.
15. Failure to satisfy financial obligations to the school.
16. Failure to comply with directions of Essential School of Nursing, Inc. officials, faculty, staff or other contracted personnel who are acting in performance of their duties to the school.
17. Failure to identify oneself when on school property or at a school sponsored event, upon request of a school official acting in the performance of his/her duties.
18. Gambling on Essential School of Nursing, Inc. property or at affiliated practicum agencies.
19. Violation of other applicable federal and state statutes or school/program rules and regulations.
20. Sexual harassment or unlawful discrimination.
21. Smoking in classrooms or other unauthorized campus areas.
22. Bringing food or drinks into prohibited areas.
23. Using cell phones in prohibited areas.
24. Bribing or attempting to bribe Essential School of Nursing, Inc. faculty or staff.

Decisions regarding student violation of the above established code of conduct are the responsibility of the Program Director. Students have the right to appeal any disciplinary action taken by the school through the school's established complaint/grievance process.

APPENDIX A

Faculty and Administration
Chief Executive Officer
Baudelair Sainvil, ARNP, MSN, RN, BSN, FNP-BC
Chief Financial Officer
Marie Nirva Jourdan-Sainvil, BSN, RN
Bursar
Marie Nirva Jourdan, BSN, RN
Director of Nursing
Baudelair Sainvil, APRN, FNP-BC, MSN, BSN, BLS/ACLS Instructor
Registrar
Altide Jn Jacques
Director of Student Affairs
Linda Bellot
Faculty
Claudette Premice, APRN, MSN, BSN (full-time) MSN from Walden University, BSN from FAU
Thamara Vanessa Jonathas, DNP, APRN, MSN, BSN (full-time) DNP & BSN from Barry University
Baudelair Sainvil, APRN, FNP-BC, MSN, BSN, BLS/ACLS Instructor (full-time) MSN & BSN from Barry University
Marie Nirva Jourdan-Sainvil, BSN, RN (full-time) BSN from Barry University
Anne Yola Sainvil, BSN, RN (full-time) BSN from Miami Dade College
Selwyn Carrington, MD (part-time) MD from State University of New York
Hulda Michel Saint-Fleur, MD (part-time) MD from Ross University



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