



SABER

"Gateway To The Stars"

**SPANISH-AMERICAN BASIC
EDUCATION AND REHABILITATION, INC. (SABER)
3990 W. Flagler Street
Miami, Florida 33134
Telephone: (305) 443-9170**

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Since 9/27/1991 School licensed by:

**Commission for Independent Education
Florida Department of Education
Additional information regarding this institution
may be obtained by contacting the Commission at
325 W. Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
Telephone: (850) 245-3200 or Toll Free 1 (888) 224-6684
License #1400**

Accredited by:

**Council on Occupational Education
7840 Roswell Road, Building 300
Suite 325
Atlanta, Ga. 30350
Toll free: (800) 917-2081
www.council.org**

Dear Student:

This Handbook is intended to provide you with general guidelines, regulations and resources of SABER. It will provide you with orientation to the school as well as to the health care industry, an exciting new world to some of you. Whether you are a young individual continuing your schooling or a mature adult furthering your education, you will find at SABER a team of caring professionals to help you realize your dreams. We hope that it will help you become acquainted with the policies and procedures of the school as they relate to your health care career. We at SABER applaud you for deciding to further your education and training. We know it is difficult to accomplish much without a degree or certificate in this day and age and hope you find this career rewarding, pleasurable and profitable. The program of study you have chosen will require hard work and perseverance, at the end of which you will be an important professional in the healthcare delivery field. We are here to help you, our student, realize your goals and dreams. If you have any questions, we are here to help. Contact one of the faculty members or your Department. We are at your disposal. We pride ourselves in offering individualized attention to each and every one of our students. We look forward to meeting you and congratulate you on your chosen career. Good luck!

Sincerely,

SABER Staff, Faculty and Administration

2010-2011

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INTRODUCTION

SABER, school of nursing, functions under Spanish American Basic Education and Rehabilitation, Inc. (SABER) a private, not for profit corporation formed under the laws of the State of Florida, and which adheres to IRS regulations as a 501(c)(3) corporation. It was established to provide basic skills, language, vocational and career education in various high demand occupational areas. Founded in 1972 and under the same executive administration for the past 38 years, SABER has attained a respectable track record in the training and employment of a large segment of our workforce.

SABER receives guidance and is licensed by the State of Florida Board of Nursing and the State of Florida Department of Education, Commission for Independent Education (CIE). SABER is accredited by the Council on Occupational Education (COE).

Students having successfully completed the Nursing (Associate Degree) or Practical Nursing (PN) Programs are eligible to apply with the State of Florida Board of Nursing to take the Licensing examination, NCLEX-RN or NCLEX-PN respectively. After successful completion of the examination they will be certified as Registered Nurses (RNs) or as Licensed Practical Nurses (LPNs) and may work as RNs or LPNs in the State of Florida.

Directors of the school have ample educational background, experience and administrative competence to properly supervise all activities. Faculty members are selected for their academic qualifications and experience; instructors of the nursing courses are MSNs, BSNs and/or RNs with a current, valid license in the State of Florida.

The instructional staff for these programs is made up of qualified professionals who have the proper credentials and academic requirements to teach each of their assigned courses. Clinical experiences, which are scheduled at Health Care Agencies, are a planned part of the curriculum and mandatory for program completion.

For Nursing (AS) and PN students only, this Handbook supersedes rules and regulations found in the SABER Catalog. In cases where there is a discrepancy between SABER Catalog's rules and regulations and those listed in this Handbook, the Nursing (AS) / PN student must adhere to the regulations found in this Handbook.

OBJECTIVE OF THE HANDBOOK

To provide policies and procedures, in writing, concerning admissions, attendance, vacations, holidays and any other matters related to student life. Each student must familiarize him/herself thoroughly with this handbook and use it as a resource tool in understanding and complying with SABER rules and regulations.

PHILOSOPHY

The philosophy of the school is to act as a vehicle to provide basic skills, language, vocational and career education in various high demand occupational areas.

It is the purpose of SABER to contribute to the economic growth and development of the local community through training programs and activities that help to improve job skills, secure/retain/create better vocational and career opportunities for its residents, as well as generate new vocational and career opportunities for those students who apply themselves. SABER's goal is to improve the quality of life of the students in the community and to facilitate career opportunities in the market place and industry.

MISSION

SABER identifies as its primary responsibility the preparation of individuals to become productive members of this society by helping them in their growth to attain educational goals and their development of ethical responsibilities

HISTORY

Spanish American Basic Education & Rehabilitation, Inc. (SABER) was established in 1972 in Florida to provide knowledge, skills, abilities and trained students, due to a dire demand in the community for individuals in various occupational fields. The school was established to offer training through non-degree, vocational and degree programs to meet the demands of the industry and the workforce community in general; SABER has been licensed by the Commission for Independent Education (CIE) since 1991 is accredited by the Council on Occupational Education (COE).

OWNERSHIP

Spanish American Basic Education and Rehabilitation, Inc. (SABER) 3990 W. Flagler Street, Miami, Florida 33134 is a private non-profit corporation formed under the laws of the State of Florida, and which adheres to IRS regulations as a 501 (c)(3) corporation.

STUDENT PERFORMANCE OBJECTIVES

The Curricula of these Programs is designed to guide the student in developing the necessary skills to safely and satisfactorily practice Professional Nursing or Practical Nursing and to prepare the student in successfully completing the licensing requirements in the State of Florida to become a Registered Nurse or a Licensed Practical Nurse. In order to achieve these goals, the student will meet the following Objectives:

1. Complete all assigned activities as directed by instructors.
2. Maintain a grade point average of 77% or higher in all classroom evaluations of the Professional Nursing (Associate Degree)RN Program
3. Maintain a grade point average of 75% or higher in all classroom evaluations of the Practical Nursing (PN) Program
4. Pass the ATI/HESI Exit Exam with a minimum score of 94% passing probability or higher. This score holds for both the RN and the PN programs.
5. Maintain a grade of Satisfactory in clinical evaluations.
6. Complete all laboratory procedures with Satisfactory evaluations.
7. Perform all Nursing Skills using Standard Precautions and correct Biohazard Waste Disposal.
8. Comply with the policies of the Nursing (Associate Degree) Programs of SABER
9. Comply with the policies of the Practical Nursing (PN) Program of SABER
10. Demonstrate a “caring professional attitude” by meeting affective objectives identified in this Handbook.
11. Demonstrate Employability and Occupational Skills by complying with thRules, Regulations and Attendance Policies of the Programs.
12. Develop and use appropriate verbal communication and listening skills with peers, school staff and instructors.
13. Demonstrate ethical responsibilities in the classroom and clinical experience.

When the above Objectives have been met, the student will be ready to graduate and apply to take the licensing examinations.

TERMINAL OBJECTIVES OF THE NURSING (ASSOCIATE DEGREE) PROGRAMS

The Graduate will:

1. Demonstrate knowledge of the health status and functional health needs of clients and families by using the nursing process to interpret health data and to provide and coordinate a plan of care within a holistic approach.
2. Demonstrate knowledge in formulating nursing plans of care in collaboration with clients, families and interdisciplinary healthcare team members.
3. Demonstrate knowledge in implementing a plan of care within the legal and ethical parameters according to the Nurse Practice Act.
4. Demonstrate knowledge in developing teaching and learning plans to implement with clients and families, whether directly or through assignment to other members of the healthcare team
5. Demonstrate knowledge in evaluating client's and families' responses and outcomes to therapeutic intervention in order to adjust a plan of care
6. Demonstrate knowledge in providing care to multiple clients through direct care and/or delegation of care
7. Demonstrate use of critical thinking to analyze clinical data and current literature as a basis for decision making
8. Demonstrate ability to act as an advocate to promote quality healthcare for culturally diverse groups.
9. Demonstrate ability to coordinate resources for the provision of quality care
10. Demonstrate ability to function within the organizational framework of various healthcare settings.
11. Demonstrate legal / ethical responsibility and accountability for quality of nursing consistent with the legal scope of the practice.
12. Demonstrate readiness for successful performance on the NCLEX-RN Examination
13. Develop and use appropriate verbal communication and listening skills with peers, school staff and instructors.
14. Demonstrate ethical responsibilities in the classroom and clinical experience.

TERMINAL OBJECTIVES OF THE PRACTICAL NURSING (PN) PROGRAM

The graduate will:

1. Demonstrate knowledge of the health care delivery system and health Occupations.
2. Demonstrate legal and ethical responsibilities specific to a Licensed Practical Nurse.
3. Demonstrate the ability to communicate and use interpersonal skills effectively, with the patient, members of the patient's family, members of the health care team and the public in general.
4. Demonstrate good personal habits regarding health and hygiene.
5. Demonstrate ability to use problem-solving techniques in the interpretation of the role of the LPN and the nursing process.
6. Demonstrate Employability Skills specific to practical nursing.
7. Demonstrate developed organizational skills
8. Demonstrate ability to participate in organizational activity and recognize this activity as a contributing factor to self-improvement and maintenance of high standards within the profession.
9. Demonstrate responsibility by periodic completion of continuing education courses, with the goal of self-improvement and nursing skills enhancement.
10. Demonstrate computer literacy as related to nursing functions, as well as appropriate verbal and written communication skills in the performance of those functions.
11. Demonstrate readiness for successful performance on the NCLEX-PN Examination.

ADMISSIONS: NURSING (AS) PROGRAM

In order to be accepted into the **Nursing (AS) Program**, an applicant must meet the following requirements:

- Applicant must submit a High School Diploma (or equivalent in their country of origin) or GED.
- Applicant must be 18 yrs of age
- Applicant must score at the 11.0 level in mathematics, language and reading on the TABE Test.
- Applicant must submit official school transcript documenting any previous work, with a minimum GPA of C average when requesting credit for general education courses previously taken at the associate degree level or higher
- Applicant must take the TEAS and pass with an overall score of: 60. SABER School LPN graduates, who already took and passed the TEAS are exempt from this requirement.
- Applicant who already has an LPN license must submit official school transcript from the Practical Nursing Program attended.
- Applicant who holds an LPN license and requests credit for previous courses taken, must take and pass, prior to graduation, a Professional Nursing ATI exam with a proficiency Level 2 or higher for each designated nursing course being waived.
- Applicants who hold an LPN license must provide proof of current, unencumbered LPN licensure in Florida.
- Applicant must successfully complete a personal oral and written interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer must recommend applicant for admission
- Applicant must submit three letters of recommendation either from a prior instructor or from a current employer. Letters must have contact information of person writing recommendation, such as name, signature, phone number and address.
- Applicant must undergo a background check. If applicant has a recent history of chemical abuse, or an arrest record indicating the same, he/she will be required to contact the intervention Project for Nurses (IPN). Based on the evaluation results of IPN the applicant may be asked to enter into a contractual agreement for services with IPN. Failure to enter into the stipulated contract and/or to comply with any of the requirements of the contract will result in denial of admission into the program.
- Applicant must meet physical strength and function requirements as required
- Applicant must submit proof of CPR certification from the American Heart Association
- Applicant must meet personal health requirements as stipulated in the SABER Physical Health Form

In order to be accepted into the **LPN to Nursing (A.S.) Program**, an applicant must meet the following requirements:

- Applicant must submit a High School Diploma (or equivalent in their country of origin) or GED.
- Applicant must be 18 yrs of age
- Applicant must score at the 11.0 level in mathematics, language and reading on the TABE Test.
- Applicant must submit official school transcript documenting any previous work, with a minimum GPA of C average when requesting credit for general education courses previously taken at the associate degree level or higher.
- Applicant must take the TEAS and pass with an overall score of: 60. SABER School LPN graduates, who already took and passed the TEAS are exempt from this requirement.
- Applicant must submit official school transcript from the Practical Nursing Program attended.
- Applicant who requests credit for previous courses taken, must take and pass, prior to graduation, a Professional Nursing ATI exam with a proficiency Level 2 or higher for each corresponding nursing course being waived.
- Applicants who request that some of their courses be waived must provide proof of current, unencumbered LPN licensure in Florida.
- Applicant must successfully complete a personal oral and written interview with the Program Director and/or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer must recommend applicant for admission
- Applicant must submit three letters of recommendation either from a prior instructor or from a current employer. Letters must have contact information of person writing recommendation, such as name, signature, phone number and address.
- Applicant must undergo a background check. If applicant has a recent history of chemical abuse, or an arrest record indicating the same, he/she will be required to contact the intervention Project for Nurses (IPN). Based on the evaluation results of IPN the applicant may be asked to enter into a contractual agreement for services with IPN. Failure to enter into the stipulated contract and/or to comply with any of the requirements of the contract will result in denial of admission into the program.
- Applicant must meet physical strength and function requirements as required
- Applicant must submit proof of CPR certification from the American Heart Association
- Applicant must meet personal health requirements as stipulated in the SABER Physical Health Form

ADMISSIONS: Practical Nursing (PN) Program

In order to be accepted into the **Practical Nursing (PN) Program** an applicant must meet the following requirements:

- Applicant must submit a High School Diploma (or equivalent in their county of origin) or GED.
- Applicant must be 18 yrs of age by program completion
- Applicant must score at the 11.0 level in mathematics, language and reading on the TABE Test.
- Applicant must pass the English, Math and Reading Sections of the TEAS with an overall score of: 60
- Applicant must provide three (3) work and or character references. An applicant who has recently graduated from high school must furnish a reference from counselor, teacher or principal. Letters must be signed and must reflect contact information such as name, address and phone or e-mail
- Applicant, if a foreign physician, will be required to present written certification from an approved credential evaluation service (e.g. Josef Silney Translators), as proof of successful completion of courses in Anatomy and Physiology to be extended Advanced Placement credits. In this case, applicant will be exempt from taking the above-mentioned courses again, however, applicant will still be responsible for the full 675 hours of clinical training. Students unable to provide such documentation will be required to take the full curriculum as offered.
- Applicant must successfully complete a personal oral and written interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer will be aided in this process by requesting a series of essays.
- Applicant must undergo a background check. If applicant has a recent history of chemical abuse, or an arrest record indicating the same, he/she will be required to contact the Intervention Project for Nurses (IPN). Based on the evaluation results of IPN the applicant may be asked to enter into a contractual agreement for services with IPN. Failure to enter into the stipulated contract and/or to comply with any of the requirements of the contract will result in denial of admission into the program.
- Applicant must submit proof of CPR certification from the American Heart Association

PHYSICAL REQUIREMENTS

In order to be accepted into the programs the student must meet the following physical requirements. Eligibility for admission will be based on the physical ability of the individual to perform the essential functions of the program.

- Clarity of vision for distances of 3 inches to 20 feet. Ability to distinguish color. Sufficient visual acuity as needed for the preparation and administration of medications and for the necessary observation of the patient regarding safety and care.
- Sufficient auditory perception to receive accurate verbal instructions and communication from members of the health team and patients and to be able to hear clearly monitoring devices such as cardiac monitor, stethoscope, IV infusion pumps, fire alarms, patient call lights, etc.
- Sufficient motor coordination to respond promptly and to be able to implement skills necessary in the manipulation of patients, and equipment.
- Sufficient communication skills to interact with individuals and to communicate their needs promptly and effectively as may be necessary.
- Sufficient intellectual and emotional functions to plan and implement care in the decision-making process and adequate emotional stability to react appropriately in case of an emergency and in situations of high stress.
- Sufficient muscular/skeletal strength and range of motion necessary to re-position patients in bed, lift supplies, and perform cardiopulmonary resuscitation. Ability to reach above the head and to push/pull/lift up to 50 lbs. occasionally and 25 lbs. frequently. Flexibility necessary to squat and to bend at the knees in order to see chest-tube drainage and urine collection devices.

Should any of these essential functions be impossible for the student to perform, the student will be urged to consider another program of study. In the case when special equipment exists to compensate for student's inability to perform essential functions, it will be the responsibility of the student to purchase the necessary equipment (e.g. electronically enhanced stethoscopes, hearing aids, etc

HEALTH REQUIREMENTS

Prior to starting the program students will have to provide the School with their Health Record, which will include proof of immunity/immunization against:

- Tetanus – verify within 10 yrs, 5 yrs. if injured.
- MMR – Measles, Mumps, Rubella – written verification of Rubella immunization after 1968, or a positive titer to show immunity.
- Varicella (Chickenpox). Written verification of Varicella immunization, or a positive titer to show immunity.
- PPD – Two PPD skin tests must be completed and read as negative prior to any clinical experience. PPD results cannot be accepted if over 12 months from the day of admission.
- Hepatitis B - written verification of Hepatitis immunization, or a positive titer to show immunity.
- Influenza vaccine or Declination Form
- Drug Test

If documentation is not available, re-immunization will be necessary.

Acceptable records of immunization will be:

- High School: Copy of immunization record containing information such as month/day/year.
- Personal immunization record: Record from family physician will be acceptable
- Local health department: copy of immunization record.

STUDENT ORIENTATION

Orientation of new students is conducted for each academic start. New students will learn about SABER, including procedures, rules and regulations. Students will receive their program schedule and will get acquainted with the school facilities on the first day of class, when an orientation session will be provided. Catalog and Handbook will be provided one week prior to the beginning of class.

PROMOTION

When a student has successfully completed all the theory and clinical portions with satisfactory evaluations and has met the requirements successfully, the Program Director will promote the student to the following courses.

PROBATION

The Program Director will recommend dismissal of a student for excessive absenteeism / tardiness, or less than a satisfactory rating in theory, clinical, or the affective domains. At the discretion of the Program Director, following the program guidelines, a student may be placed in a probationary period, or may be allowed to complete required make-up work as long as it does not interfere and/or is not in conflict with subsequent courses (e.g. in the case of pre-requisite courses). In the case of the Practical Nursing Program, a student will not be advanced to a subsequent course unless he/she has achieved a passing grade in the previous course.

WITHDRAWAL

All students are encouraged to seek guidance prior to withdrawing from school. The student must also meet with a finance advisor to finalize payment responsibilities and notify department of withdrawal. All refunds will be made following refund policy as reflected in school Catalog.

A student who needs to withdraw from the Nursing (AS) or the PN programs due to illness or medical condition (including pregnancy) that is documented by the doctor as preventing the student from attending classes, may be re-instated in another class provided the student returns within 60 days of last day of attendance; if absence is for a period that exceeds 60 days, student must take and pass corresponding ATI exams of previous courses taken. This student may not receive credit for part of the dropped course. The complement clinical and or theoretical experiences must also be repeated with the course in order to reinforce the course theory and increase the likelihood of success.

In the case of general education courses, the student will have to repeat the entire course; no partial credit will be given for general education or nursing courses.

DISMISSAL

The Program Director will dismiss a student if less than satisfactory performance is achieved during a given period of time, and the student fails to show significant improvement during the probationary period. A student may not be allowed to take a subsequent course if student has not achieved satisfactory performance by the end of each course. A student who is in violation of SABER Rules and Regulations as stipulated in the Catalog, or who engages in activities that are prohibited by the Nurse Practice Act, Chapter 464.017 and 464.018, may be immediately dismissed.

If a student fails the Exit ATI/HESI examination, student will be allowed to re-take exam. If he/she fails to pass second exam, student will not be awarded a diploma. A student who fails due to lack of academic progress, will need to, within the first 60 days following failure, take and pass all ATI/HESI Exams for courses previously taken, to be considered for re placement at the same level in which he/she failed. Student in this instance will be placed at the beginning of the course following the passing of the last ATI exam. If student fails ATI/HESI exams, student will either have to begin from the first course or will be terminated. If student re-applies after 60 days, student will be terminated and must start the program from the first course. General Education courses on which students have obtained a passing grade need not be repeated in these cases.

TRANSFERS

Nursing (Associate Degree) Programs: SABER may accept transfer students from other educational institutions and will grant credit for general education courses in SABER's curriculum provided they meet requirements as stipulated in the Admission Requirements of the program. Nursing credit for previous clinical training or experience is not granted for the purpose of accepting transfer students. SABER may accept transfers within the institution for Associate Degree Programs provided student meets admission requirements of new program of study and transfer has been reviewed and approved by the program director or principal.

The student will be given a tuition reduction/adjustment on a pro-rata basis based on the courses to be taken.

Practical Nursing (PN) Program: SABER does not accept transfer students. Credit for previous training or experience is not granted for the purpose of accepting transfer students. Credit for previous training will only be accepted in the case of foreign physicians, upon submittal of official translation from an approved credential evaluation service, and only for courses in Anatomy and Physiology.

SABER does not have articulation agreements with other institutions for the purpose of transferability of credits to other institutions. Transferability of credits to other institutions is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits from SABER will be accepted by another institution of the student's choice.

RE-ADMISSION

Students may repeat a course only once.

Nursing (Associate Degree) Programs: Students must successfully complete each pre-requisite course before advancing to the following course.

Practical Nursing (PN) Program: Students must successfully complete each course in the sequence taught before advancing to the following course.

An application for re-admission will be considered on an individual basis.

A student who fails due to lack of academic progress, will need to, within the first 60 days following failure, take and pass all ATI/HESI Exams for courses previously taken, to be considered for re placement at the same level in which he/she failed.

Student in this instance will be placed at the beginning of the course following the passing of the last ATI exam. If student fails ATI/HESI exams, student will either have to begin from the first course or will be terminated. If student re-applies after 60 days, student will be terminated and must start the program from the first course.

General Education courses on which students have obtained a passing grade need not be repeated in these cases.

ADVANCED PLACEMENT

Nursing (Associate Degree) Program:

SABER School will only extend Advanced Placement credits for general education courses. SABER will not extend credit for nursing courses except in the case of LPNs who have a current, active, unencumbered license as long as they meet the Admission Requirements of the LPN to Nursing (AS) Program

Practical Nursing (PN) Program:

SABER School will only extend Advanced Placement credits in the case of foreign physicians, as follows:

In the case of foreign physicians, applicants will be required to present written Translation /evaluation from an approved credential evaluation service (e.g. Josef Silney Translators), as proof of successful completion of courses in Anatomy and Physiology. In this case, Advanced Placement credits will be extended to the student and student will be exempt from taking courses in Anatomy and Physiology.

Applicant will still be responsible for the full 675 hours of clinical training. Students unable to provide such documentation will be required to take the full curriculum as offered.

ATTENDANCE

Given that health care professionals are de facto required to be dependable and reliable, attendance to class is of paramount importance at the school. Employability Skills, which is taught as part of the curriculum is an integral part of this Program. The patient's welfare depends on it.

ATTENDANCE POLICY

Attendance: regular attendance is required for the student to take full advantage of the curriculum offered. Student will be marked present when they are:

- a. present in classroom
- b. present in a school sponsored function on or off campus.

Excused Absences:

- a. illness or medical condition (including pregnancy). Medical evidence must be submitted
- b. death of an immediate family member – evidence must be submitted.
- c. emergency involving an immediate family member – evidence must be submitted
- d. any other reasons approved by Program Director or designee upon prior request.
Excused absences will be approved on a case-by-case basis.

Immediate family refers to: Spouse, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law. Adopted and step members are also included in immediate family

Nursing (Associate Degree) Programs -

Any excused absences, including illness or medical condition may not exceed the maximum absenteeism time allowed of 7% of the total clock hours for each course. Absences exceeding 7% of the course clock hours will result in termination from the course.

Practical Nursing (PN) Program-

Any excused absences, including illness or medical condition may not exceed the maximum time allowed per class of 10%, or cumulative of 75 hours for the entire program year. Absences exceeding 10% of the course time, or 75 hours for the entire program will result in termination from the program..

Unexcused Absence:

Absences not included above will be considered unexcused. Transportation problems are not considered excused absences. After three unexcused absences the student will be placed on probation. If student is absent while on probation, student will be terminated. While absences are occurring, student will receive a warning notification and a counseling record will be established. Adviser will diligently work with student to try and help solve any problems that may be affecting attendance.

Nursing (Associate Degree) Programs:

Tardiness or leaving early:

Student arriving after attendance has been taken will be marked tardy unless a valid excuse is presented. Three tardy arrivals will be considered one (1) unexcused absence and/or will be deducted as eight (8) clinical hours depending whether student is absent from the classroom or the clinical practice. The same criteria will be used for leaving early. Frequency in late arrivals or leaving prior to completion of class or clinical experience, will establish doubt as to the student's ability to be a dependable employee, and denotes unacceptable performance, poor attitude and lack of interest in

the program. Instructors reserve the right to consider frequent late arrivals or leaving early, even with valid excuse or proper notification, as a tardy. Instructor will inform the student in advance when this criteria will be established. If student is tardy nine (9) times in any semester period, the student will be withdrawn from the program.

Practical Nursing (PN) Program

Tardiness or leaving early:

Student arriving after attendance has been taken will be marked tardy unless a valid excuse is presented. Three tardy arrivals will be considered one (1) unexcused absence and/or will be deducted as six (6) clinical hours depending whether student is absent from the classroom or the clinical practice. The same criteria will be used for leaving early. Frequency in late arrivals or leaving prior to completion of class or clinical experience, will establish doubt as to the student's ability to be a dependable employee, and denotes unacceptable performance, poor attitude and lack of interest in the program. Instructors reserve the right to consider frequent late arrivals or leaving early, even with valid excuse or proper notification, as a tardy. Instructor will inform the student in advance when this criteria will be established. If student is tardy nine (9) times in any six-month period, the student will be withdrawn from the program.

HOURS:

Nursing (Associate Degree) Programs:

Daily attendance is expected of all students.

Classroom Attendance on a daily basis is mandatory, and a student may not miss more than 7% of the clock hours in any Theory course, or have three (3) absences in anyone Clinical Rotation experience even though student may have valid excuse. If student misses 6% of classroom time during a course, academic grades will be evaluated, and if student is performing below a "B" average, student will be placed on probation.

Practical Nursing (PN) Program:

Daily attendance is expected of all students.

Classroom Attendance on a daily basis is mandatory, and school will not allow excused absences of more than seventy five hours (75 hrs) for the entire program. A student may not miss more than 10% in each course, however, if cumulative absences exceed seventy five yours (75 hrs.), student will be terminated. If student misses 8% of classroom time during each course, academic grades will be evaluated, and if student is performing below a "B" average, student will be placed on probation.

All classroom work missed must be made up. Make up sessions will be scheduled once a week, at the discretion of the Program Director, to make up tests, quizzes, exams, or viewing films missed due to excused absences. Student MUST make all necessary arrangements to attend the make up session on the first available day after the absence outside of regular class or clinical rotation hours. Make up quizzes, tests or exams will have a maximum score of 80%. Failure to attend make-up exam on assigned day, which will be the first available day after the absence, will result in a grade of "0" for that quiz, test or exam. There will be no make-up sessions for unexcused absences as the student will automatically receive a grade of "0".

When an instructor and/or department identifies a pattern of absences on test days, the department will meet with the student to discuss problem and the student will be

placed on probation; if student is absent during another quiz, test or exam during this probationary period, the student will be terminated from the program.

Clinical Attendance is expected of the student during his/her practical nursing program. Tardiness in this training area is not acceptable without prior approval since staff will assume assignments if student is not present at time of assignment.

To be eligible for graduation a student may not have more than 30 hours of absenteeism in this clinical area. Absenteeism is calculated on a weekly basis, and information is available to student upon request. In cases where student disagrees with record, he/she may ask for a review.

Absences of 7% or more in any Nursing (AS) course, or 10% or more in any PN course, will require withdrawal from the program and applying for re-enrolling to repeat the course involved. If re-applying within the first 60 days following termination, student must take and pass all ATI Exams for courses previously taken, to be considered for re admittance at the same level in which they were terminated. If student re-applies after 60 days, student must start the program from the first course. General Education courses on which students have obtained a passing grade need not be repeated in these cases.

STUDENT'S RESPONSIBILITY

1. A student will attend school daily and on time for the duration of the program, unless excused.
2. A student will notify instructor / school by telephone at least ½ hr. before class or clinical practice, if unable to report. Failure to do so will result in a tardy.
3. A student will be responsible for obtaining and completing all assignments missed during excused absences within the time required by the Department.
4. A student will be prepared for class or clinical practice at all times, by bringing appropriate materials. A student who frequently fails to do so may be asked to leave the facility by the instructor.
5. A student will make all efforts to attend additional skills lab practice hours offered.
6. Computers/lap tops and other electronic equipments are not allowed in the classroom or the clinical rotation experience.
7. English must be spoken at all times during Theory and Clinical Rotation, as classes are all delivered in English
8. A student will make all necessary arrangements to be present in the classroom and/or clinical rotation for the duration of the entire class. Any student arriving late or leaving early will be subject to disciplinary action as described on the Tardiness Policy.
9. A student may not leave during a class or clinical session, except with previous approval from the instructor and only in cases of emergencies. A student leaving without prior approval may not return to class or clinical rotation experience during that day.

SCHOOL'S RESPONSIBILITY

1. The school has a written plan to track attendance.
2. Attendance records are available to students upon request.
3. Discrepancies will be discussed with students and corrections made if necessary
4. Attendance will be considered by the school as the time during which a student is under the jurisdiction of an instructor.
5. School informs student that all assigned work missed during unexcused absence(s) will receive a grade of zero (0).
6. All classes including Theory and Clinical Rotations will be delivered in English.
7. Proctoring will be utilized during examinations

HEALTH

A student's health record will be kept on the file during the duration of this program. Prior to starting the program students will have to provide the School with their Health Record, which will include proof of immunity/immunization against:

- Tetanus – verify within 10 yrs, 5 yrs. if injured.
- MMR – Measles, Mumps, Rubella – written verification of Rubella immunization after 1968, or a positive titer to show immunity.
- Varicella (Chickenpox). Written verification of Varicella immunization, or a positive titer to show immunity.
- PPD – Two PPD skin tests must be completed and read as negative prior to any clinical experience. PPD results cannot be accepted if over 12 months from the day of admission.
- Hepatitis B - written verification of Hepatitis immunization, or a positive titer to show immunity.
- Influenza vaccine or Declination Form
- Drug Test

If documentation is not available, re-immunization will be necessary.

Acceptable records of immunization will be:

- High School: Copy of immunization record containing information such as month/day/year.
- Personal immunization record: Record from family physician will be acceptable
- Local health department: copy of immunization record.

Appointments for the above physical examinations must be made prior to or after class.

Each student is responsible for his/her health as follows:

- The school request that students have hospital insurance.
- The students are responsible to have medical insurance to cover accidents/ illnesses while in training. The students will assume all risks of, and be solely responsible for, any injury, illness or loss sustained while in training.
- A student who becomes ill during school hours shall report it to an instructor. If on clinical practice, the student must report it to the supervisor, and the instructor.
- If a student becomes ill while on duty at a hospital, and requests treatment, this treatment will be given at the student's request and expense.

- Students are **NOT** to consult with any physician regarding personal matters while on duty. Any student violating this policy will be placed on probation and may be asked to withdraw from the program, since this is considered unethical conduct.
- A student sustaining an injury during school hours shall report immediately to the instructor. An Accident Form will be initiated and completed within 24 hours of the injury occurrence. If in clinical practice, the student may receive care at the hospital's Emergency Area if necessary, and at the student's own expense. Any student may refuse treatment by signing a release form.
- If a student is exposed to blood or body fluid, the instructor will immediately implement the Post-Exposure Protocol
- Upon the request of an instructor, a student may be required to obtain a written statement from a physician for an absence due to illness. An absence of more than two (2) days, must be documented by a physician. An absence from a quiz, test, or exam must be documented by a physician.
- If a student becomes pregnant, a doctor's written permission must be submitted to the instructor in order for the student to remain in class or clinical practice. It is the responsibility of the student to take the necessary precautions in the clinical experience in terms of x-rays, radiation, chemicals, etc.
- The instructor reserves the right to withdraw a student from a clinical experience based upon evidence of illness. This absence would be considered excused.
- The instructor reserves the right to require random drug testing based upon reasonable cause. Reasonable cause will be considered to be:
 - a. Observable indications of potential drug or alcohol use while in the classroom or clinical experience.
 - b. Direct Observation of drug use
 - c. Abnormal conduct or erratic behavior, or a significant deterioration in performance.
 - d. A report of suspected drug or alcohol use.

Drug and alcohol testing will be done at the expense of the student. The student will be allowed to return to the program only after a negative drug screen has been provided.

During the enrollment period, it is the responsibility of the faculty to observe any indications of chemical use or abuse. If, at any time a student's performance is suspicious, the school reserves the right to require the student to be tested for chemical, or alcohol use/abuse. If the results of the test are positive, the student will be withdrawn from the program and instructed to contact IPN. At the recommendation of IPN, the student may be required to enter into a contractual agreement with IPN. The student may request re-entry into the program which will be approved as long as the student remains in compliance with the IPN Contract and is drug free. Failure to comply with this policy or with the agreements of the contract will result in the student's permanent withdrawal from the program.

STUDENT WELFARE

FEES

1. Students entering the program must make a deposit during pre-registration. The balance of the fee will be paid on the first day of class unless special arrangements are made. There will be an Application Fee and a Registration Fee of \$150.00 total; \$100.00 of which is not refundable upon withdrawal. In the case of payment arrangements, the student will be provided with guidelines for payment installments.
2. Each student will be issued a receipt upon payment. Student must keep the registration receipt and present it at time of enrollment in the school
3. Those students that have applied for Title IV, or for any other form of tuition assistance, such as South Florida Workforce vouchers, will pay fees until distribution of monies have been made to the school. At this time, student will be reimbursed for expenses paid.
4. Students who have been approved for Financial Aid (Title IV) must complete second FAFSA as follows:

January student	By March 1 st of same year
February–March students:	By April 15 th of the same year
April-June Students:	Both FAFSAs completed prior to Enrollment
July-December Students:	By March 1 st of the following year.

TUITION AND REFUND POLICY

Our outlined refund policy is designed according to Fair Consumer Practices. Should student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule.

Cancellation must be made in person or Certified mail.

All monies will be refunded if the applicant is not accepted by the school or if the student cancels within 3 business days after signing the Enrollment agreement (if student signs before the first day of class) and making initial payment.

Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the nonrefundable registration and application fee.

Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.

SABER School will keep records on file for at least one year of any student who is dismissed or denied entry.

REFUND POLICY

Refund will be made within 45 days following determination of termination or receipt of Cancellation Notice

1. Refunds for classes Canceled by SABER:
The School reserves the right to cancel any Programs and/or courses. If tuition fees are collected in advance of the start date of a program and SABER cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.
2. Refunds for Students Who Withdraw On or Before the First Day of Class:
If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 application and registration fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.
3. Refunds for Students Enrolled Prior to Visiting SABER
Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Withdrawal After Class Commences:

(1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

The refund policy for students attending SABER School, who incur a financial obligation for a period of 12 months or less shall be as follows:

- (a) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- (b) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- (c) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- (d) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

(2) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months

Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (4)(1) above.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (4)(1) above.

This refund policy applies to all loans and school loans for those who qualify.

Although some loans may be repaid after the program has been completed, students are obligated, as with any other loans, to repay in full the loan that they received.

TEXTBOOKS AND SUPPLIES

Nursing (Associate Degree) Programs

1. Textbooks may be purchased through the school or any other vendor and must meet Syllabus specifications
2. Laboratory supplies are provided as needed and cost included in the cost of the program.
3. A syllabus is distributed with each course.

Practical Nursing (PN) Program

1. Textbooks are chosen and distributed by Program Director, upon presentation of receipt for payment.
2. Laboratory supplies are provided as needed and cost included in the cost of the program.
3. A syllabus is distributed with each course.

UNIFORMS

It is the responsibility of each student to pick up their uniforms as described during pre-registration. Program costs include two uniforms and they must be worn both in class and in clinical rotations.

LOUNGE AREA

Soft drinks and snacks are available in vending machines in the lounge area located on the first floor of the school

BREAKS

Breaks are scheduled by the instructors. When leaving the classroom, students are required to speak in low voices, to respect students in other classes that are still in session.

SABER School is a NO SMOKING campus, and students that wish to smoke must leave the campus. Students may go to the soda, snack machine or cafeteria only during breaks or lunch. It is the student's responsibility to return to the classroom on time after breaks or lunch. Failure to do so will result in a "tardy".

STUDENT IDENTIFICATION CARD

Student will be issued a picture identification card. This ID **must be worn** at all times.

The student will not be allowed on the classroom without an Identification Card. If a student is expelled or suspended from the School, he/she must immediately surrender the Identification Card to the Principal or Director of Nursing. The replacement cost of the Identification Card is \$5.00.

CONTROLLED SUBSTANCES

SABER is a drug-and alcohol-free Institution. Possession, use, or being under the influence of a controlled substance while on campus property is strictly forbidden and is Illegal by State and Federal law. Violation of this policy will meet with disciplinary action up to and including dismissal from school.

HOURS OF OPERATION

Business office will be open from 9:00 a.m. to 5:00 p.m. Evening and weekend students will have to make the necessary arrangements.

Classes will be in session Monday through Friday starting at 9:00 a.m. Length will vary according to each individual course.

Day classes are scheduled within the hours of: 9: 00 am to 2: 00 pm and
1: 30 pm to 5:30 pm

Evening classes are scheduled within the hours of: 5: 00 pm to 10:00 pm

Clinical experience is scheduled according to hospital availability.

Saturday/Sunday classes are scheduled within the hours of 9:00 a.m. to
6:00 p.m.

Skills Lab practice in the amount of 175 hours for PN and 90 hours for Nursing (AS) is mandatory. The lab, with Instructor, is available Monday through Friday from 9:00 am – 5:00 pm for students to conduct additional skills practice. Other times may be scheduled by appointment.

Program hours reflected in the Catalog represent instructional time. The student must take into consideration holidays/vacations listed below when planning their time.

SABER School is open every day except those days stated in “Holidays” Chart. If for any reason there are problems due to weather or in case of an emergency, students, faculty, and employees are informed of the situation by meetings, e-mail, phone, fax, or verbally. If classes are in session, principal notifies teachers and students of decision that has been made. After school is closed, it is the students’ responsibility to call the school at 305-443-9170 and listen to the recording letting them know if classes have been cancelled. In all other instances students must check on television if Miami-Dade Public Schools have been closed as we will follow their schedule in the event of an emergency or catastrophe (for example: a hurricane or flood).

HOLIDAYS: no class

2011	
April 21 – 22	Spring Break
May 30	Memorial Day
July 4	Independence Day
August 8 - 21	Summer Break
September 3-5	Labor Day
October 10	Columbus Day
November 11	Veteran's Day
November 24-27	Thanksgiving
December 21	Last Day of Class
December 22	Winter Break Begins
2012	
January 4	Staff Workday
January 5	Classes Begin
January 16	Martin Luther King Jr.
February 20	President's Day
April 5-8	Spring Break
May 28	Memorial Day
July 4	Independence Day
August 6-19	Summer Break
September 1-3	Labor Day
October 8	Columbus Day
November 11-12	Veteran's Day
November 22-25	Thanksgiving
December 19	Last Day of Class
December 20	Winter Break Begins
2013	
January 2	Staff Workday
January 3	Classes Begin

USE OF TELEPHONES AND/OR ELECTRONIC DEVICES

School telephones are to be used by students in case of emergency only and with permission from the instructor.

Cell phones and/or pagers are not allowed in hallways or classrooms. Cell phones may be used outside the campus building during breaks, lunch and before or after class. When inside the building, cell phones must be turned off or placed in "vibrate" mode. Students may not leave class to answer phones or place calls except in extreme emergencies when previous approval has been obtained from instructor. Cell phones and pagers are not allowed at the clinical sites or during exams. Telephones are available for student use in case of an emergency and must be used only during breaks.

Use of dictionaries/translators, calculators and other electronic devices such as computers, is strictly forbidden during quizzes, tests, exams and clinical rotations. Computers may not be used during Theory Class or Clinical Rotation.

CLINICAL EXPERIENCE

Clinical experience is an integral part of the program, and is set up to give the student a learning experience that puts into practice the classroom instruction.

1. Instructors will carry cell phones during the clinical experience. Students may reach the school, who will contact the instructors if needed.
2. Instructors are to be present in the clinical facility when students are present.
 - a. Students are not to go on duty before meeting the Instructor.
 - b. Students are not to leave until dismissed by the Instructor
 - c. Students are not to use the overhead paging system at a clinical facility unless specifically instructed to do so.
 - d. Students who arrive late at the clinical facility must page the Instructor prior to reporting to a re-assigned area.

CLASS/LABORATORY/CLINICAL ROTATION

Classes may be scheduled between the hours of 8:00 am and 11:00 pm Monday through Fridays and 8:00 am to 5:00 pm Saturdays and Sundays. Clinical Rotation will be scheduled as made available by the hospitals. Student's schedules/hours may vary during externship to accommodate site and programmatic requirements. Schedules may require eight hours/day attendance up to forty hours per week. Due to limited availability of clinical learning opportunities during the evening hours, the clinical rotation scheduling will depend on the availability of the clinical externship facility since this experience will be located off campus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program. It is necessary that the student be aware and plan in advance, in order to be able to accommodate schedules. School makes the utmost effort to maintain class schedules at the original times. However, the school reserves the right to schedule class/clinical hours within the limitations discussed above.

STUDENT PROGRESS
GRADING SYSTEM:

Practical Nursing:

Scholastic Standards: Quantitative requirements will be measured in terms of grades. Academic grades for students shall be “A”, “B”, “C”, “D”, “F” or “I”.

A brief explanation of grades will follow:

- A. A grade of **“A”** (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area.
- B. A grade of **“B”** (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area.
- C. A grade of **“C”** (75-79%) indicates satisfactory academic achievement and is the minimum level of acceptable performance in this program.
- D. A grade of **“D”** (69-74%) indicates a level of academic performance that is unsatisfactory. Course failed.
- F. A grade of **“F”** (68% or below) indicates that course was completed but student failed to achieve course objectives
- W/F. A grade of **“W/F”** indicates that course was not completed; student stopped attending/ limited class participation as per instructor/unofficial withdrawal
- I. A grade of **“I”** indicates that the performance is insufficient to permit an evaluation. Students in this category may have their grade adjusted upon presentation of the required assignments. This period may not exceed 60 days. For this grade to be awarded, the extenuating circumstances must be approved by the Principal or Director.

Nursing (AS):

Scholastic Standards: Quantitative requirements will be measured in terms of grades. Academic grades for students shall be “A”, “B”, “C”, “D”, “F” or “I”.

A brief explanation of grades will follow:

- A. A grade of **“A”** (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area.
- B. A grade of **“B”** (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area.
- C. A grade of **“C”** (77-79%) indicates satisfactory academic achievement and is the minimum level of acceptable performance in this program.
- D. A grade of **“D”** (69-76%) indicates a level of academic performance that is unsatisfactory. Course failed.
- F. A grade of **“F”** (68% or below) indicates that course was completed but student failed to achieve course objectives
- W/F. A grade of **“W/F”** indicates that course was not completed; student stopped attending/ limited class participation as per instructor/unofficial withdrawal
- I. A grade of **“I”** indicates that the performance is insufficient to permit an evaluation. Students in this category may have their grade adjusted upon presentation of the required assignments. This period may not exceed 60 days. For this grade to be awarded, the extenuating circumstances must be approved by the Principal or Director.

Theory: Exams will constitute the major portion of the “theory” grade. They may be objective or essay, and quizzes may also be included. A grade of 77% on theory will be the minimal acceptable level of mastery of the course content of the Nursing (AS) Programs. A grade of 75% on theory will be the minimal acceptable level of mastery of the course content of the Practical Nursing (PN) Program. All laboratory practice must be rated as “satisfactory” or “unsatisfactory”. In order to complete the course, passing grades and standards as described in this Student Handbook (attitude, judgment, concern for patient welfare, grooming) must be Satisfactory.

Clinical Performance: Progress in the clinical areas will be evaluated as satisfactory or unsatisfactory, followed up with frequent counseling in areas which need strengthening. At the end of each Clinical Rotation the instructor will complete a performance evaluation and discuss it with the student. The clinical competency checklist in the Student Training Record identifies the duties and competencies of each clinical assignment. Successful completion of all competencies is required.

ACADEMIC TERMINATION

1. **Illness** – Must be documented.
A student who needs to withdraw from the Nursing (AS) or the PN program due to illness or medical condition (including pregnancy) that is documented by the doctor as preventing the student from attending classes, may be re-instated in another class provided the student returns within 60 days of last day of attendance; if absence is for a period that exceeds 60 days, student must take and pass corresponding ATI exams of previous courses taken. This student may not receive credit for part of the dropped course. The complement clinical and or theoretical experiences must also be repeated with the course in order to reinforce the course theory and increase the likelihood of success.
In the case of general education courses, the student will have to repeat the entire course; no partial credit will be given for courses.
2. **Lack of Academic Progress**- A student who fails due to lack of academic progress, will need to, within the first 60 days following failure, take and pass all ATI/HESI Exams for courses previously taken, to be considered for re placement at the same level in which he/she failed. Student in this instance will be placed at the beginning of the course following the passing of the last ATI exam. If student fails ATI/HESI exams, student will either have to begin from the first course or will be terminated. If student re-applies after 60 days, student will be terminated and must start the program from the first course. General Education courses on which students have obtained a passing grade need not be repeated in these cases.

REQUIREMENTS FOR GRADUATION

Requirements for graduation from the **Nursing (Associate Degree) Programs** will include the following:

- Theory – 77% overall average
- Laboratory Practice - satisfactory rating
- Professional Attitude – satisfactory rating
- Nursing Judgment - satisfactory rating
- Concern for Patient Welfare – satisfactory rating
- Personal Grooming – satisfactory rating
- Field trips, conferences, workshops and/or special service assignments - written reports
- Completion of ATI/HESI proctored exams with a minimum passing score of 75%
- Completion of required program hours
- Completion of ATI/HESI Exit Exam with a minimum score of 94% passing probability or higher.
- Fulfillment of all monetary obligations to the school

METHOD OF EVALUATION:

- Theory - 77 %
 - Exams - 50%
 - ATI/HESI- 40%
 - Homework & Attendance 10%
- Clinical – Satisfactory
- ATI/HESI Exit Exam – minimum score of 94% passing probability or higher.

Requirements for graduation from the **Practical Nursing (PN) Program** will include the following:

- Theory – 75% overall average
- Laboratory Practice - satisfactory rating
- Professional Attitude – satisfactory rating
- Nursing Judgment - satisfactory rating
- Concern for Patient Welfare – satisfactory rating
- Personal Grooming – satisfactory rating
- Field trips, conferences, workshops and/or special service assignments - written reports
- Completion of ATI/HESI proctored exams with a minimum passing score of 75%
- Completion of required program hours
- Completion of ATI/HESI Exit Exam with a minimum score of 94% passing probability or higher.
- Fulfillment of all monetary obligations to the school

METHOD OF EVALUATION:

- Theory – 75 % overall average
 - Exams – 50%
 - ATI/HESI - 40%
 - Homework & Attendance 10%
- Clinical – Satisfactory
- ATI Exit Exam – minimum score of 94% passing probability or higher.

TERMINATION DUE TO VIOLATIONS

Students are expected to conduct themselves in a professional manner. The following are considered violations and student may be subject to dismissal:

- a. that the student has been offensive in his conduct toward a fellow student or instructor.
- b. that student suffers from some permanent chronic mental ailment which incapacitates him/her from performance in the classroom.
- c. that the student has violated any lawful regulation when such violation amounts to a serious breach of discipline which may reasonably be expected to result in an accident or lower morale in the school
- d. that the student through negligence or willful conduct has caused damage to school property or waste of school supplies.
- e. that the student has been intoxicated while in school
- f. that the student has misappropriated school property or has illegally disposed of it.
- g. that the student has violated copyright laws as stated in the SABER School Catalog.
- h. that the student has committed plagiarism. A student will have committed plagiarism if he/she reproduces someone else's work without acknowledging it's source; or if a source is cited which the student has not cited or used. Plagiarism will also occur in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group.
- i. that the student has violated sexual harassment laws as stated in the SABER School Catalog.
- j. that the student has been found to be in possession of weapons of any kind, as defined under the City, State, or Federal Law.
- k. that the student has been found to be cheating.

Cheating:

Students are to abide by the Honor Code as absolutely no cheating is allowed. Students who are caught cheating will be placed on probation; once a student is on probation and is caught cheating again, student will be dismissed.

Examples of Cheating:

- * Taking an exam from or for someone else
- * Purchasing term papers and turning them in as your own work
- * Faking an illness to avoid a test
- * Copying from another student's test
- * Studying a copy of an exam prior to taking a make-up exam
- * Giving another student answers during an exam
- * Reviewing previous copies of an instructor's exam without permission
- * Reviewing a stolen copy of an exam
- * Sabotaging someone else's work
- * Failing to report grade errors
- * Giving test questions to students in other classrooms
- * Sharing answers during exams by utilizing a system of signals
- * Developing a personal relationship with an instructor to get test Information
- * Hiring a ghost writer
- * Using papers found on the internet as your own
- * Altering or forging an official school document
- * Using unauthorized materials, note cards, calculators, hand held computers, cell phones, etc. on quizzes, tests, and exams.

On each exam, the student is required to write the following pledge at the top of each of their on their quizzes, tests, or exams. Pledge must be signed and dated.

Pledge: On my honor, I pledge that I have neither given nor received aid during this examination. Signature / Date.

Plagiarism:

Is the act of obtaining or attempting to obtain credit for academic work by copying another person's idea or written work and claiming it as his/her own. If a student has doubts about the nature and meaning of plagiarism, he/she should discuss the matter with the course instructor.

General Rules of Conduct:

1. Students will help maintain a clean environment and project a professional image at all times.
 - a. No eating or drinking in the classroom.
 - b. No smoking is permitted anywhere in the building, as SABER is a smoke free environment
 - c. Place all waste paper, coffee cups, bottles, and other trash in designated receptacles
 - d. Do not leave any personal belongings on the shelves, chairs, or desks as SABER is not responsible for any lost or stolen items.
2. No food or articles are allowed to be sold by students anywhere on school grounds
3. Students should wear appropriate clothing. Students must wear uniforms at all times whether in class or clinical setting.
4. Cellular phones, beepers, and watches with alarms must be in silent mode.
5. No bicycles or motorcycles are allowed in the classroom or corridors.
6. SABER does not allow children to be on school property without supervision. We are not responsible for any children or young adults as they are not in our care. Parents must make prior arrangements and not take children with them to class.
7. A student must be registered to attend class. Friends, children, or other relatives cannot accompany students to class.
8. Students are to park their cars in the school's parking lot. If it is necessary to park on the street in front of a residence, do not block the driveway. Please observe and respect all traffic signs on school property and in the neighborhood. In cooperation with the Miami Police Department, illegally parked cars will be ticketed or towed. Tickets and towing charges may exceed \$100.00
9. No visitors are allowed on the school property unless they obtain a pass from the main office.
10. Students are to abide by an honor code as absolutely no cheating is allowed.
11. English must be spoken at all times during Theory Class and Clinical Rotations, as classes are all delivered in English.
12. Use of dictionaries/translators, calculators and other electronic devices such as computers, is strictly forbidden during quizzes, tests, exams and clinical rotations.
13. Computers may not be used during Theory Class or Clinical Rotations
14. School reserves the right to administer exams at hours other than the scheduled class hours. School reserves the right to assign students to classrooms and seats as deemed best by the Department.
15. All books, notes and other items must be placed in the front or sides of classrooms during quizzes, tests, or exams. No exceptions will be made.

Nursing Rules of Conduct:

1. Students must be prepared for class at all times
2. Class participation is strongly encouraged. However, courtesy must be observed at all times, only one student should talk at once.
3. Ethical practice in the hospital requires that students address members of the staff as Mr., Mrs., or Ms. If hospital protocol requires another mode of address, student should follow that mode. Student must never address staff or patients as “Dearie”, “Mi Amor”, or other terms of endearment. The school encourages friendliness, not familiarity.
4. Students must refrain from playing with the lab equipment, or lying or sitting on beds.
5. Students will not eat, drink or chew gum in the classrooms or clinical facility.
6. Confidentiality must be observed at all times. Students must refrain from discussing patients at home. Patient information, such as lab or x-ray results must never be photocopied. This is a breach of confidence and grounds for dismissal.
7. Student must carry with him/her supplies needed for the clinical experience at all times.

Nursing Skills Lab Rules of Conduct:

1. Participate in an orientation to the lab.
2. No eating or drinking in the lab.
3. No smoking is allowed in the lab.
4. No electronic devices such as cell phones, computers, iPads, etc, during the lecture at the skill lab or while performing any procedure.
5. All students shall practice proper hand washing techniques while utilizing skills lab
6. All simulated practice needles are to be covered with needle sheath.
7. Needles and syringes are not to be discarded in trash containers.
8. Return equipment to designated location; example - needle and syringes to syringe box in designated areas. Syringe boxes, syringes and needles must remain in Nursing Lab.
9. Used needles are to be disposed of the Sharps containers provided in the lab
10. Wipe up all spills on floors.
11. Keep beds in appropriate position with linens straightened before leaving.
12. Once the skill lab session is over, place the chairs inside the storage room.
13. The use of any simulator equipment in the skills lab must be supervised by the instructor in charge.
14. Replace manikins neatly in the bed.
15. Report any incidents or malfunctions to the lab staff.
16. All equipment must remain inside the lab.
17. Special rules will be shared regarding other Learning Resources such as the Bunsen Burners and Incubator.

Termination by “Due Process”

The school reserves the right to ask a student to withdraw from the program for any of the following additional reasons:

1. Unsatisfactory academic or clinical performance
2. Unsatisfactory demonstration of the expected affective behaviors
3. Ethical and/or social misdemeanor such as cheating on exams
4. Violation of attendance policies
5. Violation of school policy
6. Violation of Student Training Agreement

A student who fails due to lack of academic progress, will need to, within the first 60 days following failure, take and pass all ATI/HESI Exams for courses previously taken, to be considered for re placement at the same level in which he/she failed. Student in this instance will be placed at the beginning of the course following the passing of the last ATI exam. If student fails ATI/HESI exams, student will either have to begin from the first course or will be terminated. If student re-applies after 60 days, student will be terminated and must start the program from the first course. General Education courses on which students have obtained a passing grade need not be repeated in these cases.

All prerequisite courses must be passed before an advanced course may be taken. A student may re-take a course only once. A student may not receive credit for part of a course. The complement clinical experiences must also be repeated with the course in order to reinforce the course theory and increase the likelihood of success.

“Due Process” will be observed as follows:

1. Evaluation – a student having difficulty will be given a “deficiency notice”
2. Recommendation and re-evaluation – a corrective action plan will be drawn up together with the student delineating activities to be followed, goals and timeframes.
3. Probation – if the student fails to show evidence of improvement, the Program Director may choose to place the student on probation for a stipulated period of time. During this period satisfactory performance must be maintained at all times (e.g. no absences, tardiness, test failures, etc. will be accepted.)
4. Termination/Transfer – If at the end of the probationary period the student has made little or no improvement, the student will be allowed to take and pass all ATI exams for courses previously taken to be considered for replacement. If student re-applies after 60 days, he/she will be terminated and must start the program from the first course.

GRIEVANCE POLICY:

Grievance – A student who feels he/she may have been unjustly treated, may appeal the policy or procedure. The purpose of this process is to provide an equitable process of resolving student grievances.

Student with a complaint should discuss it first with their instructor. If conflict is unresolved, student may then submit a written grievance and meet with the Program Director within three days of having met with instructor. Program Director must inform SABER's COO of the grievance within 24 hours of meeting with student. If at this point conflict remains unresolved, student can then meet with the Principal, Program Director and COO or CAO no later than three (3) business days after original meeting with the Program Director.

If informal resolution is achieved, SABER shall require the student to submit a written statement withdrawing the grievance.

All notices and correspondence shall be maintained in student's file.

Provisions for informal resolutions shall be concluded within ten (10) business days after receipt of the written grievance. In cases when these informal meetings do not resolve the conflict, student may then appeal and file a grievance to:

Council on Occupational Education

7840 Roswell Road, Building 300

Suite 325

Atlanta, GA 30350

www.council.org

LIBRARY/RESOURCE ROOM

The library is located on the 2nd floor of the School. This library contains books, subscriptions to nursing journals and a computer lab. The school encourages the student to make full use of the library, including computers and nursing search engines, to enhance his/her academic experience.

CLASSROOM / CLINICAL RULES

SUPPLIES

1. The student is expected to keep a notebook in presentable order for the instructor to review at any time. For each course presented, student should have either a separate notebook or a separate section in a notebook. As each course is completed, all sections or notebooks should be carefully stored to use in the future for reviews and preparation for the licensing exam.
2. While in the clinical experience, the student must carry at all times supplies pertinent to the training such as small notebook with ballpoint pen, pen light, goggles, stethoscope, watch, etc.

CLASS PREPARATION

Performance Objectives

Student should be prepared to discuss unit material in class. An understanding of the performance objectives is an essential part of class preparedness. If the student has encountered difficulty, he/she must make this known to the instructor before class discussion begins.

Format for Written Assignments

1. All assigned essays, papers, reports, etc, must be typewritten on one side of the paper only.
2. Assignments are due when scheduled by the instructor. Failure to meet the scheduled date will result in loss of points or no credit.
3. When assignment is longer than one page, the pages should be stapled together. All pages must be numbered.
4. Improperly labeled or incomplete assignments will not be accepted by the Instructor
5. A student who is not prepared for class, will not be allowed to participate in class.

STUDENT ACTIVITIES

Health Occupation Students of America (HOSA), Inc. is the vocational student organization for Health Science Education students. It is a non-profit educational association of student members preparing for health care careers. The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skills and leadership development of all Health Science Education students. The school encourages students to become members.

Florida Student Nurses Association (NSNA) is a not for profit organization, designed to organize, represent and mentor students preparing for initial licensure as nurses. The school encourages all students to become members.

PERSONAL APPEARANCE AND GROOMING

The well-groomed health care worker symbolizes respect and concern for the patient and his/her profession. Well groomed encompasses the following:

1. Uniforms - Clean, well-fitted and ironed.
2. Hosiery – white, clean, no runs or designs.
3. Shoes – all white, leather, rubber soles, and in good condition. Clean shoelaces. No open toes or heels.
4. Bathe and use deodorant daily, or as often as needed
5. Hair-clean, appropriate and conservatively styled and restrained off the face and shoulders.
6. Nails – manicured, and of moderate length. Artificial nails are not allowed.
7. Cosmetics – moderate use of blush and lipstick
8. No perfume, cologne or scented lotion when in Clinic. Light scent when in Classroom.
9. Jewelry – No jewelry except smooth yellow or white metal band, no stones. Small post earrings for pierced ears only. No jewelry can be worn during the surgical and/or obstetrical rotation.

Apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting to others, or violate health and safety rules.

Hats are not allowed in the school building. Apparel with obscene, suggestive, or drug-related messages is not permitted. Tee shirts must have sleeves and sides. Skin-tight stretch pants of any material are not acceptable. Clothing that is torn or excessively worn is not considered appropriate.

STUDENT UNIFORMS

While a student in our program, you will be required to wear proper student uniform at all times. For this reason, school encourages you to have at least 2 uniforms. You must abide by the student uniform code required by the clinical site where you are conducting your clinical rotation. Same uniform can be worn to class.

Note: We encourage the student to keep all receipts for uniforms bought, until the instructor has approved the student's uniform. Under no circumstances will students be allowed to wear uniforms except those selected and approved by the school.

STUDENT MANAGEMENT PROCEDURES

All students are required to participate actively in management procedures, and to show teamwork and cooperativeness in the classroom.

Appropriate behavior expected of students:

1. Each student is responsible for keeping his/her own area clean and orderly. Student is expected to put paper into wastebasket and replace chair and desk in appropriate alignment before leaving the classroom. Instructor may assign a student to tidy the classroom and erase the boards, and you must contribute to this task.
2. Student is expected to remain in class until dismissed by the instructor.
3. When in laboratory:
 - a. Student must dress in complete uniform and carry supplies as if going to the clinical practicum
 - b. Student must conduct him/herself as they would in the clinical site
 - c. Student must replace all supplies and equipment to the appropriate place before leaving.
 - d. Laboratory must be left in the same order it was found upon commencing the class.