

School Nurse Resident Name: _____

School Nurse Residency

Rules and Regulations

Article I: GENERAL

1. Definitions

- a. School Nurse Resident is defined as a currently practicing School Nurse employed within a school district and participating in the CSUS School Nurse Credential Program through the H RTP grant.
 - b. The School Nurse Residency Committee is composed of representatives from the partners who oversee the program, provide guidance and ensure that the conditions of the grant are met.
 - c. The Nurse Preceptor is a credentialed school nurse who meets the requirements for the clinical practicum as defined by the education partner and is employed by a partner district.
 - d. An Educational Partner is the university or college program that is providing the Education Program, including a degree and/or credential program.
 - e. The Grant Coordinator is a representative of the grantee district coordinating the maintenance and distribution of grant documents and processing grant payments.
2. All School Nurse Residents shall conform to these rules and regulations outlined below during their school nurse residency.

3. All School Nurse Residents must follow all applicable laws, policies, procedures and/or practices of their employer. These may include, but are not limited to, fingerprinting, mandated reporting responsibilities, professional behavior, conduct and attire and grooming, etc.
4. School Nurse Residents requested to appear before the committee shall appear as requested.
5. All School Nurse Residents must adhere to the term of the School Nurse Residency Program, which is approximately one year in length and supplemented by the required instruction for the school nurse credential.
6. It is the sole responsibility of each School Nurse Resident to maintain a current address, email address, and telephone number with the assigned Educational Partner and the School Nurse Residency Program.
7. All individuals entering the School Nurse Residency program shall complete an orientation, during which these rules and regulations, apprenticeship program standards, and other applicable guidelines will be reviewed. In addition, the School Nurse Resident will read and sign all State and Federal documents required to enter the program.
8. Each School Nurse Resident shall meet the work schedule requirements of their employer.
9. Each School Nurse Resident shall develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
10. Each School Nurse Resident shall work for the employer for the duration of the School Nurse Residency unless the Resident is reassigned to another employer or the agreement is terminated by the employer or the School Nurse Residency Program.
11. Each School Nurse Resident shall satisfactorily perform all work and learning assignments and shall comply with the rules, regulations and decisions of the employer and School Nurse Residency Program.
12. School Nurse Residents must complete the application to the School Nurse Credential Program and provide all required documentation according to university deadlines. Upon admission to the School Nurse Credential Program. School Nurse Residents shall coordinate with the Education Program to determine which courses will be taken each semester. It is the sole responsibility of the School Nurse Resident to register for the mutually agreed upon courses and report any conflicts or questions to the Grant Coordinator immediately.
13. All School Nurse Residents must adhere to the University Academic Honesty Policy and Honor Code.
14. School Nurse Residents must notify their immediate supervisor and the School Nurse Residency Program coordinator of the need to take leave from the program. If leave is granted by the Education Program and the Program Committee, the School Nurse Resident may reapply/re-enter in the following program term.
15. All School Nurse Residents will conduct themselves in an appropriate manner at all times. A School Nurse Resident that is detrimental to the school residency or the educational program will be cited to appear before the School Nurse Residency Program Committee at the next

scheduled meeting for disciplinary action and/or removal from the program. All School Nurse Residents will also conduct themselves according to the employer's code of conduct, policies, and internal rules and regulations relating to disciplinary action in conjunction with School Nurse Residency Program rules and regulations.

16. School Nurse Residents will advance in the program by demonstrating proficiency in the learning competencies for their program. The School Nurse Resident shall have satisfactorily completed the School Nurse Credential Program to qualify for advancement according to the bargaining agreement salary schedule.
17. The Education Program may grant the School Nurse Resident credit for previous coursework. The credit will be based on the Education Program policies.

Article II: PROGRAM PARTICIPATION

1. Tuition and fees shall be paid by the School Nurse Residency program to the education provider.
2. The Nurse Residency agreement may be canceled at the request of the School Nurse Resident, or may be suspended or canceled by the employer, following the employer's disciplinary and evaluation procedures, for reasonable cause after documented due notice to the School Nurse Resident and a reasonable opportunity for corrective action.
3. If the School Nurse Resident returns/is readmitted to the Education Program, they will be responsible for the tuition and fees previously paid on their behalf.
4. If the School Nurse Resident is not readmitted to the program they will be responsible for reimbursing the tuition/fees paid by the program on their behalf.

Article III: EDUCATIONAL REQUIREMENTS

1. Academic Performance
 - a. The School Nurse Residency Committee is authorized to review the progress of each School Nurse Resident at any point during the program to determine whether they are making satisfactory progress and is entitled to remain within the program.
 - b. School Nurse Residents must meet the attendance, academic probation policy, code of conduct, and rules and regulations requirements of the assigned Educational Partner.
 - c. School Nurse Residents who receive a failing grade must appear before the School Nurse Residency Committee. A failed course may be repeated, as determined by academic policy.
 - d. School Nurse Residents will be responsible for tuition and course fees for any courses repeated due to course failure.
 - e. A School Nurse Resident who receives two failing grades within the term of the apprenticeship program may be terminated from the apprenticeship.
2. Attendance
 - a. School Nurse Residents must register for and attend all courses designated in the progression for the educational program.

- b. School Nurse Residents shall attend all classes including; but not limited to synchronous online classes,, face-to-face classes, class projects, etc. as required by the instructor and university policies, according to the course syllabus.
 - c. School Nurse Residents shall register for and attend class as soon as possible after being admitted to the program.
- 3. Class Materials/Supplies
 - a. Each School Nurse Resident who is required to purchase TOOLS, TEXTBOOKS, WORKBOOKS, MATERIALS (pen, pencil, notebook, backpack, etc.), or other items as required by the instructor after registering for the course is eligible to receive a \$500 stipend. If enrolled in the ABC program an additional \$250 is added for the NCLEX exam.
- 4. Progress Reviews from the Education Program faculty.
 - a. School Nurse Residents will be evaluated by the educational program faculty according to demonstration of specified course objectives. Progress reviews will be requested by the School Nurse Residency Committee at least once per semester.

Article IV: EVALUATIONS

- 1. Supervisor Evaluations
 - a. Each School Nurse Resident shall follow the evaluation and wage schedule according to the policies of their district of employment.
 - b. The workplace performance will be evaluated every six months, or more frequently, according to the policies of their district of employment.
- 2. Progress Reviews from Assigned Mentor/Preceptor
 - a. Nurse Preceptors will mentor the School Nurse Resident and evaluate them according to the requirements of the program.

Article V: ADVANCEMENT

- 1. Nurse Residents are eligible for advancement to a clear credential and ongoing employment as a school nurse upon satisfactory completion of the Education Program and according to the provisions of their district policies and collective bargaining agreements
- 2. The following are required for an School Nurse Resident to be considered for advancement:
 - a. Satisfactory Preceptor evaluation with recommendation for advancement.
 - b. Satisfactory attendance report from school site performance
 - c. Passing grade in all required courses.
 - d. Satisfactorily passing probation according to their district policies, employment contract and collective bargaining agreement.
- 3. Failure to meet any of the above requirements will be justification to deny advancement.

Article VI: PROGRAM COMPLETION

1. Each School Nurse Resident must comply with the standards, guidelines, responsibilities, rules and regulations and successfully complete the curriculum as defined by the assigned college. Upon completion of the program, the School Nurse Resident must submit all required forms and documentation according to instructions provided by the Education Agency for review and processing of their cleared credential through the CTC.
2. School Nurse Residents understand that the program anticipates a minimum of a two year employment commitment with the same employer after successful completion of the School Nurse Residency Program in return for being a recipient of this training program. For participants with programs requiring more than one year for certification, the committee may develop additional years of employment by mutual consent.

Article VII: DISCIPLINARY ACTION

1. School Nurse Residents will be subject to disciplinary action in the following situations:
 - a. Involvement in any inappropriate behavior (as defined by Instructor or Preceptor) during educational instruction.
 - b. Any violation of School Nurse Residency program policies or procedures.
 - c. Any violation of the employer's policies or procedures.
 - d. Any violation of the assigned Educational Partner's policies or procedures.
 - e. Failure to register for classes at the assigned Educational Partner as required by School Nurse Residency committee
 - f. Failure to appear before the School Nurse Residency committee if requested.
 - g. Unsatisfactory Attendance during required classes
 - h. Unsatisfactory Instructor's Report.
 - i. Unsatisfactory Preceptors Report.
2. Disciplinary actions that shall be taken include, but are not limited to the following:
 - a. Written Warning.
 - b. 1 on 1 consultation
 - c. Cancellation of School Nurse Resident's agreement.
3. Procedure for disciplinary action
 - a. Written warning
 - b. 1 on 1 consultation with the School Nurse Residency committee
 - c. The School Nurse Resident appears before the School Nurse Residency committee for consultation and "show cause" determination.
 - d. If the School Nurse Resident fails to "show cause" as to why the Nurse Residency agreement should not be canceled, a Notice of Cancellation with Right to Appeal will be sent.
 - e. If the School Nurse Resident fails to appeal the cancellation notice within thirty (30) days, no further consideration will be given. If a Nurse resident appeals and the School Nurse Residency committee finds no grounds for reinstatement, the School Nurse Resident may then appeal the cancellation to the Committee as outlined in Section 201 of the California Administrative Code.

- f. A Nurse Resident may file a request for appeal as outlined in the attached complaint procedure regarding any determination by the School Nurse Residency committee in writing, within thirty (30) days of receipt of Notice of Cancellation with Right to Appeal.

Article IX: MISCELLANEOUS

1. Any Nurse Resident may request to appear before the School Nurse Residency committee at any scheduled meeting. Should the School Nurse Resident have an immediate need or concern, the School Nurse Resident is encouraged to request that the School Nurse Residency committee schedule a meeting. This may be done by contacting either a committee member or the Grant Coordinator.
2. Upon Satisfactory completion of the program and endorsement by School Nurse Residency Committee the School Nurse Resident will receive a "Certificate of Completion of School Nurse Residency" from the State of California, Department of Industrial Relations, Division of Apprenticeship Standards.
3. It is the sole responsibility of the School Nurse Resident to notify the Education Program Faculty, the Grant Coordinator and their district supervisor in advance (when possible) of a medical condition and/or disability that prevents them from working and/or attending class. This is for verification of the excused time. This information will remain confidential.

THESE RULES AND REGULATIONS IN NO WAY STATE OR IMPLY THAT THESE ARE THE ONLY STANDARDS THAT APPLY TO THE SCHOOL NURSE RESIDENCY PROGRAM. A SCHOOL NURSE RESIDENT WILL BE EXPECTED TO ABIDE BY OTHER RULES AND REGULATIONS; INCLUDING, BUT NOT LIMITED TO STATE AND FEDERAL STANDARDS.

I HAVE READ AND UNDERSTAND THE FOREGOING RULES AND REGULATIONS. I FURTHER AGREE TO ABIDE BY THESE RULES AND REGULATIONS THROUGHOUT THE DURATION OF MY SCHOOL NURSE RESIDENT TERM.

School Nurse Resident

Signature _____ Date _____

School District Supervisor

Signature _____ Date _____

Grant Coordinator

Signature _____ Date _____