

Time and Attendance: Clinical attendance and timeliness is mandatory and will be used as a measurement for reliability and dependability. Students must be present in the clinical area to be evaluated and develop their skills. Students will be placed on probation for the following attendance reasons:

- a. More than the allowed personal days used per term
- b. Excessive tardiness per term as defined by the handbook & clinical syllabus.

Tardiness: Students will be considered tardy if they are any later than their scheduled start time (i.e., scheduled 7:00, 7:01 is tardy). Failure to clock in OR out on the MERTA system will also be counted as a tardy. Penalties will be assessed per term as follows:

Each tardy – time deducted in 1-hour increments from personal time

One tardy of less than 15 minutes will be allowed with no penalty assessed

4th tardy – In addition to the deductions from personal time, probation and performance plan

If the student knows they will be late, they will call the School faculty & their clinical site and state the fact and approximately the time they will arrive.

Personal Time: The student will be given personal days per term to use as needed for clinical absences. Unused personal days cannot be carried over into the next term. The student must remember that this time includes sick time and should be used judiciously. Time off for reasons other than illness will be scheduled through the School faculty by turning in the absence form at least 24 hours prior to the requested time off. Personal time may be used in 1-hour increments.

If a student exceeds the allowed absences in a term, the student will be allowed up to 8 hours without penalty of probation. The excessive time must be made up prior to the end of the term to be allowed to continue in the program. For any further absences, the student will be placed on probation and it may be grounds for dismissal following the probation policy.

Personal time is allowed as follows:

First year, Fall term (ends December 31) – 24 hours

First year, Spring term (Beginning of January – May 31) – 32 hours

First year, Summer term (June 1 – August 31) – 32 hours

Second year, Fall term (September 1 – December 31) – 32 hours

Second year, Spring term (Beginning of January – May 31) – 24 hours

Second year, Summer term (June 1 – mid-July) – 16 hours

A student may be sent home if they are too ill or become ill during the day and are unsafe for patients and staff to be around. Time missed will be subtracted from the student's personal time.

School Scheduled Breaks: The students will have the following breaks during the program.

First year:

Labor Day

Thanksgiving Day and Thanksgiving Friday

Christmas Day, plus either the day before or the day after

All of New Year's week (Holiday Break)

3-day Spring Break in mid-March

Memorial Day, plus the Friday before

4 days surrounding Independence Day

Second year:

Labor Day, plus the Friday before

Thanksgiving Day and Thanksgiving Friday

All of Christmas week (Holiday Break)

New Year's Day, plus either the day before or the day after

5-day Spring Break in mid-March

Memorial Day, plus the Friday before

Independence Day

The student is NOT required to use personal time for these breaks.

Illness and Calling In: Students who are calling in must notify the School of the absence prior to their scheduled start time. Once the student has called in sick, they will be marked absent for the entire day.

If unexpected events occur and a student calls to request a late start for the same day, the student must use a minimum of 4 hours of personal time. Anything over 4 hours will be charged in hour increments.

If the illness is of long duration, post surgery, etc., the student may request a leave of absence following that policy.

Unexcused Absence Policy: Definition – failure to call in prior to scheduled start time when you will be absent for the day or being absent from clinical without proper approval. If you become ill during the night, you are reminded that you can leave a voicemail at 422-6289 and your clinical site.

1st offense - written warning, time missed charged to personal time

2nd offense – probation, disciplinary action, and time missed charged to personal time

3rd offense – disciplinary action up to and including dismissal from program

An unexplained absence of three consecutive days or failure to report back after a leave of absence is considered a voluntary withdrawal from the program.

Classroom attendance: Is expected in order for the student to be successful. Attendance will be monitored each class period. An absence is defined as not being present at the beginning or end of the class period. Students will be allowed 2 absences per class period without penalty. For each additional absence, 5% will be deducted from the final course grade for the class in which the absence occurred.

Classes will automatically be canceled (not clinical) if NIACC should cancel. We will maintain the ability to let out early or cancel without NIACC making any such announcement.

Tardiness is considered an absence.

Make up time: Only allowed in cases of Leave of Absence, Jury Duty, or Inclement Weather.

Leave of Absence: A leave of absence, up to a maximum of 10 days (clinical and/or class days), may be granted for serious health conditions, family medical needs (spouse, parents, children), military duty, jury duty (see jury duty section for specifics), and pregnancy. Personal time will not be

used for any portion of the leave. At the end of the term, if the student still has remaining personal time, they can choose to apply that towards any leave of absence make-up time.

Extended absences, those over 10 school days (clinical and/or class) in a term, will be assessed and a decision made by the Faculty as to the status of the student. Students who are no longer able to continue in the program and are in good standing at the time of withdrawal will be given priority consideration for re-admittance, but must re-apply and interview.

Compassionate Leave: Students will be given time off (but the School faculty must be notified in advance) without having to use personal time, for the following:

5 days for death of spouse, fiancé, sibling, child or parent

2 days for death of a parent in-law or grandparent

1 day for death of a great grandparent

Any time that exceeds this allotted amount will be taken as personal time.

Unexpected Events: Time off for emergency situations such as death (except immediate family) or serious illness in the family, will be taken from the student's personal time off.

Probation: Probationary status is a warning to students that their status in the program is in jeopardy. The student will be notified in writing of the probationary status by faculty.

Failure to demonstrate implementation of a plan and correction of identified problem areas within the established time frame may result in disciplinary action up to and including dismissal from the program.

Continuation of probation after the initial time frame may occur if good effort has been demonstrated, but without resolution of the problem. Probationary status may carry over to the next term. But, probationary status must be resolved by the end of that next term in order for the student to remain in the program.

Students may be dismissed from the program if placed on probation twice for any reason at anytime during the program.

The following is a list of some of the reasons why a student may be placed on probation:

- a. Inconsistent / unsatisfactory clinical performance.
- b. Lack of preparation for clinical experience. (If this occurs the faculty reserves the right to send the student home and charge personal time accordingly)
- c. Unsafe clinical performance.
- d. Exceeding the allowed absences and/or tardies per term.
- e. Lack of Professionalism. This includes: any clinical sites during the course of training, School or Hospital-sponsored functions (seminars, educational meetings, graduation) and any other school related function. The following list is inclusive of but not limited to:
 1. Use of profane and vulgar language.
 2. Failure to cooperate and comply with program policies.
 3. Use of mood-altering chemicals
 4. Failure to demonstrate maturity, self-control and courtesy.
 5. Failure to respond to criticism with openness, personal consideration and appropriate/recommended change(s).

6. Failure to conduct themselves in a professional manner (including but not limited to Mercy's Standards of Behavior and the ARRT's Code of Ethics)
 7. Dishonesty
 8. Insubordination
- f. Failure to maintain acceptable academic standards according to policy
 - g. Lack of confidentiality
 - h. Arrest or conviction related to the roles/responsibilities of the career/schooling

While several reasons are listed, the list may not include every situation and the School reserves the right to make decisions according to the severity of any other infraction.

Disciplinary Action: Students are expected to observe all rules, policies, procedures, guidelines, practices and standards of performance. Failure to adhere to these expectations will be grounds for disciplinary action up to and including dismissal. The School retains the rights to skip any or all of the steps of disciplinary action and proceed to dismissal as deemed appropriate.