



## CHAPTER SEVEN: STUDENT CONDUCT

In accordance with the School's philosophy and goals, personal conduct of students is expected to reflect a mature level of respect for self and others. The following guidelines and procedures have been established to provide students with clear expectations. Students are to conduct themselves in a morally, legally, and socially acceptable manner at all times.

### GENERAL CONDUCT

The following is a **non-inclusive** list of expected general behaviors and conduct.

#### REPRESENTING THE SCHOOL

Prior to engaging in any activity in which they represent themselves as a student of Lutheran School of Nursing, students must be granted permission for the activity by the Director of Nursing Education or Associate Director of Student Development.

#### CLASSROOM AND CLINICAL LABORATORY CONDUCT

During laboratory activities, the student is to remain in the clinical or classroom area to which they are assigned. If it is necessary to visit another unit or department, permission must be received from the instructor.

- ◆ For the safety of the patient, any student judged by the instructor to be unfit to provide safe care will not be allowed in the clinical laboratory area.

#### VISITOR REGULATIONS

The student must follow visitor regulations at all times when visiting acquaintances/family members who are patients at any facility.

#### SMOKING

**St. Alexius Hospital and Lutheran School of Nursing are non-smoking facilities**, therefore smoking is NOT permitted anywhere within the complex, including in the buildings, on the parking lots, or grassy areas. Smoking is also prohibited within a car on a St. Alexius owned parking lot. Students are expected to comply with other health care facility smoking policies when in those facilities.

#### CHILDREN

Children are not permitted in class or laboratory areas. Students may not leave children unattended in any area of the school or the hospital at any time. Child care is solely the responsibility of the individual student. Students leaving children unattended may be subject to disciplinary action.



## MAJOR CONDUCT VIOLATIONS

The following is a **non-inclusive** list of actions considered to be serious violations of school policies and which may result in serious disciplinary action:

1. Cheating or dishonesty regarding academic work is not tolerated in any theory or laboratory setting. Students are expected to do their own work. All sources of information, including print, electronic, or other students, must be credited or referenced to avoid charges of plagiarism.
2. Physical or verbal assault or harassment, threats, disorderly conduct, disruptive behavior, creating a nuisance by noise, or the use of obscene or foul language.
3. The threat, or possession, of weapons, firearms, explosives, fireworks, or ammunition.
4. The theft or unauthorized use/possession of school, hospital, or another person's property.
5. Unauthorized use of or entry to school or hospital facilities.
6. Tampering with or disabling emergency equipment.
7. Making a false report, or failure to comply with the directions of school/hospital employees acting within the scope of their assigned duties or position, including student employees.
8. Use, possession, or distribution of any controlled substance, unless legally prescribed by a physician. Use, possession, or distribution of alcoholic beverages on the hospital campus.

## UNIFORM REQUIREMENTS, APPEARANCE AND DRESS CODE

School uniforms are required for clinical laboratory experiences. Exceptions in specific courses will be announced by the instructor. All uniform parts must be clean, wrinkle free, in good repair, and fit properly. *Overall appearance must be neat and professional.*

### UNIFORM

The school uniform is worn according to these guidelines:

1. **Both male and female** students uniform requirements:
  - A. Approved royal blue scrub top with school logo on left chest. This shirt must be obtained through the uniform store for proper logo placement.
  - B. Approved royal blue uniform pants. Elastic or drawstring waist, cargo pockets and straight legs. No bellbottom pants, elastic ankle pants, or low rise pants are permitted.
  - C. **White all-leather shoes:** are required with all uniforms and must be clean and polished at all times. Athletic shoes with colored writing, street shoes, hi-tops, open heel or open toe shoes are **not** permitted.
  - D. **Required white coat with school logo** may be worn over uniform and **MUST** be worn over street clothes.
  - E. The **hospital identification badge** must be clipped to the left of the collar with the picture visible at all times when in the hospital or education building.
  - F. Turtle necks or other type blouses/shirts may **NOT** be substituted for standard uniform top; however, a white turtleneck or other white long sleeved shirt may be worn under the scrub top.



## 2. SCRUBS

Scrub tops/pants and hair coverings are worn only while assigned and working in specified areas. The uniform coat with school logo must be worn over scrubs when not on the nursing unit.

## 3. CLINICAL LABS

Students on a clinical laboratory unit during non-clinical times must wear the uniform lab coat with school logo over *appropriate street clothes*. Shorts, crop tops, sweats, sandals, or denim jeans are not allowed.

## 4. ACCESSORIES

A watch with a second hand (no costume bands), bandage scissors, gait belt, black and red pens, stethoscope, and penlight

## UNIFORM FOR GRADUATION

At the graduation ceremony, students will wear the uniform designated by the Graduation Committee. The uniform will be communicated prior to Senior Picture Day.

**Each female graduate** will wear the LSN Nursing Cap. Two one-fourth inch (1/4") royal blue velvet ribbons will be provided by the school and placed on the cap. The first ribbon is attached one-fourth inch (1/4") from top brim of cap. The second ribbon is attached one-fourth inch (1/4") from the bottom of the first ribbon. **Male graduates** will wear designated uniform and royal blue tie. Reference shoes above.

## JEWELRY

Small (no larger than one (1) centimeter diameter) post-type earrings (no loops or dangles) for pierced ears (no more than two per ear) may be worn. One ring or ring set is permitted. One fine single-link chain (gold or silver) long enough to be worn inside the uniform or short enough to not extend past the chin when bending forward is permitted. No other jewelry is allowed.

## HAIR

Hair must be kept neat, clean, well-groomed, and away from the face. The length and style must not interfere with safe patient care. If hair extends below the top of the shoulder, it must be worn up in the clinical laboratory area in a single braid or pony tail. No ribbons or other hair ornaments are allowed in the clinical area. Barrettes for management of long hair must be unobtrusive.

## PERSONAL HYGIENE

Good personal hygiene to include the regular use of deodorant and good oral hygiene is a must. No strong perfume or after-shave lotion is allowed in patient care areas. Makeup must not be excessive. Neutral, beige, or pink tone pastel nail polish is allowed. Nail length must be short enough to ensure safe patient care. Artificial nails are NOT allowed in clinical settings.

## FOOD

Food, beverages, gum, and smoking are not allowed in any clinical laboratory area.

## CELL PHONES

Cell phones must be kept on "vibrate" or "silence" both in theory classes and in the clinical setting. Students should NOT use cell phones during class or clinical time.

## CLINICAL FACILITY DRESS CODES

Students are expected to comply with the dress code of the clinical facility to which they are assigned. Failure to do so will result in dismissal from that clinical setting for the day.



### **NON-CLINICAL SETTINGS**

Students should always be attired in an appropriate fashion in class, in the nurses' residence, and in public. Faculty members will inform inappropriately dressed students.

### **CLASSROOM AREAS/HOSPITAL**

Bare feet, sock feet, slippers are unacceptable in theory class and in the hospital. Shorts, slacks, and jeans may be worn to theory class.

### **RESIDENCE HALL**

Sleepwear, bare feet, or sock feet are not acceptable beyond the students' floor. This includes both residents and visitors. Specific guidelines for attire within the nurses' residence are contained in **CHAPTER 11: RESIDENCE LIFE**.