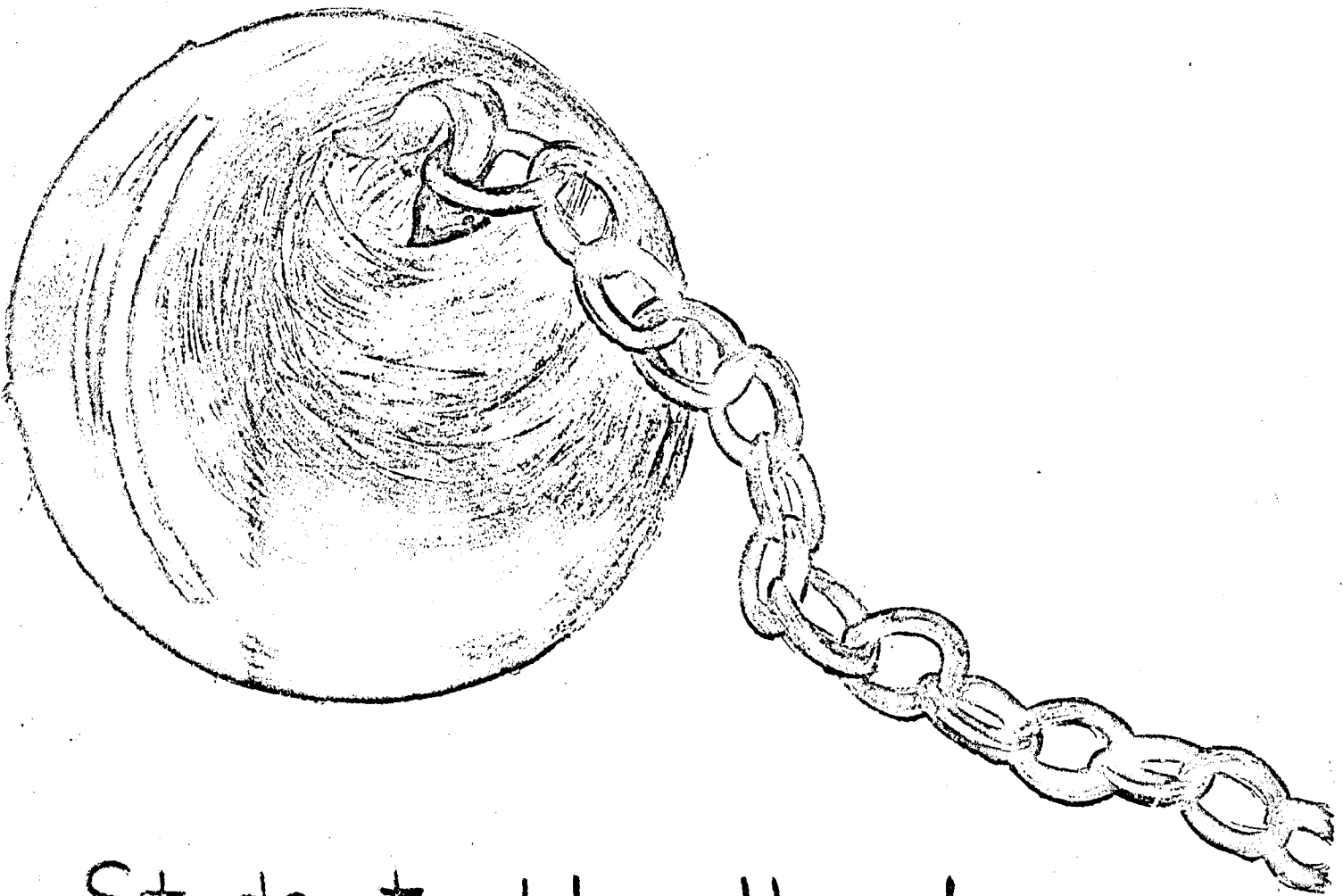




BALL AND CHAIN



Student Handbook
1966 - 1968

GREETINGS

On behalf of the Faculty and the hospital family, may I extend a most cordial welcome to the Easton Hospital School of Nursing. All of us are delighted you chose to come here and we will do whatever we can to make your new life comfortable and challenging.

As you entered the front door of your new residence, you were probably excited and fearful, at the same time. The excitement - may it last throughout your professional career; the fear - I hope The Ball and Chain will help you to conquer and to adjust to it in the days and months ahead and to find your way along the path of your life in the school of nursing.

We have written this handbook with you in mind and hope most sincerely we have answered all your questions. If you still have problems, call on your Counselor or Big Sister - maybe they can provide the information you need.

Virginia McIlroy, R.N., M.S.
Virginia McIlroy, R.N., M.S.
Director, Nursing Education

On behalf of the Student Government of the Easton Hospital School of Nursing, I would like to welcome you to our school. We hope that this book, our Ball and Chain, will help you to adjust to your new life here as a student nurse.

I would like to wish you the best of luck in the coming three years, I am sure you will find them a most rewarding experience.

Jeanne Beitler, '68'

Jeanne Beitler, '68

Jeanne Beitler, President
Student Government Association

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EASTON HOSPITAL
SCHOOL OF NURSING
HANDBOOK

THE STUDENT RESIDENCE

The Student Residence is located on twenty-first street across from the main entrance of the hospital. It is a three-story, fire-proof brick building. Male students live in Meuser Hall.

The mail room is located on the first floor to the left of the entrance. This also serves as the office of the Residence Director (Mrs. Nell Kline) and she, or one of her assistants, is on duty throughout the entire twenty four hours.

Student rooms are assigned by the Director of the School. Each room is furnished for the comfort of two students and contains furniture and closet space sufficient for each. The hospital furnishes bedspreads, sheets, pillow case, and one wool blanket. The student must provide her own washcloth, towels, bureau scarf, drapes, and extra blankets. If the student wishes to hang her own drapes, the Housemother must first be consulted for directions.

Maid service is supplied but students are expected to keep their rooms tidy at all times. Beds are to be made each morning before 8:00 A.M., except on Thursdays when a clean sheet and pillow case are received on an exchange basis and the student makes her bed thereafter. The student is expected to dust her own furniture and change the bureau scarf since the maid cannot be expected to remove and replace the personal articles she has.

RESIDENCE RULES

1) On admission a key to closet, room, and mail box are obtained from the Director of the School for a deposit of (\$1.00). If this key is lost there is an additional cost of (\$1.00) paid to Residence Director. A new key is supplied by the Housemother. Fees are refundable on discharge from the school.

- 2) Closet and room doors are to be locked when leaving rooms.
- 3) The mirrors, walls, and doors may not be marked by nails, scotch tape, pictures, posters, and pennants.
- 4) Food kept in the room must be placed in a tightly covered tin container or not at all.
- 5) Empty soda bottles are to be placed in receptacle located in the basement.

- 6) Valuables and large sums of money are kept in the student's room at her own risk. It is suggested that students open a checking account if they must keep large sums of money on hand. Valuables may be kept in the hospital safe.
- 7) The furniture may not be re arranged in the room.
- 8) The only furniture which may be added is a lamp, a portable hi-fi with small stand, or a table radio. T.V. with permission; however, there is an installation fee of \$10.00 for use of T.V. antenna.
- 9) Needed repairs must be reported to the Housemother on duty.
- 10) Each student is required to be in her own room at room check (10-10:30 P.M.) or she will be considered absent without leave. She may visit after this hour if she maintains rules of quietness. T.V. room, living room, recreation room, laundry and library are closed at 11:30 P.M. Room check on Sundays will be 11:30 P.M. Room check during June-July-August will be at 11:30 P.M. See #15 for Male students.
- 11) Students are required to sleep in their own rooms at all times.
- 12) Students should close windows and open venetian blinds before going on duty.
- 13) Students should close venetian blinds when washing or dressing.
- 14) For more gracious living, it is required.
 - a. Radios be turned on only loud enough to be heard in the room and not in the corridor,
 - b. Radios be turned down at 10:30 P.M. (Someone else wishes to sleep)
 - c. Radios may be played, but quietly, during study hours. (8-10:00 P.M., Mondays thru Thursdays.)
- 15) Housemother will call male students for room check. Time for male students will be the same as for female students.
- 16) Irons are to be used in the laundry room only and may not be kept in student rooms at any time.
- 17) Smoking in bed is a good way to burn the house down.
- 18) No large amounts of laundry are to be done in the room.
- 19) Students may wash underwear & stockings in the room and dry on towel rack; however they must protect floor with newspapers and remove the laundry from the racks before going on duty.

- 20) Waste cans are provided at strategic spots - use them for their indicated purposes.
- 21) Lamp shades shall not be defaced by scotch tape or paper clips.
- 22) Each student has assigned to her a personal electric name card on the board in the Housemother's office. This should be switched "ON" when the student is actually in the nurses' residence; all other times it should be switched off. This is a personal responsibility of the student.

LATE RETURN TO RESIDENCE

If a student nurse finds that circumstances are such that she will be late returning to the residence, the following must be carried out:

1. call the Housemother on duty and tell her the situation
2. report to the Housemother when arriving at the hospital-
unless the hour is after midnight
then-
report to the Night Supervisor on duty for
an escort to the residence.
3. report to the Judiciary Board your late return
4. sign in on your card the exact hour you arrive at the residence.

If a student is at home and is too ill to return on time, she will contact the Housemother on duty and tell her the situation. The student will report on sick call the first day she returns to the school.

LIVING QUARTERS

RECEPTION ROOM

An attractive reception room is provided on the first floor. Friends may be entertained in this room until 9:50 P.M. (during June, July, August- 10:50 P.M.). If a student expects to enter after this hour she must take a late leave. (See section on "privileges") Smoking is permitted but caution is advised because of the inflammable furniture here.

RECREATION ROOM

A large recreation room is located on the ground floor. It is provided with kitchen facilities. Here student parties, meetings, and "get-togethers" may be held. Ping pong and music facilities are available.

T.V. ROOM

To the left of the recreation room is a pleasant area furnished with comfortable chairs and a T.V. set. All guests are welcome in this area. It is suggested this area be reserved for student use and dates be entertained in the reception room.

SEWING FACILITIES

An electric sewing machine is located in the small conference room on the ground floor. It is available for use by any student desiring it. The Housemother will demonstrate its use to interested students. Bobbins and sewing machine needles may be signed out with the Housemother. They must be returned to her after use. A student desiring to own her bobbin and sewing machine needles may purchase them locally.

MEUSER HALL REGULATIONS

1. Male students will entertain female guests in the living room of Meuser Hall or in the Nurses' Residence. When available, T.V. room and Recreation room of the Nurses' Residence may be used by male students. Male guests may be entertained in male students rooms. Female students are not permitted in Meuser Hall after 4 P.M. except for assigned classes.
2. Male students have all privileges of the living room and kitchen on the first floor of Meuser Hall.
3. Male students may use laboratory on third floor for study purpose if desired.

GENERAL INFORMATION

MAIL AND TELEGRAMS (Zip Number 18042)

The Housemother on duty will place mail in the students personal mail box. Each student has her own key and no one else may open her box. Male students' will be delivered to school office.

Packages will be held in the Housemother's office and note will be placed in the student's mail box informing her of such packages.

Special delivery letters will be delivered to the student personally.

Telegrams will be received in the Nursing Office and the student notified.

TELEPHONE CALLS

There is located on each floor of the Residence a pay phone. All incoming and outgoing personal calls must be made on these phones. Emergency calls for students should be directed to the School of Nursing during the day or the Supervisor on duty after 4:00 P.M. and on weekends. Phone calls may not be made or received from 12 midnight to 7 A.M. PHONE CALLS SHOULD NOT EXCEED A TEN (10) MINUTE LIMIT

Pay phone numbers are:

- | | | | | |
|----------------|---|-------------------|---|--------------------------|
| 1) First floor | - | Nurses' Residence | - | 252-9225 (Area Code 215) |
| Second floor | - | " | " | - 252-9115 |
| Third floor | - | " | " | - 252-9473 |

Hospital phone number is:

- 2) 258-6221

GUESTS 3) Male students, extension 2084234

All guests are received by the Housemother on duty who will notify the student of their arrival. Parents and guests should be formally introduced to the Housemother.

Female guests may be taken to the student's room with the permission of the Housemother. All other guests are to be entertained in the living room, lobby, or recreation room and must leave by the front door before 9:50 P.M. The exception occurs when the student takes a late leave and entertains in the living room until 11:50 P.M.

Students may neither receive guests nor entertain guests while on duty or during assigned study hours. This is an inflexible rule.

LAUNDRY FACILITIES

Personals:

- 1) An automatic washer and dryer is provided for student use in the laundry room on the ground floor. For a minimal fee a student can easily and rapidly do her own laundry. The Housemother will demonstrate the use of these machines to new students.
- 2) Ironing boards are located in the laundry. Irons are kept in the Housemother's office and may be secured from her by signing for them. Irons are to be returned to the Housemother after use.
- 3) Residents of Meuser Hall may use the coin washer and dryer located in the basement.

BED LINEN

Each Thursday the student will take one sheet and pillow case to the linen closet on the ground floor where the Housemother will exchange it for clean linen. Maids will change linens for male students.

UNIFORMS

Soiled uniforms will be thrown down the laundry chute. Uniforms needed for the next week must be placed in the chute before Wednesday.

Clean uniforms are returned on hangers on a rack placed in the ground floor, the first part of each week (Thursday usually).

Wednesday is laundry day for male students. Soiled uniforms must be put in a marked laundry bag and placed at the foot of the stairs (20th St. exit). Bed linens will be changed by the maid. Towels will be furnished; wash cloths are not furnished.

Insofar as it is possible, students will be permitted to have overnight guests in the residence provided the students:

1. Arrange with Housemother for guest.
2. Pay a fee of one dollar (\$1.00) per night to the Housemother for each guest. Fee payable to Library fund.

MEAL HOURS

- 1) Breakfast..... 6:00 A.M. - 8:30 A.M.
- 2) Dinner..... 11:30 A.M. - 1.00 P.M.
- 3) Supper..... 4:30 P.M. 6:00 P.M.

Meal hours are 30 minutes only

Students are expected to be dressed in complete uniform or street clothes and never shorts, slacks, or rollers when they enter the hospital or dining room. Scrub dresses and turbans may not be worn outside of the departments, since they either contaminate themselves or the area. A trench coat worn over slax or shorts does not constitute proper dress for the dining room.

SMOKING

Smoking is permitted in the bedrooms, T.V. room, recreation room, reading room, and the laundry room. Smoking is not permitted in corridors, stairways, classroom, or any part of the third floor of Meuser Hall, library, or front steps of the residence of Meuser Hall. Smoking is permitted in the reception room if care is used. In the hospital, smoking is permitted in the dining room only.

DRINKING

The drinking of alcoholic beverage in the Nurses' Residence is forbidden. No one is permitted to enter the Residence under the influence of alcohol. The partaking of alcoholic beverages at school affairs is forbidden. Furthermore hospital regulations strictly forbid alcoholic beverage anywhere on the hospital grounds.

Any offense shall be reported to the Director of the School by the Housemother or other person recognizing the condition of the student and the student involved shall be dismissed.

CARS

Students desiring to have their own cars must arrange with the Director of the School for the privilege and must have parents sign a permission slip covering their use. The hospital accepts no responsibility for injuries to students resulting from car accidents.

KITCHEN

Each floor is provided with a kitchen for use of the residents of that floor. It is supplied with bread, butter, cereal, and milk for snacks. Students on days off or reporting to duty after 9:30 AM. may wish to eat breakfast here. All other will use the dining room. A hair dryer is located here, easily accessible to the bathroom, and for the convenience of the student.

It is required that each student leave the kitchen neat and tidy after use. Infraction of this rule must result in disciplinary action by the Judiciary Board.

SUNDECK

Sundeck is located on the roof. Equipment is provided and must be returned to the storage room. Sunbathing on the roof deck is visible in the hospital top floors; hence students must be guided accordingly. Bathing suits or shorts and halters are accepted dress in this area.

SPECIAL REGULATIONS FOR MALE STUDENT NURSES

1. Male students will use electric call system in Nurses' Residence to indicate whether they are in the residence or not. Students may call Housemother to have them turn lights on or off.
2. Male students will follow regulations for signing "in", "out" as outlined in Ball and Chain, pages 8-12.
3. Male students may use laboratory on third floor for study purpose if desired.
4. Male students have all privileges of the living room and kitchen on the first floor of Meuser Hall.
5. Male students will entertain female guests in the living room of Meuser Hall or in the Nurses' Residence. When available, T.V. room and Recreation room of the Nurses' Residence may be used by male students. Male guests may be entertained in male students rooms. Female students are not permitted in Meuser Hall after 4 P.M. except for assigned classes.
6. Maintenance repairs will be requested from school secretary.

MALE STUDENTS DRESS REGULATIONS, STREET AND UNIFORM

Street Attire:

1. No dungarees or cut-off dungarees are to be worn in the hospital, classrooms or on field trips.
2. No sandals without socks are to be worn in the hospital, classrooms or on field trips.
3. No white tee-shirts are to be worn as external attire in the hospital, female nurses' residence, classrooms, field trips.
4. No shirts with tails are to be worn outside the beltline in the hospital, female nurses' residence, classrooms, field trips, except those so designed to be worn outside. (i.e. shirts with rounded waistbands.)
5. Shirts and shoes must be kept on at all times when in the female nurses' residence.
6. Socks must be worn with shoes in the hospital, female nurses' residence, field trips.

Uniform Attire:

1. A clean uniform neatly pressed must be worn daily while on duty.
2. A clean uniform neatly pressed must be worn on all patient floors while off duty except as directed or while a visitor to see a friend who is a patient.
3. Clean white polished shoes with white socks are to be worn with uniform while on duty.
4. Proper namepin to be worn on uniform while on duty. Pin is to be centered on lower edge of hemline of upper chest pocket, not in obscure "student nurse" lettering.
5. Bandage scissors to be carried at all times while in uniform.
6. Proper number of (chevron (s) to be attached to left shirtsleeve, centered not less than three (3) inches from hemline nor more than seven (7) inches from hemline.

PERSONAL APPEARANCE

STUDENT UNIFORM

1. When uniform is the correct dress, it consists of::

- a. blue dress, white bib, and apron
- b. cap
- c. white shoes and stockings
- d. name pin
- e. bandage scissors
- f. fountain pen and pencil
- g. hairnet (if hair touches collar)

Students wear blue dress with white apron and white shoes and stockings on admission until Capping (May).

2. A navy blue cardigan sweater or navy cape may be worn over the uniform. The hospital supplies the student with the cape, the sweater is her own responsibility.

3. Hair net is required if hair touches collar.

4. Each student is issued a cap annually for graduation exercises. Additional ones may be purchased for \$1.75 from school office. The cap is to be neat, folded properly, and held in place with two (2) pins.

5. Stockings are to be clean and without holes or runs when reporting on duty.

6. White shoes are to be of the "oxford" style and are to be clean and whole. An old pair of shoes is needed for the operating room where they must be specially equipped.

7. Sufficient cosmetics to look healthy are suggested. Eye make-up must be kept at a minimum.

8. Jewelry in uniform is forbidden except for a watch and a wedding ring. Engagement ring and religious medals not permitted.

9. Gum chewing is not included as a part of the uniform ever.

10. Torn uniforms are not to be mended with adhesive, but are to be given to the Housemother for repairs or mended by the student herself.

11. Complete uniform is the required attire for clinical experience special school functions such as Capping, Graduation, and Baccalaureate Exercises, and all assigned classes.
12. Students may attend church services in uniform provided they wear a raincoat or sweater over the uniform and carry their cap in a plastic bag and provided they go no further than a radius of five (5) blocks. The service must be held on off duty time.
13. Chevrons:
 - a. Each student is responsible for placing the required number of chevrons on her left sleeve $\frac{1}{2}$ inch above the cuff according to the following schedule:
 - 1) One (1) Chevron - day of Capping Exercises.
 - 2) Two (2) Chevrons - August 31.
 - 3) Three (3) Chevrons - August 31.
 - b. Chevrons can be obtained from the Housemother but are to be sewed on by the student herself.
14. Lost or broken name pins must be replaced by purchasing them from the school secretary for (65¢).

PHYSICAL EDUCATION ATTIRE

1. Dress or skirt when traveling to and from class. (or slacks)
2. Shorts, blouse, low sneakers and sox for class.
3. Swim suit, cap for pool.
4. Bath towel, secured from Housemother before class and returned to her after class.

OFF DUTY ATTIRE

1. Housecoats must be worn over pajamas or slips whenever student leaves her room if she lives on the first floor or if male workers are on the floor (for repairs etc.).
2. Students may never enter the lobby or waiting room on the first floor in anything but complete uniforms or proper dress for out doors. Housecoats or pajamas are not permitted here at any time.
3. Students must be dressed in street clothes when using any area of the ground floor (T.V. room, recreation room, laundry, etc.) since male students and / or guests may be present on the same area.

STUDENT PRIVILEGES

A. DEFINITION: A privilege may be either a midnight pass or an overnight pass and can be defined as:

- I Midnight Pass - student may sign out for herself before 9:00 P.M. for permission to return to the residence no later than midnight.
- II Overnight Pass - student may sign out for herself before 9:00 P.M. for permission to stay away from the residence overnight (s).
- III 1 A.M. Pass - student may sign out for herself before 9:00 P.M. for permission to return to the residence no later than 1 A.M., Friday or Saturday night only, in place of midnight pass. Student on 1 A.M. pass will return directly to the residence when House-mother on duty will admit her to the residence.

STUDENT MAY TAKE AN OVERNIGHT PASS THE NIGHT PRECEDING HER DAY (S) OFF IN ADDITION TO HER OVERNIGHT PASS FOR THE WEEK. STUDENT IS AUTOMATICALLY GRANTED AN EXTRA OVERNIGHT PASS PRECEDING HER HOLIDAY TIME.

B. SCHEDULE OF PRIVILEGES:

I. Year one

- a. Trimesters 1 and 2 - may take 1, 2, 3 or 4: not all 4
 - 1) overnights - two (2) per week
Friday and Saturday nights only
 - 2) midnights - two (2) per week
Friday and Saturday nights only
 - 3) combination - one (1) overnight and one (1) midnight
Friday and Saturday nights only
 - 4) 1 A.M. Pass - see regulations above
- b. Trimester 3 - may take 1, 2, 3, or 4: not all 4
 - 1) overnights - two (2) per week
any night, provided no class or duty before 9:00 A.M. following day
 - 2) midnights - two (2) per week
any night
 - 3) combination - one (1) midnight and one (1) overnight
provided regulations concerning overnights and midnights exist as listed above.
 - 4) 1 A.M. Pass - see regulations above

II. Year two

a. Entire year

- 1) overnights - two (2) per week
any night provided no class or duty before 9:00 A.M. following day
- 2) midnights - two (2) per week
any night provided no compulsory study or P.M. duty is assigned that day
- 3) 1 A.M. Pass - see regulations above

III Year Three

- a. Quarters 1, 2, 3 - (September to May)
 - 1) overnights - unlimited number per week
any night provided no class or duty
before 9:00 A.M. following day
 - 2) midnights - two (2) per week
any night provided no compulsory study
hour or P.M. duty is assigned that day
 - 3) 1 A.M. Pass - see regulations above
- b. Quarter 4 - (June, July, August)
 - 1) overnights - as desired
provided no class or duty before 9:00
A.M. following day
 - 2) midnights - as desired
provided no P.M. duty is assigned
that day
 - 3) 1 A.M. Pass - see regulations above

METHOD OF SECURING PRIVILEGE:

1. On admission to the school of nursing, and annually thereafter, parents/legal guardians will be requested to sign an official school permit accepting responsibility for their daughter whenever she is away from the residence and the campus. This form must be in the office of the Director of the School of Nursing if the student is to leave the residence.
2. When she enters the school of nursing, the student will be provided with a card for signing out. This shall be used for:

- a. overnight passes
- b. midnight passes
- c. 1:00 A.M. pass

and shall be kept in the office of the Residence Director. The card contains her name and provides columns for:

- 1) date
- 2) type of privilege
- 3) expected date of return
- 4) time
- 5) date returned
- 6) time
- 7) address and telephone number

Before the student leaves for an overnight or midnight pass, she shall provide the information required, filling out each column fully and accurately except that for a midnight pass the student need not mention address and/or telephone number, merely indicating a general destination (see example). On return to the school, the student signs in on the card, providing the needed information. A copy of a card, correctly filled out, is included for reference.

DATE	TYPE PERM.	EXPECT DATE OF RETURN	TIME	DATE RETURNED	TIME	Mary Ann Jones ADDRESS & TELEPHONE NO.
7/1/66	12 o'clock	7/1/66	12 M	7/1/66	11:30 P.M.	Wilson Drive Ave
7/3/66	2 O.N.	7/5/66	1 P.M.	7/5/66	10:00 A.M.	17 A. 21st, Easton Phone 252-2522
7/7/66	SP.O.N.	7/8/66	6:45 A.M.	7/8/66	6:30 A.M.	17 A. 21st, Easton Phone 252-2522

3. The clock in the office of the Residence Director is the official time. No other time is accepted; hence, students are requested to synchronize their watches with this clock.
4. A student signs "out" and "in" for herself only.
5. A student desiring an overnight or a midnight pass must sign out by 9:00 P.M. of the day the pass is desired.
6. A student may not leave the residence after 9:50 P.M. at any time for any reason. Exception: Social functions which are assigned special privileges.
7. A student assigned P.M. duty may not take an overnight or a midnight pass after she comes off duty.

HOLIDAYS

Every student nurse is granted seven (7) holidays - or equivalent days - a year. They are:

New Year
Easter
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas

It is impossible that all students be off on the holiday; however, an equivalent day will be given two (2) weeks before, the week of, or two (2) weeks after the holiday. When a holiday occurs during a vacation period, it will be added to the vacation.

All students will automatically be granted a twelve o'clock permission on the day of a holiday, but not on its equivalent day. This is a special permission to be used on the actual day off the holiday (ex. July 4) only (not on the equivalent day off- July 9, for ex.)

All students will automatically be granted one (2) A.M. pass to attend church services Christmas Eve, including those who may have been assigned P.M. duty this day and who may attend church services in uniform. Special permit is for attendance at church services only. Students attending church services and returning after midnight on Christmas Eve will report to the residence.

All students will automatically be granted two (2) A.M. passes following the Christmas Dance and the Spring Formal. Arrangements will be made for the Housemother to be on duty until 2:00 AM.; hence, the student will return directly to the residence.

VACATIONS

Every student nurse receives twelve weeks vacation during her course of study. Vacations are assigned by rotation plan and cannot be changed.

Students are automatically granted a special twelve o'clock permit the night they return from vacation.

SUMMER PRIVILEGES

From Memorial Day to Labor Day, inclusive, all students will be granted unlimited eleven o'clock passes. A student will be expected to be in her own room between 11:00 - 11:30 P.M. so that Housemother can make bed check.

LEAVING RESIDENCE AFTER 10 P.M.

Students may leave the residence after 10 P.M., and before midnight when there are special social affairs which end after 10 P.M. This is the only time the student may leave the residence after 10 P.M., she may not leave after coming off P.M. duty.

ADMINISTRATIVE POLICY

The power of rescinding privileges is reserved by the Faculty when warranted and such action will be dealt with on an individual student basis.

EDUCATIONAL POLICIES

ATTENDANCE AT CLASSES

Attendance at all classes is required unless illness intercedes or other arrangements have been made with the Director because of unusual circumstances. This includes all types of classes. Students late for class will not be admitted unless presenting a note from the Head Nurse or Instructor, countersigned by the Director, stating the reason.

COMPULSORY STUDY HOUR

The student residence must be quiet and students assigned compulsory study hour must remain in their rooms with their radio and/ or hi-fi turned off. Student visitors, phone calls, and guests are not permitted when the student is on compulsory study.

Compulsory study hours are required of:

1. All new students the first two (2) months, Mondays through Thursdays, 8-10:00 P.M.
2. During the remaining months of the year, students are expected to maintain reasonable quiet between the hours of 7 P.M. and noon the next day so that students truly desiring to study can do so.

GRADING SYSTEM

Factors considered in determining grades:

Theory

1. Grades received on quizzes, mid-term and final examinations,

2. Character of written work and promptness in completing assignments.
3. Participation in class discussion.
4. Reports required for reference readings.
5. Written assignments must be in on time or receive grade of O.

Practice

1. Clinical nursing ability.
2. Teaching ability.
3. Interpersonal relationships.
4. Administrative ability.

Grading Scale

1.	A	93 - 100	Superior
	B	87 - 92	Good
	C	80 - 86	Average
	D	75 - 79	Poor
	F	74 - and below	Failing

2. Passing grade is 75.

CREDIT HOUR

One credit hour is given for each fifteen hours of planned classroom instruction given during a term.

HONOR POINTS

Honor points are awarded for each credit hour on the basis of marks as follows:

A	-	4
B	-	3
C	-	2
D	-	1
F	-	0

for example, if a student completes a course carrying (4) credit hours (60 hours of planned instruction) with a grade of A, she receives (16) honor points. A student must achieve at least twice as many honor points as credit hours, or a 2.0 (C) average in order to maintain a satisfactory standing for promotion and graduation.

PROBATION

A student who falls below a 2.0 (C) average in any term will be placed on probation for the following term. If the probation status has not been removed at the end of the next term by the student achieving at least a 2.0 (C) average, the Faculty will dismiss the student. This includes class and/or clinical practice and a combination of class and clinical practice shall constitute grounds for dismissal when each falls below a 2.0 (C) average in

A student who fails to achieve a 2.00 honor point average at the completion of any given year will be dismissed; hence, although a student on probation achieving less than 2.00 (example 1.92) may remove the probation by earning 2.00 honor points the next term, she must also earn extra honor points (example .08 honor points) sometime during the year to remain in the school at the year's end (example: she will then earn the required 2.00 honor points for the whole year).

REPORT CARDS

Reports are mailed to parents at the end of each term; more often if a student is not meeting academic requirements.

CAPPING EXERCISES

Capping exercises are planned annually in May, all students attend in complete uniform.

BACCALAUREATE EXERCISES AND GRADUATION

Baccalaureate Exercises are held the Sunday following Labor Day; Graduation the Monday following Labor Day. All students attend in complete uniform.

ACHIEVEMENT TESTS

Included in the educational program is the administration of National League for Nursing Achievement Tests at stated intervals. Results of these tests, reported in percentiles, serve as an indication of the students knowledge of the subject matter and a comparison with other students throughout the country who took the test. Tests are scheduled at the following intervals:

- A. Year one, term two (May)
 - 1. Anatomy and Physiology
 - 2. Chemistry
 - 3. Microbiology
- B. Year one, term three
 - 1. Basic Medical-Surgical Nursing
 - 2. Normal Nutrition
- C. Year Two - Medical-Surgical Nursing II
 - 1. Medical-Surgical Nursing: Part I
 - 2. Basic Pharmacology
- D. Year two - Psychiatric Nursing Test (at affiliating agency)
- E. Year two - Obstetric Nursing Test
- F. Year three - Pediatrics
 - 1. Nursing of Children
 - 2. Diet Therapy and Applied Nutrition
- G. Year three - (Completion MSIII)
 - 1. Medical-Surgical Nursing: Part II
- H. Year three - term four (summer session)
 - 1. Pharmacology in Clinical Nursing
 - 2. Maternal and Child Health Nursing
 - 3. Communicable Disease Nursing
 - 4. Psychiatric Nursing
 - 5. Disaster Nursing

NURSING PRACTICE

In addition to meeting the requirement in theory, the student nurse is expected to maintain a general average of (C) in nursing practice each term; failure to maintain C average places student on probationary status and can result in dismissal in the same manner as academic grades.

FAILURES

All courses must be passed before the student nurse can be recommended for graduation. Failure in a final examination, which results in a failure for the course, may be removed by successfully passing a single re-examination. Grade received on re-examination will be recorded as 75 although a higher grade may be required to erase the failure.

A fee of (\$5.00) is required to be paid before the re-examination.

DISMISSAL

1. A student can be dismissed by the Faculty after having been warned regarding (class and/ or clinical practice).
 - a. Failure to maintain 2.0 (C) average each term.
 - 1) theory
 - 2) clinical laboratory
 - b. Failure to maintain 2.0 (C) average each year.
 - 1) theory
 - 2) clinical laboratory
 - c. Failure to remove probationary status at completion of a term.
 - 1) theory
 - 2) clinical laboratory
 - d. Accumulation of three (3) probation periods in the three (3) year program.
 - e. Failure to improve under guidance.
 - f. Problems of health.
 - g. Problems of personality.
 - h. Problems of social development.
 - i. Problems regarding professional growth.

GRADUATION

Graduation ceremonies are held the Monday following Labor Day. Activities include a country club dance (in the spring), a Baccalaureate Service, and a breakfast. All students wear white uniform the last day they are students.

- The Faculty shall recommend for graduation a student who has:
1. Satisfactorily completed the program of study.
 2. Fulfilled all financial responsibilities.
 3. Satisfactorily completed health requirements.

WITHDRAWAL FROM THE SCHOOL

A student who is dismissed is required to return all uniforms, and will be charged for all missing items. Library books must be returned and any not available will be charged to the student. Tuition and fees are not refundable.

A student who wishes to resign from the school must first request a conference with the Director and present a formal letter of resignation. The parents should accompany the student so as to provide proof of their support of the decision. Regulations regarding uniforms, tuition, and fees are identical to those of a student who is dismissed.

At completion of the course students must return all uniforms and fulfill all obligations regarding class work, clinical practice, and financial affairs, including fees, fines and class dues before they will be awarded a diploma.

TUITION

Tuition is payable on admission to the school and is not refundable for any reason. Tuition is payable as follows:

The tuition for the school of nursing is (\$600.00), (\$50.00) of which is an Acceptance Fee and is payable within twenty days of appointment. The additional (\$550.00) is payable as follows: Year 1-(due Sept. 1, 1966) \$250.00, Year 2-(due Sept. 1, 1967) \$150.00, Year 3-(due Sept. 1, 1968) \$150.00.

MARRIAGE POLICIES

Marital status shall not be a deterrent factor in the consideration of a qualified applicant for admission to the school of nursing.

A student who wishes to marry during her program of studies, may do so after submitting her plans to the Director of the School of Nursing in writing. Parents or legal guardian must also mail written notification to the Director of the School of Nursing for the marriage.

A married student, or one who wishes to marry, may choose to be a resident - or a non-resident student. Student must arrange for a conference with the Director to discuss status. Non-resident students must travel in street clothes and change to uniform in assigned room in the residence.

NON-RESIDENT STUDENTS

Married, and non-resident students, are expected to participate in school activities and observe school regulations. The student who lives outside the residence does so by choice and is entitled to no change in tuition or fees.

Overnight Privileges

A. Student may take an overnight pass the night preceeding her day (s) off in addition to her 2 overnights a week.

B. Student is automatically granted an extra overnight pass preceeding her holiday time. This is in addition to her weekly privileges.

C. Regulations concerning leaving the residence after swing shift will continue as stated in the Ball and Chain.

D. Overnights may be taken any night provided no class or duty before 9 A.M. the following day.

PREGNANCY

Married students who desire a leave of absence for pregnancy must request it from the Director of the School of Nursing and Faculty no later than the second month of their pregnancy. When granted, student must provide written certificate from her Obstetrician relieving the school of responsibility for problems occurring as a result of her pregnancy and stating how long she may remain on duty. A similar written certificate must be given in evidence of her ability to return to duty.

Departure from and return to the school shall be only at the ending and beginning of a quarter of a term. All physician and hospital bills incurred during the course of the pregnancy are the personal responsibility of the student and her husband. A leave of absence of one calendar year will follow departure from school as described in above regulations.

Married students will not be permitted to go on psychiatric affiliation during their term of pregnancy.

The School of Nursing reserves the right to determine termination dates before delivery.

Decision regarding such policies as participation in school ceremonies will be decided by the Faculty on an individual basis.

CLINICAL ASSIGNMENT

Clinical assignment is posted in the office of the Director for a three (3) year period, master rotation plan. Ward changes are posted periodically on the official bulletin board in Meuser Hall and the bulletin board on each floor of the Residence. The Faculty reserves the right to make changes on the master rotation plan without notice. Students assigned to the hospital wards are expected to report on duty ten (10) minutes before the scheduled hour. Students will leave the ward promptly when going off duty and will not return to the hospital without permission of the Director (day) or Supervisor (P.M.) but will go directly to the Residence. Whenever the student goes to the hospital wards, she will wear complete uniform, Students are not permitted to visit patients in the hospital.

If a student is assigned a bedside clinic or clinical conference to be held in the hospital, she must wear complete uniform. If she goes on a field trip, correct clothing will be designated by the Instructor making the plans. There are two (2) exceptions to this policy. First, obstetric students and senior students will have a one (1) day field trip to the Easton V.N.A. For these visits, the student will wear low heeled brown or black shoes, dark skirt, and white cotton blouse. Make up and perfume will be used very sparingly. Dark cloth coat or navy blue rain coat will be worn. Purse must be small, dark, and plain. Second, when assigned nursing of children, the student will visit clinics at Allentown General Hospital. Complete uniform will be worn--cap will be carried in a plastic bag to Allentown and put on after arrival at the hospital.

VISITING PATIENTS IN HOSPITAL

1. Students may visit patients in the hospital only when an assignment is involved or if the patient is a well known and personal friend of the student or her family,

2. Student must always secure special slip from housemother and have housemother sign the slip when she leaves the residence and when she returns to the residence. Slip must be carried by the student while she is visiting in the hospital and be returned to the Housemother when she returns to the residence,

LAB COATS

Students are reminded, visits to the hospital are to be made in complete uniform. Students, by their own vote, are not permitted to wear laboratory coats at any time. This rule is unalterable.

HEALTH PROGRAM

HEALTH CLINIC

The School Physician is on duty in the Emergency Ward daily except Sunday. The clinic nurse is on duty Monday's through Friday's. Students are required to report illnesses before 7:45 A.M. whenever possible. Emergencies will be taken care of by the clinic nurse, who will secure a physician to see the student. After 4:00 P.M. the student will report to the Afternoon or Night Supervisor, who will secure a physician to see her in the Emergency Ward. A student seen by a physician after 4:00 P.M. must report to the School Physician the following morning for his check-up.

Students confined to the residence because of "illness" are not permitted to leave the residence for any purpose except for meals or to report to health clinic.

If illness occurs when the student is away from the hospital, the student must report the incident to the Health Nurse on her return.

Health Nurse- Mrs. Carol Hine R.N.

Office- Meuser Hall ext. 207

On duty Monday's through Friday's - 8:00 A.M. to 4:30 P.M.
(other times see Supervisor on duty in hospital)

School Physicians-

Dr. F. Clarke M.D.

Dr. G. Laubach M.D.

Dr. H. Krieger M.D.

Dr. D. Raso M.D.

SICK CALL

Any student who believes she is ill enough to be off duty when she is supposed to be on duty- will report to Health Nurse, in her office, at 8 A.M. in the morning. Health Nurse will then make the decision. If the student is too ill to come to Meuser Hall, she will personally call extension 207 so that the Health Nurse can arrange to see the sick student personally and decide whether or not she will stay off duty. Saturdays and Sundays the student will call the nursing service office- extension 311- and report personally her illness.

HEALTH POLICIES

- 1) Students never contact any physician without permission of the Health Nurse and unless accompanied by the Health Nurse. (including going to emergency ward without Health Nurse.)
- 2) Students desiring to see Health Physician will sign in the notebook in the Housemother's office no later than 7:45 A.M.
- 3) a. Any student too ill to leave her room to go on duty at 7:00 A.M. will personally contact the Housemother and report her illness. If she is able to do so, she will call Health Nurse personally at 8:00 A.M. ext. 207.
b. Student too ill to go on duty will personally call the ward or ask the housemother to call the ward so they will know why she hasn't reported.
- 4) Student sent off duty by Health Physician may not return to duty until permitted to do so by the physician, nor may she take any privileges during this period.
- 5) Sick time cannot be traded by days off for the week. Students are granted days off on the following basis.
 - a. Three (3) days duty entitles student to (1) day off.
 - b. Five (5) days duty entitles student to (2) days off.
 - c. Less than three (3) days duty entitles student to no days off.
 - d. Four (4) hours or more illness in a work day, equals loss of (1) day. Less than four (4) hours, no day lost.
 - e. Regulations regarding the first two (2) trimesters will not follow this pattern.
- 6) A student may be permitted to attend classes and not go on duty if decreed so by physician. These class hours will accumulate and days thereby will accrue.
- 7) A student will be granted three (3) days leave of absence if there is a death in her immediate family. Student will arrange for such time with the Director of the School.
- 8) Students are permitted no more than twenty-one (21) sick days in three (3) years; more must be made up. This is a state law and cannot be changed. Time missed on specialties must be made up.
- 9) Students too ill to return to the school after days off, vacation, etc. will have their parents contact the Health Nurse or the Director personally to report. On return to the school they will be seen by the School Physician before going on duty.
- 10) Self-Diagnosis & Self Prescription--not professional.

APPOINTMENTS

Required follow-up and health examinations are arranged by the Health Nurse. Prompt attention to such matters is required.

DRUGS

Drugs are supplied by the Student Health Service except in unusual circumstances. Medicines and supplies must not be taken from the wards or classroom. Health Nurse will countersign all prescriptions and have them filled by the Pharmacist for the student.

STUDENT HOSPITALIZATION

If a student is ill enough to require hospital hospitalization, she will be admitted to a semi-private room and her parents will be notified by the Director of the School of Nursing or the Health Nurse.

VISITING SICK STUDENTS

Visiting privileges for sick students shall be secured through the Director of the School of Nursing, Health Nurse, or Supervisor on duty. There is a form provided for this use, which can be secured from Health Nurse and presented to charge nurse before visiting.

PRE-AFFILIATION HEALTH REQUIREMENTS

Pre-affiliation physicals are scheduled by the Health Director and students are required to report for appointments. While on affiliation, students must use the facilities of the affiliating agency and must not return to the home school for treatment unless the affiliating agency makes the arrangements.

MONTHLY WEIGHTS

Each month the student must weigh herself on the health office scale and record her weight on the list provided. Any weight not recorded by the fourth of the month will result in disciplinary action by the Judiciary System.

ANNUAL PHYSICAL

Annually the student will have complete physical examination by one of the Health Physicians. In preparation for this she will have chest X-ray, blood studies, urinalysis, and a signed slip stating that she has been examined by her dentist.

SPECIAL MEDICAL CARE

Special medical care such as, dental, eye, etc. is not provided by the hospital and must be assumed by the student and her family.

Student requiring gynecologic referrals and/or treatment will need written permission from her parents on the form provided.

COUNSELING AND GUIDANCE PROGRAM

To assist the student in his personal and professional adjustments to the School of Nursing, the Hospital, and the community, a counseling and Guidance Program is available. For the student's first year a counselor is chosen before admission. The student is then permitted to choose a counselor for the second and third years. If none is chosen, the class advisor becomes the counselor. A student is encouraged to see his counselor as the need arises but there is a planned schedule for interviews as follows:

1. First year, first term
 - a. orientation week
 - b. before Thanksgiving
 - c. at completion of the term
2. First year, one interview during both the second and third terms.
3. Second year, one interview.
4. Third year, one interview.

Informational services are also a part of the Counseling and Guidance Program. These include:

1. Freshman orientation week program.
2. Orientation to the hospital.
3. Orientation to affiliating agencies.
4. Professional Organizations
5. Post Graduation Opportunities.

Other services include:

1. Co-Curricular Activities planned by
 - a. Student Government association
 - b. Faculty
 - c. School of Nursing Advisory Committee.
2. Student Recruitment
 - a. Open night visit by prospective students.
 - b. Speaking engagements.
3. Student Organizations
 - a. Student Government Association
 - b. Individual class Organization

4. Student Health (See page)
5. Scholastic and Clinical Student Evaluation
 - a. Self
 - b. Instructor-Head Nurse
6. Assistance with Application for State-Board Examination.
7. Follow-Up Survey of graduates.

CO-CURRICULAR ACTIVITIES

PHYSICAL EDUCATION

Student classes in a physical education program at a local school, are compulsory for first year students; optional for others.

Swimming is available at Meuser Park in the summer at a reduced rate through the courtesy of the Wilson Board of Recreation. Students may wear swim suits to the pool provided a coat or skirt is worn over it.

RELIGIOUS AFFILIATIONS

There are many churches nearby and students are urged to attend the church of their choice. Since public bus service is not available Sundays, it is suggested on nearby be chosen. Notice of church services is listed in Saturday night's Easton Express. A few of those within walking distance are as follows:

Good Shepherd Lutheran Church
22nd & Washington Boulevard

Calvary Memorial Methodist Church
1412 Lehigh Street

First Moravian Church
225 North 10th Street

Olivet Presbyterian Church
1137 Northampton Street

St. Frances de Chantal
1918 Washington Street

Temple Covenant of Peace
15 & Northampton Street

Others are listed in the phone book.

LIBRARY REGULATIONS

1. The library is located on the ground floor of the the residence.
2. a. The library is open from 4:00 P.M. until 10:00 P.M. Mondays through Thursdays, at which time there are student librarians on duty. The student librarian will remain in the vicinity of the library, except the hours of 5:00-5:30 P.M., when the student will go for her evening meal.
b. Students are not permitted to use the medical library in the hospital. Faculty members will secure books from this library for students if necessary.
c. Students can secure library cards from the two local libraries.
3. A student library assignment list shall be made by the student and faculty library chairman and posted at strategic areas in the residence.. Duties of the library moniter are to:
 - a. maintain law and order
 - b. stongly encourage a quiet atmosphere.
 - c. check to see that only authorized personnel use the library.
 - d. All persons other than students and faculty must have permission of the Director of School of Nursing and have have same procedures as students fro signing in and out of the Library. They are not to remove any type of book from the Library. If they wish to do so they must seek permission from the Director of School of Nursing.
 - e. Check any persons leaving library for infractions of same.
 - f. Replace AJN's and bound periodicals; and straighten library books before leaving the library.

3. A student library assignment list shall be made by the student and faculty library chairman and posted at strategic areas in the residence.
4. With the exception of the above time, the library will be locked. Students wishing to use the library may obtain the key from the housemother. The student must sign the book in the housemother's office for this purpose; stating her name, the time she has taken the key and the time she returns it.
5. If it happens that the student assigned to library duty has class later than 4:00 P.M., it is her responsibility to assume the duties at the close of class. If, for any reason, the student cannot take library duty on the assigned night, it is her responsibility to make arrangements to change with another student and inform the faculty and student library chairman and the housemother of the change in schedule.
6. During the hours that the student librarian is not on duty; all students using the library should sign in and out in the book in the House Mother's office.
7. When a student desires to take a book from the library she signs the card in the book pocket, removes the card, and places it in the designated box. If there is no card in the book pocket, the student should sign the form on the desk for this purpose.
8. Reference books not reserved for class use, may be borrowed for two (2) weeks. They may not be kept longer.
9. Fiction may be borrowed for two (2) weeks and may be renewed once.
10. A charge of five cents (5¢) a day will be made for all overdue books. All fines for overdue books must be paid within one (1) week of notice of same.
11. No books may be borrowed until all fines are paid in full. When the fines are paid, privileges to borrow books will be restored. Any infraction of the regulation will be considered on an individual basis.
12. Magazines may not be removed from the library, or in the case of those located in the Residence, to the student's room.
13. A reserve shelf has been provided on which are placed books dealing with current courses. These books are to be used in the library only.
14. If a book is on "reserve" and a student wishes to use the book after 10:00 P.M., she may do so if the student librarian on duty gives her permission. This student will sign her name, the date, the author and the title of the book on the form provided on the desk in the library. If

books have been signed out, the student librarian places this paper in the book box in the housemother's office at 10:00 P.M.

15. The "reserve" book must be returned by 8:00 A.M. the following morning. There is a book box in the Housemother's office for this purpose.
16. "The American Journal of Nursing," the Encyclopedias, and the large clinical texts are to be used in the library only.
17. Books are not to be placed back on the shelf when once removed, but are to be placed on the table.
18. Failure to comply with the above rules and regulations will result in loss of all privileges for one week.
19. All faculty members must sign out for all books, using the same procedure as students.
20. If the faculty librarian note any books which have not been signed out properly, it is their prerogative to check all students rooms, providing the housemother and the Director of Nursing Education accompany them.
21. There is to be no smoking in the library proper. The reading room adjacent to the library can be used for this purpose.

CATALOGUING OF BOOKS

Books are catalogued according to the Dewey Decimal System. A card filing system is available and books are best located by referring to these cards. Sample and explanation of the card follows:

AUTHOR CARD

610.73
M861s4

Morison, Luella Josephine, 1911-
Steppingstones to professional nursing;
text and workbook for student nurses--
by Luella J. Morison. 4th ed.
St. Louis, C.V. Mosby Co., 1965.

462p. illus. (part col.) 29 cm
Includes bibliographies

1. Nursing as a profession. 2. Nurses
and nursing. St. Louis, C.V. Mosby Co., 1965.

- a. Call number.
- b. Birth and death dates are given to avoid confusion with another author of the same name.
- c. Full title of the book.
- d. Publisher and date indicate a modern, scholarly work.
- e. 415 pages, about 8 inches (22½ cm.) high - a good size to hold with ease. The fact that illustrations and diagrams are included is of importance to the student nurse. Book is designed especially for nurses and has supplementary reading lists.
- f. Technical details, including library of congress call number.

ADDED ENTRY CARD

610.73 M861s4	Steppingstones to professional nursing; textbook and workbook for student nurses.
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SUBJECT CARDS

610.73 M861s4	Nursing as a profession.
610.73 M861s4	Nurses and nursing - Study and teaching.

In the file is also found a card index to such nursing magazines as "American Journal of Nursing", "Nursing Outlook", and "Nursing Research." These cards are arranged alphabetically by subject and cover a five (5) year period.

PERIODICALS

The school of nursing subscribes to 39 professional magazines and 18 popular magazines including:

A. Professional Magazines

- 1) American Association of Industrial Nursing Journal
- 2) American Journal of Nursing
- 3) American Journal of Sociology
- 4) Bulletin - National Tuberculosis Association
- 5) CA
- 6) Canadian Nurse
- 7) Cancer Bulletin

- 8) Children
- 9) The Challenge Forecast
- 10) Geriatrics
- 11) The Heart Bulletin
- 12) Hospitals, Hospital Topics
- 13) International Nursing Review
- 14) Journal of American Dietetic Association
- 15) Journal of Nursing Education
- 16) Journal of Practical Nursing
- 17) Journal of Psychiatric Nursing
- 18) Mental Hygiene
- 19) Modern Drugs
- 20) The Modern Hospital
- 21) Nursing Forum
- 22) Nursing Homes
- 23) Nursing Outlook
- 24) Nursing Research
- 25) Obstetrics and Gynecology
- 26) Pediatrics
- 27) Pennsylvania's Health
- 28) The Pennsylvania Nurse
- 29) Pictoclinic
- 30) Public Health Reports
- 31) R. N.
- 32) Seer
- 33) Spectrum
- 34) Today's Health
- 35) World Health

I. Regulations concerning the use of these magazines are:

- a. Current issue is on display in the conference room, Meuser Hall and is available for use by all in this room
- b. thereafter, magazines are filed in the library where they are to be used and may not be removed
- c. bound volumes of past issues are available for library use only and include:
 1. The American Journal of Nursing (1918-1964)
 2. Nursing Outlook (1953-1964)
 3. Public Health Nurse (1945-1952)
 4. Geriatrics - (1949-1964)
 5. Public Health Reports - (1955-1964)
 6. Trained Nurse and Hospital Review -)1940-1959

STUDENT ORGANIZATIONS

THE STUDENT GOVERNMENT ASSOCIATION

The total student body is officially organized as The Student Government Association with formal constitution and by laws. Meetings are held the first Tuesday of each month - except July and August at 2:00 P.M. Student Council meetings precede meetings at 12:30 P.M. and both are held in the classroom of Meuser Hall. All students are required to attend the meetings unless they are ill, on vacation, or on affiliation. Dues of the organization are due annually and are used to support various student projects. An advisor is elected annually to assist the organization. Typed minutes are due in the school office by the 15th of the month.

FORMAL GRADUATION DANCE

Each year a formal dance is held in honor of the graduating class which students are expected to attend. A queen and her court are selected. Rules for selection of the queen (a member of the graduating class) and the six (6) student court (two from each class) are:

1. Senior Class should choose the Queen plus the two attendants from their class.
2. Each class should choose two attendants from their class.
 - a. previous attendants are not eligible for re-election a second time.
 - b. a student previously a member of the court is eligible for the queen.
3. The Advisor of the Senior Class helps the Master of Ceremonies with the crownings.
4. The Master of Ceremonies is chosen by the Senior Class from the Physicians on the Hospital Staff.
5. In case of a tie the faculty will decide who the winners shall be in each situation.

STUDENT GOVERNMENT ACTIVITIES

According to Student Government regulations, participation in Student Government Activities is compulsory.

THE JUDICIARY SYSTEM

The law enforcing group is known as The Judiciary System. This representative group meets at least once monthly, the fourth Wed. at 4:00 P.M. in the classroom. A faculty advisor is elected to assist in interpretation of student rules and regulations. Typed minutes are due in the school office by the 15th of the month.

CLASS ORGANIZATION

Each class organizes according to the correct rules of parliamentary procedure, elects officers, establishes meeting dates, determines dues, and selects an advisor for the three year period. On admission, the class selects temporary officers and organizes itself with the assistance of their temporary advisor, the Director of the School. In November they elect permanent officers and class advisor. Each June thereafter, officers are elected and slate reported to the Director of the School. It is customary to elect the same class advisor for the three year term. Typed minutes are due in the school office by the 15th of the month.

Classes deciding to collect dues from their members are requested to establish an account immediately at a nearby bank; hence, the temporary treasure elected on admission should be considered to hold the office the entire first year. All checks drawn from such accounts must be cosigned by the class treasurer and class advisor as a protective measure.

N.S.N.A. AND S.N.A.P.

All students are automatically enrolled as members of the National Student Nurses' Association and the Student Nurse Association of Pennsylvania, both professional student nurse associations (N.S.N.A., the national organization and S.N.A.P., the state department of this organization). Dues are (\$3.25) a year and are included with fees payable on admission. Annually, the national and state groups hold conventions to which student delegates are sent unless the distance is not within reason. In addition, S.N.A.P. is further divided into areas. Area meetings are held bi-monthly at local hospitals in Ashland, Bethlehem, Allentown, Reading, Pottsville, and Easton and students are urged to attend these area meetings. When students are required to attend compulsory school meetings (ex. SNAP) they are not to leave the meeting before adjournment.

STUDENT GOVERNMENT OFFICERS 1967-1968

PRESIDENT.....	Jeanne Beitler,	'68
VICE PRESIDENT:.....	Judy Diaz,	'69
SECRETARY.....	Lynne Smith	'69
TREASURER.....	Susan Dussinger	'69
JUDGE.....	Kathy Wehr,	'68
ADVISOR.....	Joanne Nitchkey	

Virginia McIlroy (ex officio)

CONSTITUTION AND
BY-LAWS OF THE
STUDENT ASSOCIATION OF
THE EASTON HOSPITAL SCHOOL OF NURSING

ARTICLE I - Name

The name of this organization shall be "The Student Government Association of the Easton Hospital School of Nursing".

ARTICLE II - Object

The object of this organization shall be to provide an all-inclusive association through which business pertaining to the whole body of students shall be transacted; to uphold the standard of honor and integrity in all matters of personal conduct; to encourage cooperation between faculty, graduate staff, and students; to maintain and uphold the standards of the Easton Hospital School of Nursing.

ARTICLE III - Membership and Voting Privileges

Membership in the Student Government Association shall consist of all students in the Easton Hospital School of Nursing who shall have complete voting privileges. Due shall be \$3.00 per year and shall be payable to the School of Nursing on admission.

ARTICLE IV - Officers and Student Council

Section 1. The officers of the Student Government Association for Student Council shall be President, Vice-President, Secretary, Treasurer, and Judge of Judiciary Board.

Section 2, Nomination and Election: The Nominating Committee shall present a slate of at least two (2) candidates for each office including Faculty Advisor, together with their qualifications at the meeting of the Student Government Association, which precedes the election. Nominations may be made from the floor at the meeting provided the candidate has given her consent and meets the qualifications for office. Election shall be by secret ballot at the June meeting. A plurality vote shall elect. Tellers shall be members of the Nominating Committee.

Section 3. A list of students and Faculty eligible for the Student Council will be obtained from the Faculty or class advisor, and it shall be posted prior to election time. Class officers

Section 4. All elected officers of the Student Council and the Judiciary Board must maintain a scholastic average of 85 or over.

Section 5. A drop in a student's scholastic average, failure to carry out her responsibilities, or unexcused absence from Council meetings, will result in suspension from Student Council.

Section 6. Conditions for Eligibility: Nominees for the office of President shall be members of the senior class and previous Student Council members. Nominees for the office of Vice-President shall be members of the junior class. Nominees for the office of Secretary shall be members of the senior class and previous members of Student Council. Nominees for office of Treasurer shall be members of the junior class. The names of all candidates shall be approved by the Director, School of Nursing before being declared eligible. Nominees for Faculty Advisor shall exclude Class Advisors, Judiciary Board Advisors, and Social Committee Advisor.

Section 7. Term of Office: The term of Office of all officers shall be for one year or until their successors are elected. Officers shall begin their term of office after they have been formally elected and oriented in June.

Section 8. Vacancies: In the event of the resignation or inability of the President to serve, the Vice-President shall assume the office of President until the next election. In the event of the resignation or inability of other officers to serve, the Nominating Committee shall present a slate of at least two candidates for the office, together with their qualifications, at the next meeting of the Association. Additional nominations may be made from the floor at this meeting, provided the nominees have given consent and meet the qualifications for office. A plurality vote shall elect. Tellers shall be members of the Nominating Committee.

Section 9. Duties and Powers:

A. The President shall call and preside at all meetings of the Student Government Association and the Student Council; she shall act as representative of the Student Body as necessary; she shall appoint chairmen of all committees (except the Judiciary Board Committee); she shall, in case of a tie vote, cast the deciding vote (not in Judiciary Board); and she shall exercise general supervision over all matters under the supervision of the Student Government Association.

B. The Vice-President shall assume the duties of President in her absence or at her request,

C. The Secretary shall post notices of all regular meetings at least three (3) days previous to the meetings and notify all students of any special meetings; she shall record the minutes of all Student Government Association and Student Council

D. The Treasurer shall keep an accurate account of the finances of the student Government Association and shall pay the bills of the Student Government Association; she shall collect all fines, and annually she shall present the budget for discussion and approval at the June meeting. Treasurer's books shall be audited before transfer.

E. The Judge of the Judiciary Board shall call and preside over meetings of the Board and shall cast the deciding vote in event of tie; she shall appoint a member of the Board to record the minutes of the Board meetings.

ARTICLE V - MEETINGS

Section 1. Regular Meetings

Regular meetings of Student Government Association shall be held at 2:00 p.m. the first Tuesday of every month from September to June inclusive. Every student is required to attend unless she is ill, on vacation, or on affiliation. Anyone not attending will be called before the Judiciary Board.

Section 2. Special Meetings

Special meetings may be called at any time by the President or upon written request of three of the members of the Student Government Association. Every student not on vacation, affiliation or day off, will be notified and is required to attend. Anyone not attending will be brought before the Board. Plurality (one more than half the student body) shall constitute a student quorum.

ARTICLE VI - STUDENT COUNCIL

Section 1. Membership

The Student Council shall be composed of the officers of the Student Government Association, two elected representatives from each class, President each class, the Faculty Advisor, and the Director of the School. Chairmen of all committees shall attend. The President of the Student Government Association shall act as Chairman.

Section 2. Duties

The duties of the Student Council shall be to manage and to have general supervision over the affairs of the Student Government Association in the interim between meetings and to prepare and submit to the membership for approval rules and regulations on matters within the jurisdiction of the Association.

Section 3. Meetings

Regular meetings of the Council shall be held at 12:30 p.m. on the first Tuesday of every month from September to June, inclusive. A majority of Student Council shall constitute a quorum.

Section 4

There shall be a meeting of the new and the old council the last Thursday of June to select committee chairman, prepare for the new year and complete orientation.

ARTICLE VII - Judiciary Board

Section 1. Membership

The Judiciary Board shall be composed of a Judge from the senior class and three elected representatives of each class. The President of the Student Government Association shall be an ex-officio member only with no voting power.

Section 2. Duties

The duties of the Judiciary Board shall be to interpret the Ball and Chain of the Association and to act as judge in cases involving infringement of the rules and regulations of the Association. The actions of the Board shall be kept confidential.

Section 3. Meetings

Meetings of the Board will be called by the Judge and notice shall be posted three (3) days prior to meetings. All those involved will be notified accordingly.

Section 4. Quorum

A majority of the Board shall constitute a quorum.

ARTICLE VIII - Class Organizations

Section 1. Object

The purpose of class organizations is to provide a unit through which business pertaining to first, second and third year classes may be transacted; to provide, through elected class representatives to the Council and to the Judiciary Boards, an avenue through which the will of the student body may be expressed and an exchange of ideas effected.

Section 2. Membership

Each class shall be comprised of Easton Hospital School of Nursing students who graduate the same year.

Section 3. Officers and Faculty Advisors

Class officers shall be President, Vice-President, Secretary, and Treasurer, who shall be elected by the members of the class for one year term via secret ballot. Each class shall have a Faculty Advisor, elected for a three year term.

Section 4. Nomination and Election of Officers and Faculty Advisors

Nominations made from the floor for candidates for class officers and Faculty Advisor, having consent of all candidates previously. The names of all candidates shall be approved by the Director of the School before being declared eligible. Elections shall be held by secret ballot at the June meeting; a plurality vote shall elect. Officers will be installed immediately following election.

In event of resignation or inability of an officer or Faculty Advisor to serve, the vacancy shall be filled by special election.

Section 5. Duties and Powers of Officers and Faculty Advisor

A. The President shall call and preside at all class and officers' meetings; she shall represent the class whenever necessary; she shall act as ex-officio member of all class committees. She shall exercise general supervision over all interests under class control; she shall cast a vote in case of tie. Officers' meetings shall be held at each class meeting.

B. The Vice-President shall perform the duties of the President in the event of her absence or at her request; and she shall be a member of the Social Committee of the Student Government Association.

C. The Secretary shall keep a permanent record of all class meetings and meetings of class officers; she shall carry on all correspondence for the class. She shall be in charge of the ballot box for class elections when she shall be assisted by the other class officers. She shall assist the Secretary of the Student Association when she is in charge of elections for that Association.

D. The Treasurer shall keep an accurate record of the finances of the class and shall pay the class bills as authorized by the President. The Treasurer shall also collect and keep record of class dues.

E. Class representatives to the Council of the Student Association shall present the will of the classes to the Council, and shall be responsible for reporting on Student Association activities to the class.

F. Class representatives to the Judiciary Board shall be members of that Board.

G. The Social Co-Chairmen shall be responsible, together with the Vice-President of the class, for all social activities of the class as a whole. She shall be a member of the Social Committee of the Student Association.

H. The Faculty Advisor shall attend class meetings and act as a consultant to the group.

Section 6. Meetings

Each class shall hold at least three regular meetings per year. A quorum shall consist of the number present. Special meetings may be called by the President or at the request of ten per cent of the class membership.

Section 7. Dues.

Amount of dues will be decided by each class individually and are paid to the Class Treasurer.

Section 8. Fund Raising

As class needs are expected to be met by annual dues, special fund-raising projects are allowed only with permission of the Director of the School, and with Student Council approval.

Section 9. Representatives to Committees of the Student Association

Each year each class shall elect one representative to the Social Committee and one representative to the Nominating Committee.

Section 10. First Year Class

The First Year Class shall elect temporary officers, a Faculty Advisor, and various committee representatives in September to serve until November.

ARTICLE IX - Committees of the Association

Section 1. Standing Committees

A. The Nominating Committee shall be composed of one elected representative from each class. The President of the Association shall appoint a chairman. This Committee shall be responsible for the formulation and presentation of a slate of at least two (2) candidates for each office of the Student Government Association, together with their qualifications, to the Association each year for election. The slate of candidates shall be posted three days before the meeting. Chairman of this Committee shall be responsible for seeing that all prospective candidates meet the conditions of eligibility.

B. The Social Committee shall be composed of the Vice-President of the Association, the Vice-President of each class and one elected representative from each class. The President shall appoint a chairman. This committee shall be responsible for the social program of the Association and shall submit plans for the program to the Association for approval after consultation with the Director.

Section 2.

Special committees shall be appointed by the President at the discretion of the Student Council or by request of a minimum of ten members of the Association.

ARTICLE X - Student Activities

The Student Association shall have general supervision over all student activities.

ARTICLE XI - Parliamentary Authority

Robert's Rules of Order, Revised, shall govern all parliamentary procedure for any meeting of an organization within the framework of the Student Association.

ARTICLE XII - Amendments

Section 1.

These bylaws may be amended by any meeting of the Association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment has been posted at least one week before the meeting.

Section 2.

These bylaws may be amended at any meeting of the Association without previous notice by the unanimous vote of all members present.

October, 1962

Amended: September, 1964

Amended: February, 1965

Amended: June, 1966

Amended: June, 1967

JUDICIARY BOARD
of the
EASTON HOSPITAL SCHOOL OF NURSING

I. Name

The name of this organization shall be the Judiciary Board of the Student Government Association of the Easton Hospital School of Nursing.

II. Membership

A. Judge - shall be elected by the Student Government Association from the senior class at annual election in June.

B. Representatives - there shall be four representatives elected from each class, three delegates and one alternate. these representatives shall have voice and vote.

C. President of Student Government Association - shall serve as an exofficio member only with voice but no vote.

D. Faculty Advisor - shall be elected by the Judiciary Board in June and shall act in an advisor capacity only.

E. Secretary - shall be elected by the Judiciary Board and shall serve as Judge in the Judge's absence.

III. Objective

The purpose of the Judiciary Board is to enforce the rules and regulations which apply to all Student Nurses of the Easton Hospital School of Nursing, and have to do only with these situations covered in the Ball and Chain or delegated to us by the Faculty.

IV. Meetings

The Judiciary Board shall meet on the fourth Wednesday of the month at 4:00 P.M. in the reading room on the ground floor of the Nurse's Residence.

EASTON HOSPITAL SCHOOL OF NURSING
Easton, Pa.

ARTICLE VII - Judiciary Board

Section 1. Membership

The Judiciary Board shall be composed of a Judge elected by the Student Government association from the senior class and four representatives, three delegates and an alternate, elected from each class. The President of the Student Government Association shall be an exofficio member only with no voting power. A Faculty Advisor shall be elected by the Judiciary Board. Also elected by the Judiciary Board shall be a secretary who in the absence of the Judge shall act as Judge.

Section 2. Duties

The duties of the Judiciary Board shall be to interpret the Ball and Chain of the Association and to act as judge in cases involving infringement of the rules and regulations of the Association. The Judiciary Board shall review these violations and take appropriate actions to thier findings. The actions of the Judiciary Board shall be kept confidential.

Section 3. Meetings

Regular meetings of the Judiciary Board will be held on the fourth Wednesday of the month with special meetings called whenever necessary. Meetings will be held in the reading room on the ground floor of the Nurse's Residence.

Section 4. Quorum

A majority of the Judiciary Board shall constitute a quorum.

ARTICLE IV - Officers and Student Council

Section 9. Duties and Powers

E. The Judge of the Judiciary Board shall call and preside over meetings of the Judiciary Board and shall cast the deciding vote in case of a tie.

F. The secretary of the Judiciary Board shall be responsible for recording of the mibutes of the Board; notification of representatives for meetings and persons being called before the Board. She shall also see that the Housemothers are aware of the necessary penalties.

RULES AND REGULATIONS

A. Having untidy rooms.

B. Breaking uniform regulations-includes: untidy hair and/or uniforms incorrect chevrons, dirty shoes, rings worn with uniforms, leaving campus area in uniform, and appearing in the hospital in improper attire.

C. Being tardy at the Nurse's Residence.

First offense - Loss of one overnight

Second offense - Loss of permissions for one week

Third offense - Loss of permission for one week and composition

D. Taking too many permissions in one week as specified in the Ball & Chain.

First offense - loss of late permissions for one week

Second offense - loss of permissions for one week

E. Student Government Meetings

Unexcused tardiness

First offense - loss of one overnight

Second offense - loss of permissions for one week

Unexcused absence

First offense - loss of permission for one week

Second offense - campus for one week

F. Forgetting to sign out

First offense - warning

Second offense - loss of late permissions for one week

Third offense - loss of overnights for one week

G. Untidy kitchens

First offense - warning

Second offense - closing of kitchen for one week

each additional offense closing of kitchen for an additional week.

H. Unexcused absence from gym

First offense - loss of permissions for one week

Second offense - campus for one week

I. Failure to receive influenza vaccine at the proper time
(cumulative offense)

First offense - 500 words composition (importance of vaccine to student nurse.)

Second offense - 750 word composition and loss of one overnight

J. Tardy due to car problems

First offense - warning
Second offense - loss of one overnight
Third offense - loss of all permissions for one week

K. Failure to chart monthly weights

First offense - loss of one late permission
Second offense - loss of one overnight
Third offense - loss of all permissions for one week

L. Failure to lock room door during day

First offense - warning
Second offense - loss of one midnight privilege
Third offense - loss of overnight

M. Receiving or making phone calls midnight to 7 A.M.

First offense - warning
Second offense - loss of one late permission
Third offense - loss of all late permissions for one week

N. Absent from room during roomcheck

First offense - Warning
Second offense - loss of one late permission
Third offense - loss all late permissions for one week

Any infractions occurring in the realm of the Board, which are not mentioned here, will be dealt with by the board at the time of occurrence. Also, if there should arise a question of student behavior involving discipline and opinion of both the Board and the Faculty, there shall be representation (Chairman, plus one other member of the Board) of the Judiciary Board present at the Faculty meeting.

Revised: February, 1965
June, 1967