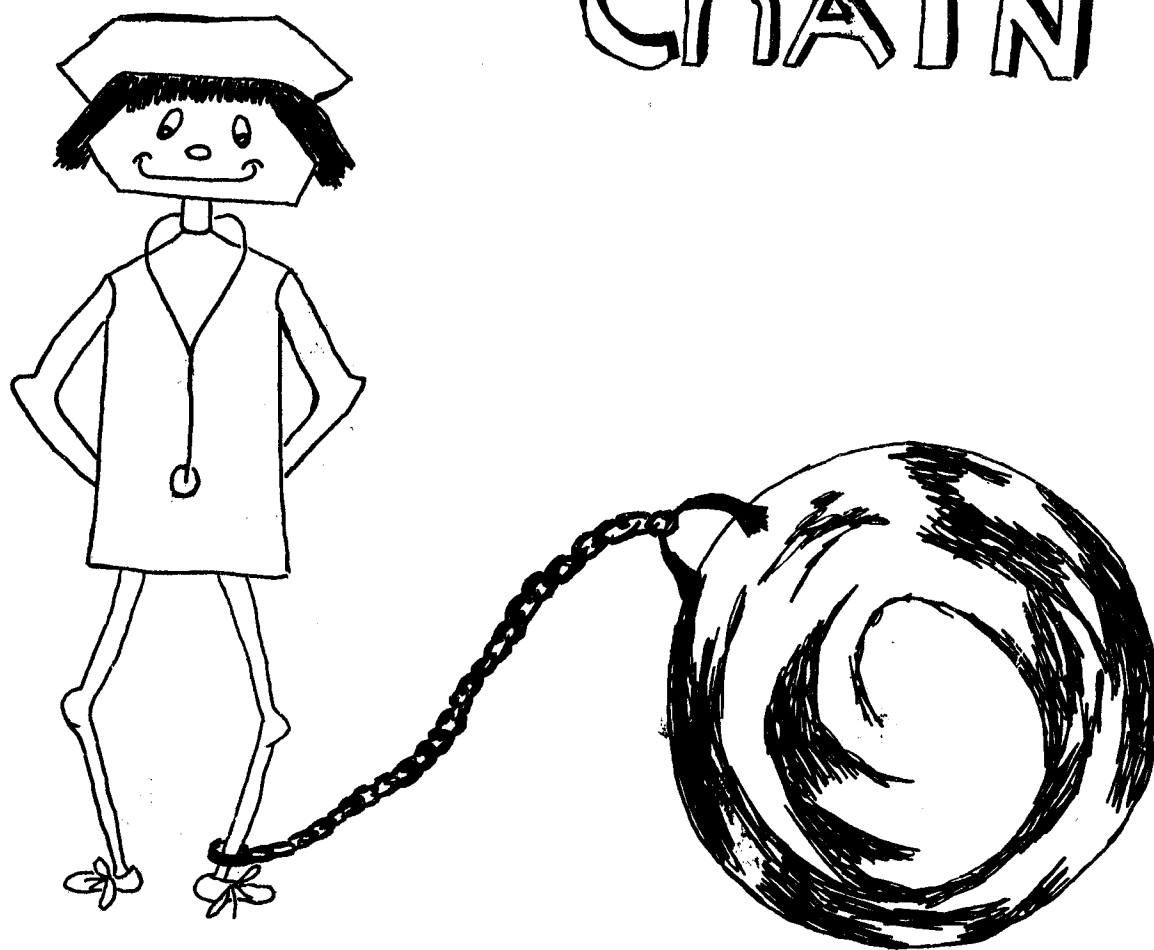




BALL AND CHAIN



STUDENT HANDBOOK
1969 - 1970

GREETINGS

On behalf of the Faculty and myself, welcome: We are delighted you chose to be one of us and will do whatever we can to make your new life comfortable and challenging.

As you entered the front door of your new home, you were probably excited and fearful. The excitement - may it last throughout your 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 we have answered your questions. If you still have problems, call on your counselor or Big Sister or Big Brother - hopefully they can provide the information you need.

Virginia M. McIlroy
Virginia M. McIlroy, R.N., M.S.
Director, School of Nursing

GREETINGS FRESHMAN

On behalf of the student body, I would like to take this opportunity to cordially welcome you, the Class of 1972, to Easton Hospital School of Nursing.

May you succeed in your future endeavors and find your next three years both a pleasureable and learning experience. The best of luck to all!

Lucille Getz
Lucille Getz
President, Student Government

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10. Students will be checked in by the Housemother each evening.
10 - 10:30 P.M. from September 1 - May 31
11 - 11:30 P.M. from June 1 - August 31
Student not in her own room will identify herself to the Housemother when she meets the Housemother on her rounds. Student is responsible for being checked in. T.V. room, library, kitchens, living room, recreation room, and laundry will be off limits after 11:30 P.M. thruout the entire year.
11. You must sleep in assigned room and not in unassigned room at any time.
12. You should close venetian blinds when washing or dressing. It is suggest you walk down Lehigh Street to understand why.
13. For more gracious living:
a. Radios be turned on loud enough to be heard only in the room and not in the corridor.
b. Noise should 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 P.M., Mondays thru Thursdays.)
14. Irons are to be used in the laundry room only. You may have personal irons but must use them in the laundry room to keep down fire hazards.
15. Smoking in bed is a good way to burn the house down, and care should be used with all open flames.
16. Laundry should be done in the laundry room and not in your room.
17. Waste cans are provided - Use them!
18. Hospital property destroyed by you will be charged to you.

Electric Name Cards, Living Quarters

You have an assigned personal electric name card on the board in the Housemother's office. This should be switched "ON" when you are actually in the nurses' residence; all other times it should be switched off. This is your personal responsibilty - male and female students alike.

Reception Room

The reception room on the first floor is to be used to entertain friends until 9:50 P.M. (during June, July, August - 10:50 P.M.)

Recreation Room

A recreation room is located on the ground floor with kitchen facilities for your use. Ping pong and music facilities are available,

T.V. Room

To the left of the recreation room is the "T.V. Room" reserved for your use and for entertainment of your guests.

Sewing Facilities

An electric sewing machine is located in the reading room on the

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ground floor. Bobbins and sewing machine needles may be signed out with the Housemother and returned to her.

Kitchen

Each floor is provided with a kitchen for use of the residents of that floor. A limited supply of some staples is provided by the hospital. A hair dryer is located here, easily accessible to the bathroom, and for the convenience of the female student.

It is required that you 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 and is for you. Equipment is provided and must be returned to the storage room. Sunbathing on the roof deck is visible in the hospital top floors; hence, you must be guided accordingly. Bathing suits or shorts and halters are accepted dress in this area. Male students will enter and leave with discretion - after notifying Housemother they are in the area.

MALE STUDENT NURSES

1. Male students will use electric call system in Nurses' Residence to indicate whether they are in their residence or not. You may call Housemother to have them turn lights on or off.
2. Male student will follow regulations for signing "in", "out" as outlined in Ball and Chain.
3. Male students may use laboratory on third floor for study purpose if desired and small classroom during June, July, and August.
4. Male students have all privileges on the living room and kitchen on the first floor of Meuser Hall.
5. Male students are welcome to entertain female guests in the living room of 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 and may not visit in Male students' rooms.
6. Maintenance repairs will be requested from school secretary.
7. 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 street exit). Bed linens will be changed by the maid. Towels will be furnished; wash cloths are not furnished.

Room Check

Under ordinary circumstances, Housemother will call male students before making rounds in the Residence; however, those male students wishing to retire early may call her (before 10 P.M.)

GENERAL INFORMATION

Mail and Telegrams (Zip Numbers 18042)

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; Males in the school office.

Special delivery letters will be delivered to the student personally.

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

Telephone Calls

A pay phone is located on each floor of the Residence for incoming and outgoing personal calls. Emergency calls 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 AT ANY TIME OF THE DAY.

Pay phone numbers are:

1. First floor - Nurses' Residence - 252-9225 (Area Code 215)
Second " - Nurses' Residence - 252-9115 (" ")
Third " - Nurses' Residence - 252-9473 (" ")
2. Hospital phone number is: - 258-6221
3. Male Students Extensions: 269, 208, 234, 460 & 453. Ask the men for their phone numbers if you wish to know who is who.

Guests

All guests are greeted by the Housemother who will notify you.

Female students may take the female guests to their rooms, but they must leave before room check or 11:50 P.M. if a late leave is taken by you.

You may not receive nor entertain guests while on duty.

Overnight Guests

Insofar as it is possible, you will be permitted to have overnight guests in your residence providing you:

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..... 6:30 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.

You are expected to be dressed in complete uniform or street clothes and never shorts, slacks, or rollers (girls) when you 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 (girls) or shorts does not constitute proper dress for the dining room.

Smoking

Smoking is permitted in the dining room of the hospital. Students do not smoke while on assigned duty in the hospital, be they male or female students.

Smoking is not permitted in corridors, stairways, or any part of the third floor Classroom area of Meuser Hall, library, or front steps.

Drinking

Alcoholic beverage in the Nurses' Residence or Meuser Hall is forbidden. No one is permitted to enter the Residences under the influence of alcohol. Alcoholic beverages at school affairs are forbidden and hospital regulations 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 situation. If you are involved, you shall be dismissed.

Cars

If you desire to have your own cars you must arrange with the Director of the School for the privilege and must have your parents sign a permission slip. The hospital accepts no responsibility for injuries to you resulting from car accidents. Cars may be parked on the parking lot for a \$2.00 fee. Key for lot is purchased in office of the Administrator and is refunded when key is returned.

laundry room on the ground floor. For a minimal fee you can easily and rapidly do your own laundry. The Housemother will demonstrate the use of these machines to you.

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 drained of water and returned promptly to Housemother after use.
3. Residents of Meuser Hall may use the coin washer and dryer located in the basement.

Bed Linen

Each Thursday you will strip bed and throw linens down chute by 8 A.M. (lateness means no clean linen). Maids will change linens for male students.

Uniforms

Soiled uniforms will be placed in linen hamper in basement by 8 A.M. Tuesday (lateness means no clean uniforms).

Clean uniforms are returned on hangers on a rack placed in the first floor the first part of each week (Thursday usually). By Friday you can take your own uniforms only. Male students receive their laundry in Meuser Hall.

PERSONAL APPEARANCE

Student Uniform - All Students

1. Gum chewing is not included as a part of the uniform.
2. Torn uniforms are not to be mended with adhesive, but are to be given to the Housemother for repairs or mended by you, yourself.
3. Complete uniform is the required attire for clinical experience, special school functions (Capping, Graduation, and Baccalaureate Exercises), and classes when indicated by the instructors.
4. You may attend church services in uniform provided you wear a raincoat or sweater over the uniform and carry your cap (female) in a plastic bag and provided you go no further than a radius of five (5) blocks. The service must be held on off duty time.
5. Lost or broken name pins must be replaced by purchasing them from the school secretary for (75¢)

Off Duty Attire - Female Students

1. Housecoats should be worn over pajamas or slips whenever you leave the room if you live on the first floor or if male workers are on the floor (for repairs etc.)
2. You do not ever 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.

Student Uniform - Female Students

1. When uniform is the correct dress, it consist 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

You 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 you with the cape, the sweater is your own responsibility.
- 3. Hair net is required if hair touches collar.
- 4. You are issued a cap annually for graduation exercises, second year students before psychiatric affiliation. 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 are not permitted. Small gold ball ear rings are the only ones permitted on duty.
- 9. Chevrons:
 - a. Each student is responsible for placing the required number of chevrons on the 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 (end of year 1)
 - 3. Three (3) Chevrons - August 31 (end of year 2)
 - b. Chevrons can be obtained from the Housemother but are to be sewed on by the student herself.

Student Uniform - Male Students

- 1. A clean uniform neatly pressed must be worn on duty. Tee shirt cannot replace shirt at any time any where in the hospital.
- 2. Clean white shoes and white socks are worn with uniform.

3. Name pin to be worn on uniform centered on lower edge of hemline of upper chest pocket, not in obscure "student nurse" lettering.
4. Watch and Bandage scissors are considered a part of the uniform.
5. Proper number of (chevron(s) to be attached to left sleeve of shirt centered three (3) inches from hemline of sleeve.
6. Male students are expected to represent the school with honor and should dress accordingly. Shorts and tee shirts are not permitted any where in the hospital.

STUDENT PASSES

Explanation: Students will be checked in by the Housemothers each evening:

- 10 - 10:30 P.M. from September 1 to May 31.
- 11 - 11:30 P.M. from June 1 to August 31.

Student not in her room during room check will identify herself to the Housemother when she meets the Housemother on her rounds. Student is responsible for being checked in. T.V. room, library, living room, kitchens, recreation room, and laundry will be off limits after 11:30 P.M. throughout entire year.

Most students will wish to leave the residence; sometimes until 12 or 1 A.M., and sometimes overnight. Hence, the School has set up a system of three kinds of passes:

- a. Midnight pass
- b. 1 A.M. pass
- c. Overnight pass

Passes are permitted according to your placement in the School of Nursing. You are automatically granted the following passes:

- a. Midnight pass
 1. on all holidays (or compensatory day)
 2. on day of return from vacation
 3. to attend SNAP meetings and/or school functions
 4. any night May 30 to September 1
 5. Sunday night
 6. Graduation and Capping night
- b. 1 A.M. pass
 1. Friday or Saturday
- c. Overnight pass
 1. night preceeding day (s) off
 2. night preceeding holiday time
- d. 2 A.M. pass
 1. Christmas Eve
 2. Dinner Dance
 3. Christmas Dance

Schedule of Passes:

- a. Year one (September 2 - May 29)
 1. Friday and Saturday - Midnight, 1 A.M., or Overnight

- b. Year one (May 30 - September 1)
 - 1. Unlimited Midnight passes
 - 2. 1 A.M. Friday or Saturday
 - 3. 2 Overnights a week
- c. Year two
 - 1. Unlimited Midnights
 - 2. 1 A.M. Friday or Saturday
 - 3. 2 Overnights
- d. Year three
 - 1. Unlimited Midnights
 - 2. 1 A.M. Friday , Saturday
 - 3. Unlimited Overnights

Method Of Securing Passes:

1. Each year parents/legal guardians will be required to sign an official school permit accepting responsibility for you when away from the residence or the campus.
2. On entrance to the school of nursing, you will be provided with a card for signing out for:
 - a. Overnight passes
 - b. Midnight passes
 - c. 1:00 A.M. passes

This card is kept in the office of the Residence Director and has your name at the top. Columns are provided for (see figure 1)

1. date
2. type of pass
3. expected date of return
4. time
5. date returned
6. time
7. address and telephone number

When you leave for an overnight, midnight, or 1 A.M. pass, you shall provide the information required, filling out each column fully and accurately. For a midnight or 1 A.M. pass, merely indicate a general destination (see example). On return to the school, you sign in on the card. If you sign out for a midnight, for example, and come in before 10 P.M., this is not counted against you and can be used later.

Date	Type Perm.	Expect Date Of Return	Time	Date Returned	Time	Address & Telephone No.
7/1/69	12 o'clock	7/1/69	12M	7/1/69	11:30PM	Wilson Drive In.
7/2/69	1 A.M.	7/3/69	1AM	7/3/69	1 A.M.	Bowling
7/3/69	2 O.N.	7.5.69	1PM	7/5/69	10 A.M.	17 S 21 St(Easton) 252-2522

Figure 1

5. If you desire an overnight, a midnight pass, or a 1 A.M. you must sign out by 9:30 P.M. and 10:30 P.M. from June 1 to Sept 1.
6. You may not leave the residence after 9:50 P.M. Exception: Social functions which are assigned, special privileges, and Summers when time is 10:50 P.M.
7. If you are assigned P.M. duty you may not take an overnight pass after you come off duty unless your parents or fiancée come for you. Male students must have following day off if they are to leave. They may not leave after midnight. You must sign out for privileges before going on duty.

Holidays:

You are granted seven (7) holidays - or equivalent days - a year. They are:

1. New Year
2. Easter
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Christmas

You may not 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.

Vacations:

You receive twelve weeks vacation during the course of study, assigned by rotation plan. Special request can seldom be honored because of rotation plans.

Late Return To Residence:

If you find that circumstances are such that you 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.

Under no circumstances do you call another student nor do you have the Housemother change your card to use a privilege. You sign out and in yourself.

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. Infractions of privileges are referred to Judiciary Board under ordinary circumstances.

Attendance At Classes:

Attendance at all scheduled classes is required unless illness intercedes or other arrangements have been made with the Director. Students late for class will not be admitted without a note from the Head Nurse or Instructor, countersigned by the Director.

Compulsory Study Hour:

The student residence should be quiet during the hours of 8-10 P.M. so you can study. New students are assigned compulsory study hour during September and October, 8 to 10 P.M. and you must remain in your rooms with your radio and/or hi-fi turned off. Visitors, phone calls, and guests are not permitted when you are on compulsory study. Students on probationary status can be assigned compulsory study at the discretion of the Faculty.

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 a grade of 0.

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

Probation:

If you fall below a 2.0 (C) average in any term you 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 you achieving at least a 2.0 (C) average, the Faculty will dismiss you. 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 any given term (example - MS I class 79 (D) and MS I clinical practice (D) equal grounds for dismissal).

If you are on probation you may be put on compulsory study at the discretion of the Faculty.

If you fail to achieve a 2.00 honor point average at the completion of any given year you will be dismissed; hence, although you are on probation, you may remove the probation by earning 2.00 honor points the next term, you 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: You will then earn the required 2.00 honor points for the whole year). You will be dismissed automatically after receiving third probation during three year program.

Term Reports:

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

Candlelight Exercises:

Candlelight exercises are planned annually in May, you attend in complete uniform, unless you are on vacation, ill, or on affiliation.

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, except those on vacation, ill, or on affiliation.

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 student's knowledge of the subject matter as compared with students through out the country. 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
 - 3. Basic Pharmacology
- C. Year two-Medical-Surgical Nursing II
 - 1. Medical-Surgical Nursing Comprehensive: Part I
- D. Year two - Psychiatric Nursing (at affiliating agency)
- E. Year two - Obstetric Nursing
- F. Year three - Pediatrics
 - 1. Nursing of Children
 - 2. Diet Therapy and Applied Nutrition
- G. Year three - Medical-Surgical Nursing III
 - 1. Medical-Surgical Nursing Comprehensive: Part II
 - 2. Disaster Nursing
- 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. Natural Sciences in Clinical Nursing

Nursing Practice:

In addition to meeting academic requirement, you must maintain a general average of (C) in nursing practice each term. Failure to maintain C average places you on probationary status and can result in dismissal in the same manner as academic grades.

Failures:

All courses must be passed before you 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. You 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 formal dance, a Baccalaureate Service, and a breakfast. You wear white uniform the last day.

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:

If you are dismissed you are required to return all uniforms and Library books will be charged to you. Tuition and fees are not refundable.

If you wish to resign from the school you should confer with the Director and present a formal letter of resignation. Parents should accompany you 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 three year program you must return all uniforms and fulfill all obligations regarding class work, clinical practice, and financial affairs, including fees, fines and class dues before you 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 and is subject to change:

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 September 1, 1969) \$250.00. Year 2 - (due September 1, 1970) \$150.00. Year 3 - (due September 1, 1971) \$150.00. Fees due on admission are listed in the catalogue.

Non-Resident Students:

Married, and non-resident students, are expected to participate in school activities and observe school regulations. If you live outside the residence you do so by choice and are entitled to no change in tuition or fees.

MARRIAGE REGULATIONS

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

If you wish to marry during your program of studies, you will notify the Director of the School of Nursing in writing. Parents or legal guardian must follow the same procedure.

Student may choose to be a resident - or a non-resident student with no change in tuition. Anyone living outside the residence must have parent or guardian permission in writing.

Pregnancy:

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

Departure from and return to the school shall be only at the ending and beginning of a term; dates to be determined by the Faculty. All physician and hospital bills incurred during the course of the pregnancy are your personal responsibility and your husband's.

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

Decision regarding participation in school ceremonies will be decided by the Faculty on an individual basis (ex. Graduation)

CLINICAL ASSIGNMENTS

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. If you are assigned to the hospital wards you are expected to report on duty ten (10) minutes before the scheduled hour. You will leave the ward promptly when going off duty and will not return to the hospital without permission. Whenever you go on duty you will wear complete uniform.

If you are assigned a clinical conference in the hospital, you must wear complete uniform. If you go 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, females will wear low heeled shoes, skirt, and blouse. Rain coat will be worn. Don't take large purse. Second, when assigned nursing of children, you will visit clinics at Allentown General Hospital. Complete uniform will be worn-cap will be carried in plastic bag to Allentown and put on after arrival at the hospital.

Visiting Patients In Hospital:

1. You may visit patients in the hospital only on assignment.
2. A friend of the student or her family may be visited during regular visiting hours only. You should not wear uniform at this time.

HEALTH PROGRAM

Health Clinic:

A physician is on duty in the Emergency Ward daily. The Health Counselor is on duty Monday through Friday. You are required to report illnesses before 7:45 A.M. whenever possible. Emergencies will be taken care of by the Health Counselor, who will secure a physician to see you. After 4:00 P.M. you will report to the Housemother who will notify Emergency Ward and accompany you if necessary to the department. If you are seen by a physician after 4:00 P.M. you must report to the School Physician the following morning for his check-up.

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

If illness occurs when you are away from the hospital, you must report the incident to the Health Counselor on return.

Health Counselor Mrs. Isabelle Broad, R.N., M.Ed.
Office - Meuser Hall Ext. 309
On duty Mondays through Fridays - 8:00 A.M. to 4:00 P.M.
(other times see Housemother)

School Physicians -

Dr. F. Clarke M.D.
Dr. G. Laubach M.D.
Dr. H. Krieger M.D.
Dr. D. Raso M.D.

Sick Call:

Physician on duty in Emergency ward will see you for one time visit.

Health Regulations:

1. You never contact any physician without permission of the Health Counselor and unless accompanied by the Health Counselor.
(including going to emergency ward without Health Counselor)
2. If you desire to see Health Physician you will sign in the notebook in the Housemother's office no later than 7:45 A.M. Male students sign slip on bulletin board of Health Counselor.
- 3.(a) If you believe you are too ill to go on duty you will personally contact the Housemother and report. She will call the Health Counselor.
(b) If you are too ill to go on duty you will personally ask the Housemother to call the ward to explain your absence from duty.
4. If you are sent off duty by Physician you may not return to duty until permitted to do so by the Physician, NO privileges may be taken during this period. You may attend classes if Physician grants permission.

5. Sick time cannot be traded by days off for the week.
6. You will be granted three (3) days leave of absence if there is a death in the immediate family. Arrangements are made with the Director of the School.
7. You are legally permitted no more than twenty-one (21) sick days in three (3) years. More must be made up.
8. If you are too ill to return to the school after your days off, vacation, etc. you will have your parents contact the Health Nurse or the Director. On return to the School you will be seen by the School Physician before going on duty or to class.
9. Self-Diagnosis and Self Prescription are not professional.

Appointments:

Required follow-up and health examinations are arranged by the Health Counselor.

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 Counselor will countersign all prescriptions and have them filled by the Pharmacist for the student.

Student Hospitalization:

If you are ill enough to require hospitalization, you will be admitted to a semi-private room. Your parents will be notified by the Health Counselor. If parents carry health insurance, it must be used for hospitalization.

Visiting Sick Students:

Visiting privileges for sick students shall be secured through the Health Counselor 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 Counselor. You must use the facilities of the affiliating agency and not return to the home school for treatment.

Monthly Weights:

Each month you must weight yourself on the health office scale and record weight on the list provided. Any weight not recorded by the fourth of the month will be referred to the Judiciary Board for action.

Sun Burn:

Absence due to sunbathing cannot be considered sick time.

Annual Physical:

Annually you will have a complete physical examination by one of the Physicians. This includes chest x-ray, blood studies and urinalysis.

10
Annually you must submit signed statement of dental examination on form provided by your own dentist.

Special Medical Care:

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

Female students requiring gynecologic referrals and/or treatment will need written permission from her parents. A form is provided for the purpose.

COUNSELING AND GUIDANCE PROGRAM

To assist you in your personal and professional adjustments to the School of Nursing, the hospital, and the community, a counseling and Guidance Program is available. For your first year a counselor is chosen before admission but you are permitted to choose a counselor for the second and third years. If none is chosen, the class advisor becomes the counselor. You are encouraged to see your counselor as the need arises but there is a planned schedule for counseling and guidance sessions concerning academic affairs.

Interviews with individual students.

1. First year, first term
 - a. orientation week
 - b. before Thanksgiving
 - c. at completion of the term
2. First year, second and third term
 - a. mid-term
 - b. completion of term
3. Second year
 - a. one interview except when more are requested by counselor or counselee.
 - b. pre and post psychiatric affiliation - health counselor
4. Third year
 - a. one interview with counselor except when more are requested by counselor or counselee
 - b. before graduation (July or August), Director School of Nursing.

Group Counseling and Guidance sessions - Health Counselor

As requested by Counselor and/or students.

Information 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. Overnight visit by prospective students.
 - b. Speaking engagements.
3. Student Organizations
 - a. Student Government Association
 - b. Individual Class Organization
4. Student Health
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 a reduced rate at Meuser Park in the summer through the courtesy of the Wilson Board of Recreation. Students may wear swim suit to the pool provided a coat or shirt is worn over it.

Religious Affiliations:

There are many churches nearby and you are urged to attend the church of your choice. Since public bus service is not available Sundays, it is suggested one 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	St. Frances de Chantal 1918 Washington Street
Calvary Memorial Methodist Church 1412 Lehigh Street	Temple Covenant of Peace 15 & Northampton Street
First Moravian Church 225 North 10th Street	(others are listed in the phone book)
Olivet Presbyterian Church 1137 Northampton Street	

LIBRARY REGULATIONS

General Rules:

1. The library is located on the ground floor of the residence and is open 4-11 P.M. Monday thru Sunday. Key is in Housemother's station.
- 2.(a) All students using the library must sign books in and out.
 (b) If you wish to use the library you 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.

- (c) Students are not permitted to use the medical library in the hospital. Faculty members will secure books from this library for students if necessary.
- (d) Students can secure library cards from the two local libraries. (Easton, and Mary Meuser)

All persons other than students and Faculty must have permission of the Director of School of Nursing and use the same procedures as students for signing in and out of the Library. They are not to remove any type of book from the Library unless they have permission from the Director of School of Nursing.

Smoking Privileges:

There is no smoking in the library. Smoking is permitted in the reading room only.

Signing Out Books:

1. When you desire to take a book from the library you sign 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, you should sign the form on desk for this purpose.
2. Reference books not reserved for class use, may be borrowed for two (2) weeks. They may not be kept longer and may not be removed.
3. Fiction may be borrowed for two (2) weeks and may be renewed once.
4. Magazines may not be removed from the library, or in the case of those located in the Residence, to your room.
5. 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.
6. If a book on "reserve" and you wish to use the book after 10:00 P.M. you sign your name, the date, the author and the title of the book on the form provided on the desk in the library.
7. 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.
8. "The American Journal of Nursing," The Encyclopedias, and the large clinical texts are to be used in the library only.
9. Books are not to be placed back on the shelf when once removed, but are to be placed on the table.
10. All faculty members must sign out for all books, using the same procedure as you do.
11. If the faculty librarian notes any books which have not been signed out properly, it is her prerogative to check all your rooms, providing the housemother and the Director of Nursing Education accompany them.

Fines and Penalties:

1. 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.

2. 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.
3. Failure to comply with the above rules and regulations will result in loss of all privileges for one week.

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 Lucille J. Morison. 4th ed.
St. Louis, C.V. Mosby Co., 1965.

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

1. Nursing as a profession. 2. Nurses
and nursing -- Study and Teaching. 1. Title

RT82.M6 1965 610.73069 65-10696

Library of Congress

- 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. 462 pages, about 8 inches (22½ cm) high - a good size to hold with ease. The fact that illustrations and diagrams are 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

Subject Cards:

610.73 Nursing as a profession
M861S4

610.73
M861S4 Nurses and nursing - Study and Teachings.

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 37 professional magazines and 18 popular magazines including:

A. Professional Magazines

Adolescence
 American Journal of Nursing
 American Journal of Sociology
 Bulletin - National Tuberculosis Association
 American Operating Room Nurse Journal
 CA
 Canadian Nurse
 Clinical Pediatrics
 Clinical Symposia
 Children
 Drug Intelligence
 Forecast
 The Heart Bulletin
 Hospitals,
 Hospital Topics
 International Nursing Review
 Journal of Nursing Education
 Journal of Practical Nursing
 Journal of Psychiatric Nursing
 Mental Hygiene
 The Modern Hospital
 Nursing Forum
 Nursing Homes
 Nursing Outlook
 Nursing Research
 Nutrition Review
 Nutrition Today
 Obstetrics and Gynecology
 Occupational Health Nursing
 Pennsylvania's Health
 The Pennsylvania Nurse
 Perspectives in Psychiatric Care
 Public Health Reports
 R.N.
 Scientific American
 Today's Health
 World Health

1.. 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. They may not be removed
- c. Bound volumes of past issues are available for library use only and include:

1. The American Journal of Nursing (1918-1967)
2. Nursing Outlook (1953-1964)
3. Public Health Nurse (1954-1952)
4. Geriatrics - (1949-1952)
5. Public Health Reports - (1955-1967)
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. Meetins are held the first Tuesday of each month - except July and August at 2:00 P.M.. Student Council meetings preceed meetings at 12:30 P.M. and both are held in the classroom of Meuser Hall. You are required to attend the meetins unless you are ill, on vacation, or on affiliation. Dues of the organization are due annually and used to support various student projects; they are paid on admission to the School. An advisor is elected annually to assit 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 and 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. All students vote for the Queen; classes vote for two attendants from their class. Students who were members of Court first and second year are eligible for Queen.
2. First and second year class elects two attendants from their class from those students who were not in the court previous; you are not eligible for re-election a second time.
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 elect the winners.
6. All voting is secret; voting carried out and counted by Director.

Student Government Activities:

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

The Judiciary System:

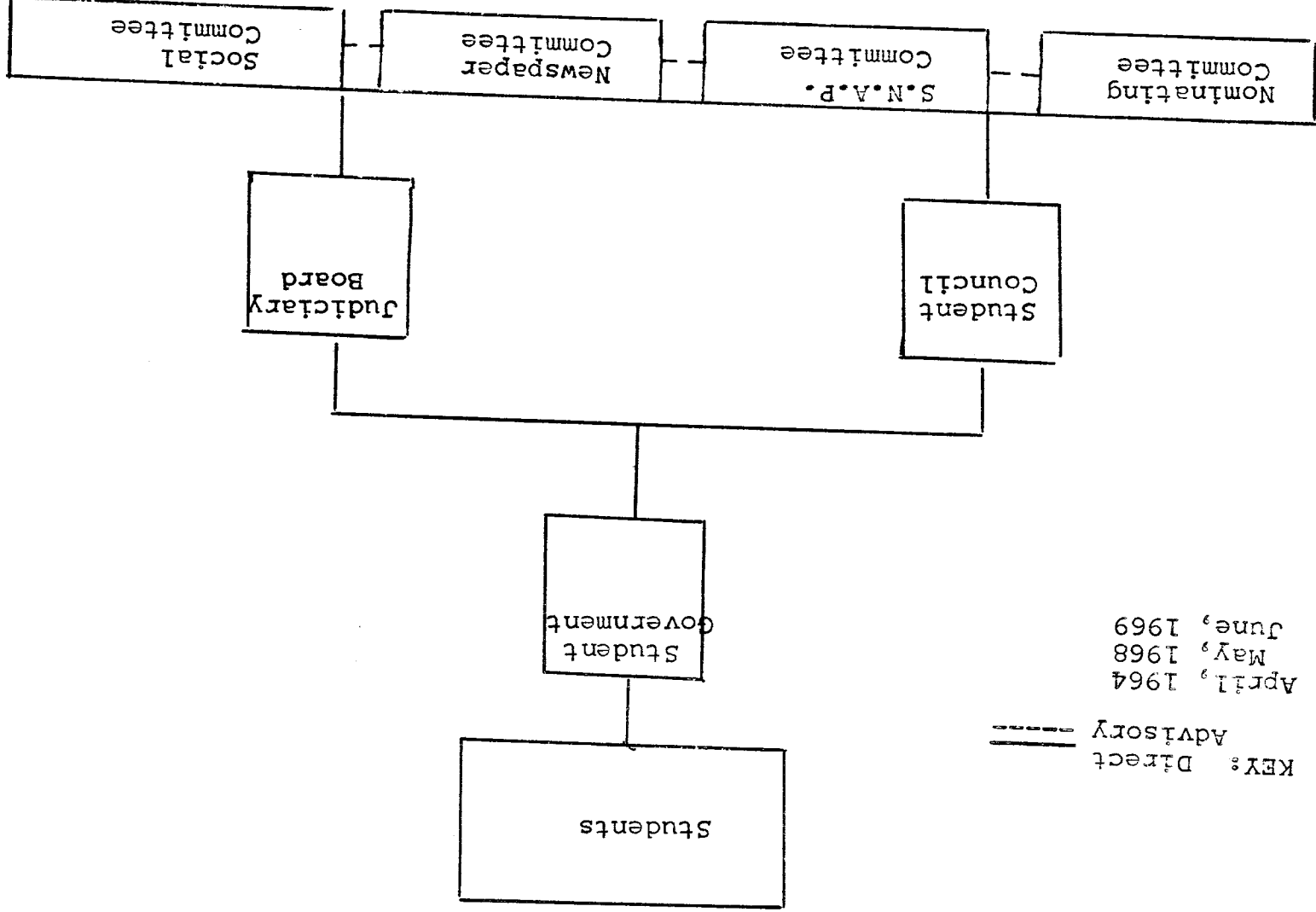
The law enforcing group is known as The Judiciary System. This representative group meets at least once monthly, the fourth Wednesday at 4:00 P.M. in the classroom. A faculty advisor is elected to assist in interpretation of student rules and regulations. Type minutes are due in the school office by 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. November first they elect permanent officers and class advisor. Each June thereafter, officers are elected and slate reported to the Director of the School. It is

treasurer 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 or, in her absence, the President and class advisor as a protective measure. Books must be audited annually.

Student Government Association



KEY: Direct
 --- Advisory
 - - - - -

April, 1964
 May, 1968
 June, 1969

Easton Hospital
School of Nursing

Easton, Pennsylvania
18042

Rules and Regulations
Student Government 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 contact; 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. Dues shall be \$4.00 per year and shall be payable to The School of Nursing on admission.

ARTICLE IV - ELECTIONS AND DUTIES
OF OFFICERS

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 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 his 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 ending their term in June are eligible for election to this organization provided they are not reelected to office in their class. They can not hold office in this organization and in their class.

Section 4. All elected officers of the Student Council and the Judiciary Board must maintain a scholastic average of 85 or over. Freshmen average will be obtained from those grades earned; second and third year student averages will be yearly averages.

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

Section 6. Conditions of Eligibility: Nominees for the office of President shall be members of the senior class and previous Student Council Members. Nominees for the office of Secretary shall be members of the senior class and previous Student Council members. 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 Advisor, 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 installed during the first meeting in September. Meeting in June shall be considered annual meeting at which all written reports from President, Judge, and Committee Chairmen shall be presented.

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; he shall act as representative of the Student Body as necessary; he shall appoint chairman of all committee (except the Judiciary Board Committee); he shall, in case of a tie vote, cast the deciding vote (not in Judiciary Board); and he shall exercise general supervision of the Student Government Association. He shall represent the student body at any other meeting concerning students upon request. He shall represent the student body as a member of the Faculty Organization and present an annual report of the Association at their annual meeting.

B. The Vice President shall assume the duties of President in his absence or at his request. He shall accompany the president in representing the student body when requested and will report on such matters to the student body at the next scheduled meeting. He shall represent the student body as a member of the Curriculum Committee of the School of Nursing.

C. The Secretary shall post notice of all regular meetings at least three (3) days previous to the meetings and notify all students of special meetings; he shall record the minutes of all Student Government Association and Student Council meetings and shall send one copy to the Director, School of Nursing, one to the Faculty Advisor, and file one copy; he shall carry on all correspondence of the Student Government Association; he shall keep an accurate list of attendance at meetings and report all absences to the President.

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; he shall collect all fines, and annually he shall

ARTICLE V - MEETINGS

Section 1. Regular Meetings: Regular meetings shall be held the first Tuesday afternoon of every month from September to June inclusive. Every student is required to attend unless he 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 day off or ill will be notified and is required to attend. Anyone not attending will be brought before the Board. Plurality (more than one half the Student Body) shall constitute a quorum.

ARTICLE VI - STUDENT COUNCIL

Section 1. Membership: The Student Council shall be composed of the officers of the Student Government Association, elected representatives, the President of each class, the Faculty advisor and the Director of the School. Chairmen of all committees and indicated persons upon request of the Association 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 and matters within the jurisdiction of the Association.

Section 3. Meetings: Regular meetings of the Council shall be held on the first Tuesday afternoon of every month from September to June, inclusive. A majority of Student Council shall constitute a quorum.

Section 4. Voice and Vote: Voice and vote will be granted those elected to the Student Council or their substitutes in their absence. All others have voice only.

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 exofficio 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. Those persons breaking rules and regulations will be notified prior to the meeting. 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 involved will be notified accordingly.

Section 4. Quorum: A majority of the Board shall constitute a quorum.

Section 5. Duties of Secretary: The Secretary will recall all minutes of meetings, send out notices prior to meeting to all involved.

Section 6. Advisor: The Judiciary Board will elect an advisor immediately following election of new judge. Advisor will be selected from eligible members of the Faculty.

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 Board, 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 a one year term by 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 may be made from the floor for candidates for 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 election. In event of resignation or inability of an officer as 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; he shall represent the class whenever necessary; he shall exercise general supervision over all interests under class control; he 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 President in the event of his absence or at his request; and he 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, he shall carry on all correspondence for the class. He shall be in charge of the ballot box for class elections when he shall be assisted by the other class officers.
 - 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. Each class shall select 2 representatives to serve on the Student Council of this Association. These representatives shall present the will of the classes to the Council, and shall be responsible for reporting on Student Association activities to the class.
 - F. Each class shall select 3 representatives to serve on the Judiciary Board. These shall also be members of that Board.
 - G. 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 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 with permission of the Council and approval by the Director of the School of Nursing.

Section 9. Representatives to Committee of the Student Association: Each year each class shall elect one representative to the Social Committee and one representatives to the S.N.A.P. Committee.

Section 10. First Year Class: The first year class shall elect temporary officers, A Faculty Advisor, and indicated committee representatives in September to serve until November, at which time permanent officers and representatives will be elected to serve until June. Committee representatives are: Nominating - 1 student; Student Council - 2 students; Judiciary Board - 3 students.

ARTICLE IX - COMMITTEES OF THE ASSOCIATION

Section 1. Standing Committee:

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 there qualifications, to the Association each year for election. The slate of Candidates shall be posted 3 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 elcted 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.

C. The S.N.A.P. Committee shall be composed of two (2) elected members from each class. The President of the Association shall appoint the chairman. The committee shall be responsible for maintaing and encouraging active participation in S.N.A.P. The Chairman of the S.N.A.P. Committee shall act as the school S.N.A.P. Representative.

D. The Newspaper Committee shall consist of an editor who shall be a senior elected by the committee and who shall have been on the staff for one year, the committee and a reportor for each class, elected by the class. The Committee shall publish the Stethoscoop bi-monthly. They shall elect an Advisor. Other necessary personnel shall be selected by the Committee.

Section 2. Special Committees; Special Committees shall be appointed by the President at the discretion of the Student Council or by a 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 - PARLIMINARY AUTHORITY ROBERTS 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 (s) has been passed at least one week before the meeting.

Section 2. These bylaws may be amended at any meeting of the Association without previous notice by a unanimous vote of all members present.

October, 1962

Amended:	September,	1964
Amended:	February,	1965
Amended:	June,	1966
Amended:	May,	1968
Amended:	May,	1969

Student Government Policy Manual

Duties of Officers:

A. President, Vice President - Representatives Student Body Community Activities

A. Food Baskets

1. Food baskets will be made up for needy families from your contributions at Thanksgiving and Christmas
 - a. Special Committee will be appointed; Faculty Advisor selected.
 - b. Names of families will be secured from Social Service with an attempt made to provide families known to some students.
 - c. List of foods, etc. will be planned by committee and individual student assignments will be made.
 - d. Student Government will purchase the meat (in most instances) - students will donate money for extras beside food.
 - e. Arrangements will be made with maintenance to deliver the baskets in most instances food can be collected in Meuser Hall conference room.

B. Cancer Drive

1. Student Government will collect funds for the Cancer Drive probably in Wilson Borough.
2. President will organize activities with Health Counselor.

C. Programs for Patients

1. Special Committee will be appointed to plan programs for patients at:
 - a. Christmas
 - b. Easter

Social Activities

A. Christmas Dance

1. Special committee appointed; Faculty Advisor selected
2. Choice of site should be made in Spring
3. Band must be hired
4. Attendance of students is compulsory
 - a. excused absence obtained only from President

B. Graduation Dinner Dance

1. Attendance compulsory for graduating class.
2. All students and their escorts are charged.
 - a. graduating class (Not Their Escorts) are invited guests
3. All other students strongly urged to attend.
4. Dance planned by Nursing School Committee
 - a. students choose Queen and Court

- b. graduating students choose doctor to crown queen
- C. Other Student Social Affairs

- 1. Compulsory when determined to be so by Student Government

Social Affairs

A. Candlelight Services

- 1. Compulsory for all students (see Manual)
- 2. Complete uniform required (see Mannual)
- 3. First Year Class
 - a. provides vocal part of program and selects music
 - b. Last person to light candle is keeper of the light and a speaker for next year
- 4. Student speakers include President of Student Government, President of Second Year Class, and Keeper of the Light.
- 5. Day following is extra day to celebrate
- 6. Special breakfast for the class permissible if desired

B. Baccalaureate and Graduation

- 1. Compulsory for all students (see Manual)
- 2. Complete uniform required (see Manual)
- 3. Graduating class:
 - a. chooses own uniform
 - b. selects and provides music
 - c. suggests Church and Clergy
- 4. School pins provided by Medical Staff
 - a. secretary writes thank you notes

Recruitment Committee

- A. Chairman, Outstanding Student Nurse
- B. Advisor selected
- C. Activities include:
 - 1. Open house program- with Faculty
 - 2. Overnight visits prospective students
 - 3. Speakers bureau
 - 4. All student, Faculty recruitment activities

Outstanding Student Nurse

- A. Program to select new OSN responsibility present OSN
 - 1. Candidates for OSN must meet SNAP requirements
 - 2. Slate of candidates selected by student body from those qualified.

3. OSN arranges for final selection by Judges before student audience in Kroner.
 - a. interviews by Judges
 1. Judges are distinguished adults from community, hospital, Faculty invited to be judges by OSN.
 - b. OSN arranges for Kroner for meeting.
4. Candidates for OSN write Philosophy of Life
 - a. OSN presents copies of Philosophies to Judges before contest.
 - b. candidates read the Philosophies to audience.
 - c. surprise questions asked candidates by OSN before audience after candidates read Philosophy.
5. OSN selected no later than February 15.
6. OSN chairman Student Recruitment Committee.

Social Committee

- A. Responsible for all social affairs sponsored by Student Government except:
 1. Christmas Dance
- B. Chariman appointed by President
- C. Special projects of Student Government
 1. Appointed special committees for project
 - a. under direction Social Committee

S.N.A.P. Meetings

- A. Freshmen required to attend first all meeting
 1. Transportation provided by School.
- B. Meeting in Easton -
 1. Compulsory for all students
- C. Mock Convention (Area #2)
 1. Students attending will:
 - a. remain for entire program of the day.
 - b. attend all meetings
- D. Conventions (State & National)
 1. Students attending will:
 - a. attend meetings
 - b. present written reports on return

Posters

- A. Areas permitted in the Hospital
 1. Cafeteria bulletin board
 2. Nursing unit bulletin board

3. With consent from Mr. Keim only
 - a. exterior doors
 - b. elevators, hallways

B. Nurses Residence

1. Tripod in lobby
 - a. monthly activities calendar
 - b. class projects
 - c. student government projects
2. Floor bulletin boards
 - a. for use of residents of floor
 - b. class schedules, notices for residents
3. Door of Housemother office not for signs

Fund Raising Projects

- A. Cleared thru Student Council by Class President
 1. Suggestions include:
 - a. Year 3 - sample fair, rummage sale
 - b. Year 2 - dinner
 - c. Year 1 - candy, cards
- B. Check with Director to see if project allowed by hospital

Year Book

- A. editor
- B. Publisher chosen by class
- C. Photographes chosen by class
 1. Take pictures from entrance to school
 2. Arrange for State Board pictures (4)
 - a. wear white blouse for State Board pictures
 3. Arrange to borrow school pin for yearbook
 - a. graduate pictures may not be used for newspaper publicity, etc. before graduation

Revision of Policy Manual

- A. Annually
- B. Spring of school year

Adopted: June, 1969

JUDICIARY BOARD
of the
EASTON HOSPITAL SCHOOL OF NURSING

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

Article II 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 by the Faculty.

Article III 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 in June (November for the freshman class) three delegates and one alternate all with 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 the advisor capacity only.
E. Secretary - shall be elected from the membership of the Judiciary Board and shall serve as Judge in the Judge's absence.

Article 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. Special meetings shall be called whenever necessary.

Article V. Duties
Section 1. 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 their findings. The actions of the Judiciary Board shall be kept confidential.

Section 2. a. 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.
b. The secretary of the Judiciary Board shall be responsible for recording of the minutes of the Board; notification of representatives for meetings and persons being called before the Board. She shall also see that the Housemothers and the Director, Nursing Education are aware of the necessary penalties. She shall keep a list of penalties received by students as a result of Judiciary Board action.

Article VI. Quorum

A majority of the Judiciary Board shall constitute quorum.

Adopted: 1965

Revised: 1967
1969

EASTON HOSPITAL SCHOOL OF NURSING JUDICIARY SYSTEM

Penalties for Infraction Rules and Regulations

- I. Late return to the Nurse's Residence without calling housemother
 - A. First offense-Loss of one overnight preceeding your day off.
 - B. Second offense-Loss of all permissions for one week.
 - C. Third offense-Loss of permissions for one week and a composition.
- II. Late return to Nurse's Residence after calling housemother.
 - A. First offense-Warning.
 - B. Second offense-Loss of one overnight preceeding day off.
 - C. Third offense-Loss of all permissions for 1 week.
- III. Taking too many permissions in one week.
 - A. First offense-Loss of late permissions for one week.
 - B. Second offense-Loss of all permissions for one week.
- IV. Student Government Meetings Functions.
 - A. Unexcused Tardiness
 1. First offense-Loss of one overnight.
 2. Second offense-Loss of all permissions for one week.

Students have the responsibility to notify someone if they expect to be late. They may have the ward secretary call any member of Student Council or the Housemother.

 - B. Unexcused Absence
 1. First offense-Loss of permission for one week.
 2. Second offense-Campus for one week.
- V. Forgetting to sign out for a weekend
 - A. First offense-Warning
 - B. Second offense-Loss of late permission for one week.
 - C. Third offense-Loss of overnights for one week.
 - D. Failure to sign out for midnight or 1 A.M. is considered late returns.
- VI. Untidy Kitchen
 - A. First offense-Warning
 - B. Second offense-Closing of kitchen for one week.
 - C. Each additional offense-Closing of kitchen for one additional week.
- VII. Unexcused absence from gym
 - A. First offense-Loss of one overnight preceeding day off.
 - B. Second offense-Loss of permission for one week.

- VIII. Failure to chart monthly weights
 - A. First offense-Loss of one late permission
 - B. Second offense-Loss of one overnight
 - C. Third offense-Loss of all permissions for one week.
- IX. Failure to lock room door and closet door during day
 - A. First offense-Warning
 - B. Second offense-Loss of one midnight privilege
 - C. Third offense-Loss of overnight
- X. Receiving or making phone calls midnight to 7 A.M. - except in emergencies:
 - A. First offense-Warning
 - B. Second offense-Loss of one late permission
 - C. Third offense-Loss of all late permissions for one week.
- XI. Failure to report to housemother for roomcheck.
 - A. First offense-Warning
 - B. Second offense-Loss of one late permission
 - C. Third offense-Loss of all late permissions for one week.
- XII. Failure to attend judiciary board upon request (includes board members)
 - A. First offense-Loss of all privileges for 1 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.

ADDITION:

Students are expected to keep their rooms neat and tidy at all times!! Room check will be carried out by two students on Judiciary Board and one faculty member several times a month or as seen necessary by the Board.

Neat room:

- locked doors
- bed made
- no excessive dust on furniture
- no clothing draped on furniture
- floor free from clutter (uniforms, papers)
- only 3 posters on wall
- tidy dresser and desk.

- XIII. Failure to meet roomcheck specifications
 - A. First offense-Warning
 - B. Second offense-Loss of privileges for night of day on which room is found disorderly. This will continue for the balance of school year.

Rules and Regulations
of the
Stethoscoop Staff of
The Easton Hospital School of Nursing

PREAMBLE

We the staff of the Stethoscoop do hereby establish this newspaper in order to provide a means of increasing student participation, school spirit, loyalty, and pride in the school. We also hope to establish better relationships among the students and between the student body and the faculty, to provide a channel for the opinions of the students, and to help in education by providing professional news.

ARTICLE I NAME, INSIGNIA AND MEANING

The name of the newspaper is the STETHOSCOOP, and our insignia is the stethoscope. It is used for listening and it symbolizes our ability to listen and obtain news.

ARTICLE II MEETINGS AND MEMBER RESPONSIBILITY

- Section 1. Regular meetings: A meeting must be held during the first and third weeks of each month. The meetings MUST be at a convenient time for ALL students on the staff.
- Section 2. Deadlines: The deadline is the Friday of the second week of the second month.
- Section 3. Absences: Only three(3) unexcused absences per student per year are permitted. The only excuses acceptable are illness, vacation and affiliation.
- Section 4. Each member must be willing to cooperate with the rest of the staff, and to fulfil the duties, otherwise he or she may be asked to leave the staff.
- Section 5. Each year new members will be taken in during the month of September.
- Section 6. Each September the following Staff positions need to be filled.

Faculty Advisor
Class reporters 1st, 2nd, & 3rd year class
Typists
Artists
Proof-readers
Feature columnists

ARTICLE III

OFFICERS, THEIR DUTIES AND RESPONSIBILITIES:

- Section 1. Editor: The Editor will be a senior who has been on the staff for a year. His or her duties are to coordinate the program, to make sure deadlines are met, and to make sure that the paper is out on time. She or he will choose an alternate when unable to attend a meeting. The Editor will be elected in June.
- Section 2. Faculty Advisor: Her duties are to attend meetings, supervise the work on the paper, help with problems, and write faculty news.
- Section 3. Secretary-Treasurer: His or her duties are to keep the record of activities up to date, take roll call, write correspondence and take care of newspaper funds.
- Section 4. Elections: In September the whole staff will elect the Secretary-Treasurer and Faculty Advisor and it will be decided what her duties will be on the staff.

ARTICLE IV

OBJECTIVES, GOALS AND FUNCTIONS

- Section 1. Objective: Our objective is to improve the paper to provide better educational news and to provide a channel for the opinions of the students.
- Section 2. Goal: Our goal is to increase school spirit, loyalty, and pride in the school.
- Section 3. Function: Our function is to increase student participation and to improve relations among the students and between the student body and the faculty.
- Section 4. Publications: The issues will be published bi-monthly.

ARTICLE V

AMENDMENTS

- Section 1. Rules and Regulations may be amended by any meeting of the staff by a two thirds vote of the members present and voting if there has been at least a week's notice prior to the meeting.
- Section 2. If no previous notice has been given these Rules and Regulations may be amended by a unanimous vote of all members present, if a majority of the members are present.

Adopted: March 31, 1969

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 \$8.00 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, Pottstown, and Easton and students are urged to attend these area meetings. When students are required to attend compulsory school meetings (ex S.N.A.P.) they are not to leave the meeting before adjournment.

STUDENT GOVERNMENT OFFICERS 1969-1970

PRESIDENT.....Lucille Getz '70
VICE PRESIDENT.....Anise Estephan '71
SECRETARY.....Linda Diaz '71
TREASURER.....Wendy Milehim '71
JUDGE.....Pat Parsons '71
ADVISOR.....Joanne Nitchkey
ADVISOR.....Virginia M. McIlroy (ex officio)

PHILOSOPHY OF SNAP

The 1968-69 Board of the Student Nurses Association of Pennsylvania has written the following philosophy to serve as a statement of our purpose. Through it, we hope to set realistic, yet challenging goals for our programs which will involve all nursing students in Pennsylvania.

The stated purpose of SNAP is that it serves as a pre-professional organization for nursing students, helping to acquaint them with nursing's professional organizations. This can be accomplished by giving facts to our members; but, more important, we feel that giving them an example of professional attitudes in action will give them much more insight into their future responsibilities. As student leaders, we will try to increase our knowledge about nursing, striving to become educated, not simply trained. By striving for education, we expect to gain maturity to help us face our problems. Some areas of concern have already been recognized: membership trends, higher education, and communications. As professional leaders, we want to maintain a respectable position in society for both ourselves and our organization. We realize the large size of our membership, and strive to involve the members in programs which will benefit them, enabling them to give the best patient care possible. Through their involvement, we hope to give them the desire to attain professional status and to keep improving that status, while respecting the dignity of co-workers and patients alike.

Returning to our relationship with our professional organizations, it is evident that SNAP serves as a link in the communication of facts, ideas, and attitudes with ANA and PNA. By keeping our lines of communication functioning at this level, the Board hopes to promote, by example, more prompt and direct communication with our individual students, our areas, and students in other states. Our leadership and efficient management will, hopefully, breed enthusiasm and give our students more understanding of the strength, importance, and benefits of having a purposeful and well functioning organization. By our contributing to such an organization, we hope to make more people aware of SNAP, both the public and our potential membership.

Since communication is so important in maintaining the organization, we have given it special consideration in our present and proposed activities. We hope to create opportunities for self-expression among our members. A proposed SNAP Representative Committee would serve as a channel directly between SNAP Representatives and the Board, to share concerns and suggestions about problems in their individual schools. A further purpose of this committee would be to make students aware of others who have problems similar to theirs, and to help dissolve some of the barriers of misunderstanding between the various professional nursing programs. The impact of this committee will hopefully be felt by every member, for it is through each member that we must work to reach our potential membership.

Looking to the future, we also owe our members insight into trends in nursing, crucial issues confronting nurses and educational opportunities for Registered Nurses. SNAP will take stands on controversial issues, helping our members to act intelligently after considering all sides of debates. Students will be given opportunities to hear, question, and discuss with educators who both create and resolve controversial issues. We will also take any opportunity to encourage students to seek further education, whether it be formal or not. We will try to make more such opportunities available and to make them open to more students by encouraging the honoring of transfer credits, and offering scholarship monies.

In conclusion, the philosophy of our proposed programs and activities is to stimulate the use of our members' energies, not to exhaust them. Through involvement in interesting and worthwhile programs, we hope that each person will be rewarded by feeling a sense of contributing to a dynamic and purposeful organization, building a foundation for both his professional future and other nursing students.

(4/24/69)